Graduate Psychology
Student Handbook

2019 – 2020
Updated 05.13.2019

Master of Science
Psychology · Counseling Psychology

Graduate Certificates
Child and Adolescent Psychology · General Psychology
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Avila’s Graduate Psychology Degree Programs

Psychology

The Master of Science in Psychology (MSP) is a 36-credit hour degree program that provides students with a solid foundation in psychology. The program offers students an in-depth survey of the diverse research, theory, and practices of psychology’s many subdisciplines. The MSP program is designed for students interested in studying non-clinical applications in the field and who want to pursue careers in non-clinical settings as well as those who desire greater preparation for doctoral programs.

As part of the program, students may choose to select a concentration in Research or Mental Health. The research concentration is designed for students who intend to pursue a doctoral degree or research-related employment after completing the master’s degree. This concentration has a research thesis as the capstone. The mental health concentration is designed for students who plan to work in a mental health field, but do not intend to pursue counseling as a profession. Students in the mental health concentration, or who do not choose a concentration, complete a year-long community project as part of their capstone course. The program director for the MSP degree is Dr. Marcia Pasqualini.

Mission Statement: Avila University’s Master of Science in Psychology Program is committed to the education, training, and development of graduates who will understand the foundations of knowledge in psychological science, critically examine the content of that knowledge across subdomains of psychology, and apply the scientific methods of psychology to address basic and applied questions about human behavior from a biopsychosocial perspective.

Counseling Psychology

The Master of Science in Counseling Psychology (MSCP) program is a 60-credit hour degree program designed to meet the educational criteria for Kansas and Missouri professional counselor licensure. The School is committed to the scientist-practitioner model to train master’s level counseling psychologists and licensed professional counselors for the delivery of mental health services in a variety of settings such as private practice, mental health clinics, counseling centers and human service agencies.

As part of the program, students may choose to select a concentration in Couples and Family Counseling, Child and Adolescent Counseling, Psychological Assessment, and/or Research. Each concentration consists of a minimum of 9 credit hours of course work intended to provide additional focus on those populations and skills. The program director for the MSCP degree is Dr. Heather Noble.

Mission Statement: The Avila MSCP program is committed to the scientist-practitioner model to train masters-level counselors for the delivery of mental health services in a variety of settings. Students who earn a master’s degree in counseling psychology will be prepared to assist those experiencing social, behavioral, and personal mental health problems through a variety of approaches and learned techniques, integrating key elements of a client’s cultural or social context. Students will leave with the abilities to evaluate evidenced-based treatment approaches, integrate respect for the dignity and well-being of others, and advocate for both the common and individual well-being.
Where to Find Information

Information about Avila University, the School of Psychology, the graduate psychology programs, and your personal academic information can be found in the locations listed below. If you have a question about your program or your status and cannot find the answer from one of these sources, the Graduate Psychology Enrollment and Retention Manager (referred to as “ERM” in this Handbook), as well as the rest of the psychology faculty and staff, and the Avila administrators (e.g., Student Records and Registration, Financial Aid) can assist you.

- This Handbook contains information about graduate program policies and procedures and should be used to supplement additional policy manuals including the Graduate Academic Catalog, Avila University Student Handbook, and Clinical Education Handbook (MSCP).

- The Graduate Academic Catalog contains information related to all aspects of your Avila experience, including enrollment, financial aid, and course descriptions. The catalog is available on the Avila website. A student’s catalog is determined by their year of entry and only that catalog should be referenced for degree information.

- Avila University Email: The University and School expect you to check your Avila email regularly, as you are responsible for any information sent via this email account. This includes during semesters and breaks.

- Graduate Psychology Student Resource Center in Canvas (GPSRC): The GPSRC is the primary way the school provides information to students and is the primary resource for school documentation on a variety of processes.
  - Announcements: The school posts messages in announcements that cover a variety of topics including research opportunities, job/internship opportunities, school updates, and important registration information. You should check Canvas on a regular basis, and if desired you can set up Canvas alerts to notify you of new announcements by email or text. These alerts can occur at preset times. Critical information from the school will be posted in Announcements and as well as emailed to all students directly.
  - Files: Students have access to numerous materials needed throughout the programs at Avila. In Files, students have access to guides on how to be successful in Psychology courses that use Canvas. All documentation provided during initial course sequencing can be found here, in addition to information on Master’s Thesis/Research Experience, Counseling Practicum (Helping Relationship II course), and Counseling Internship.
The **Avila University website** (www.avila.edu) contains information about the entire university, including urgent announcements on the home page.

- The **Graduate Psychology website and blogs** can be accessed through the Avila home page (Academics), or directly at www.avila.edu/gradpsych. “Like” us on **Facebook** to receive updated information, find employment opportunities, and communicate with fellow students.
- **MyAU** is the primary source for personal, financial, and academic information such as class schedule, course history/unofficial transcript, degree audit and tuition balance. Additional resources may also be linked through MyAU: career services, disability services, health and counseling services, and learning services. The web address is: https://myau.avila.edu/ICS/

**Educational Outcomes and Assessment**

**Educational Outcomes**

Upon graduation, an Avila University student in the psychology programs will have demonstrated competence as follows:

**MS Psychology** (adapted from the American Psychological Association’s Core Learning Goals for Master’s Degree Graduates in Psychology):

1. **Knowledge Base in Psychology.** Students demonstrate a broad knowledge of psychology’s core domains, and knowledge of psychology as a science.
2. **Scientific Mindedness.** Students apply appropriate scientific techniques to identify and answer research questions and to make informed decisions as knowledgeable consumers of the research literature.
3. **Ethical and Social Responsibility in a Diverse World.** Students recognize that their competence includes exhibiting cultural humility about the potential limitations that may transpire from their own background and worldview.
4. Communication. Students demonstrate competence in written, oral, and interpersonal communication skills.
5. Professional Development. Students are skilled in the application of their knowledge to their chosen profession.

MS Counseling Psychology:

1. Scholarship: The MSCP program prepares students to acquire, critically evaluate, and communicate a wide array of information using the scientist-practitioner model within the counseling field.
2. Professional Attitude and Behavior: The MSCP program prepares students to comport themselves professionally within a counseling context, as indicated by the ethical standards for professional counselors, including the ability to maintain appropriate boundaries, accept and implement feedback, and demonstrate interpersonal and intrapersonal awareness.
3. Cultural Competence and Advocacy: The MSCP program will provide training to increase awareness, knowledge, and skills related to culturally competent professional behavior in the field of counseling psychology. In addition, the MSCP program will challenge students to become advocates for social justice in the global community.
4. Professional Practice: The MSCP program will provide training in the use of appropriate counseling and appraisal skills with an emphasis in counseling settings; students will also be exposed to skills related to professional consultation, presentation, and evaluation.

Outcomes Assessment
The outcomes for the graduate psychology degree programs will be assessed through a combination of written and performance examinations and assignments, in addition to self, peer, instructor, practicum/internship supervisor, and psychology faculty evaluations. These outcomes will be outlined in detail in individual course syllabi. Students may also obtain a copy of these outcomes in the Graduate Psychology Student Handbook. MSCP students will also be evaluated annually by the faculty and at the time of candidacy application through faculty evaluations.

Advising, Course Enrollment and Grading

Advising
Academic advising in the school is designed to service two purposes: guidance on the progression of your education while at Avila and support for your professional growth and goals. To accomplish these purposes, the School of Psychology utilizes a dual advising model.

Advisor 1: Administrative Advisor
The administrative advisor will assist you with course sequencing, as well as institutional items that may come up during your time in the program, including:
- Registration/Withdraws
- School policy: Graduate Psychology Student Handbook
- University policy: Graduate Catalog
- Degree program changes
The Administrative Advisor for all students is the Graduate Psychology Enrollment and Retention Manager – Philip Gebauer.

**Advisor 2: Faculty Advisor**
The faculty advisor will assist with items pertaining to your career path and education goals. This is the person who will assist with questions regarding:

- Elective selection
- Active research opportunities
- Post-graduation opportunities
- Doctoral program advice and preparation
- Career development
- Ethics
- Professional standards
- Work-life balance concerns
- Transfer coursework
- Academic exceptions

The faculty advisor for all MSP students is Dr. Marcia Pasqualini.

The faculty advisor for all MSCP students is Dr. Heather Noble.

Advising is a process intended to assist students in their progression through a degree program. It is not meant as a substitute to students’ understanding of, and adherence to, the policies and requirements necessary to graduate from Avila University. Students must take ownership of their education by understanding the degree requirements as listed in their graduate catalog.

**Registration**
Each student is responsible for meeting the graduate requirements listed in the graduate academic catalog of their entry year. The administrative advisor should be utilized for assistance in course sequencing. Registration should be completed early to ensure course availability.

- Courses will be filled on a first-come, first-served basis.
- You are not assured of placement in a specific course or section. The sooner you register, the more likely you will be to get your preferred schedule. The school may change registered course sections to help ensure balanced enrollment.
- Enrichment students will be allowed access to graduate courses two weeks prior to the first class meeting.
- After the successful completion of the first semester, students will be expected to register for classes online through MyAU. Some courses will always require a separate enrollment process.

Graduate psychology enrollment dates will be posted on the Academic Calendar early in the prior semester. This information is also provided by the School through Canvas. Late registration (extra fee assessed) or class section changes may be permitted, when space is available:

- During the first week of a 16-week course, including arranged classes
- Up to two weeks prior to the beginning of a weekend intensive course
- On the first day of class for summer classes

**Course Sequencing**
At the initial advising appointment, students may be provided with a course sequence. The sequences are designed to allow students to complete program requirements in a specific timeframe. In addition, the sequences place courses in the order the School prefers they be completed. The School makes every effort to ensure students may complete courses in the recommended order. Deviating from these sequences without consulting with the administrative advisor may result in an inability to complete the program in the predetermined timeframe. Course sequences are available in the Files section of the GPSRC.

**Course Grades / Retaking Courses**
A grade of “B” or better is expected in all courses in the programs. Students may receive only 6 hours of “C” grades. Students may repeat a specific course only one time. Only two courses total may be repeated during the program. If a course is repeated, the most recent grade is calculated into the cumulative GPA. However, all course entries remain a part of the permanent record and credit is forfeited for all previous attempts.

Students should refer to their graduate catalog for the complete policy on course repeats, GPA requirements, and course grades.

**Incomplete Grades**
Students are responsible for initiating all requests for Incomplete grades. Incomplete grades are allowed only in exceptional circumstances and are solely at the discretion of the course instructor. The request must be made in writing. To be considered, students should have a strong attendance record and the absence of a history of late submissions on assigned papers, projects, or other assignments. Students must provide instructors with evidence for the need for an Incomplete.

If a student is granted a request for an Incomplete grade but does not follow the completion plan, they may receive a grade for the course that could include failure of the course. The typical timeframe for an Incomplete is six weeks following the last day of the class or end of semester. Incomplete grades requested in the final semester of attendance may delay conferral of the degree. Consult with Student Records on specific time-frames.

**Weekend Intensive Courses**
The School of Psychology currently offers four different course titles that are held in a weekend-intensive format: PY 631, 641, 661, and 680. These courses are offered as 1-credit hour electives. Weekend intensive courses are one weekend each and are generally held from 6 p.m. to 10 p.m. on Friday and from 8:30 a.m. to 5 p.m. on Saturday.

Please note that if you enroll in a weekend intensive course you may receive syllabi, required readings, and course assignments on Canvas in advance of the designated weekend, with most readings required prior to the course start date.

The Child and Adolescent Counseling concentration is the only program in the School that requires the completion of weekend intensive courses. All students may utilize these courses to meet elective requirements.

**Withdrawal**
Students who need to withdraw from a course during the academic semester may do so following the policies and guidelines outlined by the University. Excessive withdrawals by a student may lead to disciplinary actions including, but not limited to, course enrollment restrictions.
Withdrawals requested after the add/drop deadline will only be considered by university administration in extreme circumstances and documentation of the circumstances will be required.

Transfer Coursework
Prior Coursework: If transferring in coursework from another program, students should make the request for transfer credit prior to completion of the first semester of coursework. Transfer credit must be awarded before the completion of the first semester of enrollment, including summer. Students should contact the Enrollment and Retention Manager for instructions and forms for requesting transfer credit. Prior to enrollment, this request may be directed to the Graduate Admissions Advisor. A syllabus for each requested transfer course is required. Courses requested in transfer must have been completed within the previous six years. The maximum transfer hours accepted are 9 hours for MSP and 15 hours for MSCP.

Concurrent enrollment: For students currently in the program who wish to complete coursework at another institution to meet graduation requirements at Avila, prior approval from the Program Director is required. Concurrent enrollment transfer work will be allowed only on an extremely limited basis. The permission must be granted by the Director prior to enrollment at another institution. Courses completed through concurrent enrollment cannot be transferred into Avila if the credit will count toward the final 25% of completed coursework required for the degree (MSCP – the final 15 hours, MSP – the final 9 hours).

Transfer coursework is not permitted in meeting completion requirements for graduate certificates.

Program Requirements and Academic Standards

Graduate Academic Catalog
The catalog year is determined at the time of first enrollment in graduate coursework at Avila University. You are required to follow your catalog in order to fulfill degree program requirements, unless you submit an official request to change to a subsequent catalog year while attending Avila. Once changed, students may not revert to an earlier catalog. The Graduate School Change of Program, Catalog, or Advisor form is available in the School of Psychology Student Resource Center located in Canvas or from the Enrollment and Retention Manager.

If a student has not attended Avila University for four consecutive semesters (excluding summer sessions), they must apply for readmission and fulfill the requirements of the catalog in existence during the term of re-enrollment.

Professional Conduct
All students are expected to comply with the code of ethics that pertains to their program. The school will address all personal and/or professional behaviors that fall below the standards considered “appropriate,” and will bring inappropriate behavior to the attention of the program’s Director. The Program Director and/or other faculty including the chair and faculty advisor may be contacted and may deliver feedback.

Problematic behavior in the classroom may be immediately addressed by the instructor. At the instructor’s discretion, consequences may include addressing the concern in class, asking you to
leave the class for the remainder of the class period, or other consequences. Students will be notified of their standing in the program in this area via the annual review process.

**Attendance**
The School of Psychology places a high value on the quality of learning that takes place in an interactive classroom. Therefore, attendance at class sessions is extremely important. Students should plan to attend all sessions to ensure progress and understanding of course material. The decision about grade reduction or failure is at the instructor’s discretion and is included in the course syllabus.

**Plagiarism and Academic Dishonesty**
You must independently complete your own work, unless otherwise indicated by the instructor, and must cite appropriate sources when using others’ work. Any failure to follow the university’s academic code of conduct may result in consequences that could include automatic failure from the course in which the plagiarism has occurred, academic probation or immediate dismissal from the university. Please see the Avila University catalog for details about university procedures.

**Informed Consent**
As noted on our graduate admission application, students may be required to reveal personal information in some classes as part of the educational process. Unless this personal information reveals a violation of the law that mandates reporting (e.g., danger to self or others) or circumstances for MSCP students in which communication with others involved in a student’s education, training, and/or eligibility for licensure is necessary to assist the needs of the student and/or the counseling field, the information about the student will be treated with privacy within the school. Given the ethical responsibility for faculty to act as gatekeepers, factors outside academic performance (e.g., comportment, ethical compliance on sites, cultural sensitivity) can be reasons preventing MSCP student progress or considered during evaluations in candidacy, clinical settings, or annual evaluations, any of which may affect a student’s academic standing.

**Leave of Absence**
A student may request a leave of absence from the program, but must notify the Program Director and Enrollment and Retention Manager in writing or email to initiate the official leave of absence. A student may only request a leave of absence for the upcoming semester. A student must enroll in at least one course in the program within two years of the leave date or will be required to complete the formal process of admission again upon return to the program.

**Application for Degree**
You must apply for graduation in order to complete your degree program. Graduation applications for psychology degree programs are available through MyAU and must be completed online. All applications submitted after the deadline communicated by Student Records will incur an additional fee that is assessed to your financial account.

**Graduation, and Commencement**
Graduation and commencement are different events. *Graduation*, or the conferring of a student’s degree, occurs when all degree requirements are met and the student has submitted an application for graduation. Student Records confers degrees and this process may take up to six weeks post-completion of all required coursework. No student may claim to have completed a degree program before this occurs. This process triggers the notation of the degree on the transcript. *Commencement* is a ceremony held in May to recognize those students who graduate within an
academic year. As an example, students completing their degree in December 2019, May 2020, or July 2020 would have the opportunity to participate in the May 2020 commencement ceremony.

**Disciplinary Policies**

**Probation**
Probation is an initial disciplinary action that may be taken for academic as well as non-academic reasons. The School of Psychology takes seriously the decision to place a student on probation. A student placed on probation will typically receive a remediation plan indicating what is needed to be removed from probation. Some items will result in immediate probation, regardless of the events leading up to the infraction. A student will be automatically placed on probation if:

1. cumulative GPA falls below a 3.0
2. they earn a grade of “D” or “F” in any three-hour course
3. they are placed on a remediation plan for any reason (e.g., following candidacy denial or annual evaluation feedback)

Students may be placed in probation status only twice during the length of their program. Any additional cause for probation status after the second occurrence will result in suspension or dismissal. Probation status may also prevent students from proceeding to certain courses in the program, as determined by the School. Students in the Research concentration may be removed from that concentration if placed on academic probation. Requests for reinstatement into the concentration may be made through the Academic Advisor.

**Remediation Plans**
Remediation plans are an essential component to a student’s probation or suspension status. They can be for academic, behavioral or policy concerns or violations. A remediation plan will allow for the possibility of successful completion of the program.

Progress toward meeting the requirements of remediation plans will be reviewed at least once every semester for the fall and spring semesters by the Program Director and the Enrollment and Retention Manager. Additional reviews will be conducted as needed. Upon review, it may be determined: (1) the remediation plan has been satisfactorily completed; (2) the plan has not been satisfactorily completed and further remediation is required; (3) the concerns or violations remain severe enough that suspension or dismissal applies. Any changes to a student’s status (e.g. being placed on or removed from probation) will be documented and shared with the student.

**Suspension Policy**
Suspension is a severe disciplinary action that typically results from failing to meet the terms of a remediation plan. Suspension may be issued for any length of time the School deems appropriate. Students who display grossly inappropriate and/or problematic behavior may receive an emergency suspension from the program. These inappropriate and/or problematic behaviors would be defined as those that disrupt the mission of the School of Psychology, the educational process of other students, and/or the well-being of other instructors, staff, students, community members, or clients. All suspensions will remain in effect until the student complies with a remediation plan developed by School administration and reinstatement is requested and approved by the School. Any changes to a student’s status will be documented and shared with the student. Students have the right to appeal the decision regarding suspension.
Dismissal Policy
Dismissal is the most severe disciplinary action that may be applied to a student. Dismissal is a permanent removal of the student from all graduate and certificate programs in the School. While the School prefers to take a stepped approach in applying disciplinary policies, any student may be dismissed from the program for severe infractions of School or university policy and will be notified of this in writing. A student may be dismissed for reasons including, but not limited to:

1. Failure to maintain minimum academic standards, to include:
   - Falling below minimum GPA requirements
   - Receiving more than 6 hours with a “C” or below during the program, regardless of whether the courses are retaken
2. Academic misconduct or dishonesty (plagiarism, cheating, etc.)
3. Violating any of the standards related to Avila University’s Student Code of Conduct. A complete explanation of the Student Code of Conduct is available online in the Avila University Student Handbook, at https://www.avila.edu/student-services/student-handbook or by contacting the Director of Student Engagement and Success, Dr. Paige Illum at 816.501.3760 or Paige.Illum@avila.edu.
4. Violating any academic or professional conduct standards as described in this handbook.
5. Violating the standards of the appropriate professional organization’s Code of Ethics such as the American Counseling Association Code of Ethics or the American Psychological Association Code of Ethics.
6. Failing to meet requirements of a remediation plan
7. Revealing any protected information during the program.

All information regarding disciplinary actions will be provided to Student Records. Every student has the right to appeal any disciplinary decision issued by the school. Students may submit a written appeal to the Program Director or Enrollment and Retention Manager within 14 days of the date indicated on the disciplinary letter.

Student Concerns and Appeals

Student Concerns about Courses
If you have a concern about a specific course, you should first address the issue with your course instructor, and then, if necessary, approach the Enrollment and Retention Manager and/or your faculty advisor. The faculty advisor may alert the Program Director and the School Chair. Please note that the Program Director and/or Chair may intervene with the instructor without your direct knowledge and/or involvement. If the issue is with the faculty advisor, Program Director or Chair, the student may contact the Dean of the College of Liberal Arts and Social Sciences with their concerns.

Student Concerns about Policy or Program Decisions
If you have a concern about a policy or program decision, you should address the issue with the Enrollment and Retention Manager.

Grade Appeals
The School of Psychology follows the guidelines of the School of Graduate Studies. Please refer to the grade appeal policy in your graduate academic catalog.
There are two reasons a grade appeal may be upheld: (1) there is evidence that determination of the grade was in variance with requirements stated in the course syllabus and/or (2) there is documentation that an inaccurate evaluation was used in determining the course grade.

**Appeals Regarding Program Status**

Appeals regarding professional program status (e.g., probation, candidacy, impairment, suspension, dismissal) must be submitted in writing or via email to the Enrollment and Retention Manager and Program Director within 14 days of the student’s notification of the faculty’s decision. The Director will convene an Appeals Committee to review materials submitted by both the faculty and the student to make a final determination regarding professional status. Decisions of the Appeals Committee are final.

**Additional Requirements: Counseling Psychology**

**Candidacy – applying for candidate status**

After completing a minimum of 15 hours in the program and while maintaining a minimum GPA of 3.0, counseling psychology students may apply for candidate status by submitting the **Candidacy Application**, found in the Files section of the GPSRC in Canvas, to the Enrollment and Retention Manager.

In addition to the candidacy application, additional information is collected through **Faculty Evaluations**. The school collects evaluations from faculty every semester prior to candidacy in courses designated by the MSCP program director. View the candidacy evaluation form in Appendix A.

Students are responsible for initiating the Candidacy procedure. Candidacy must be applied for by the deadline identified for each semester or the application will not be considered until the following semester.

*Deadline dates for candidacy applications are set by the MSCP Director each semester and communicated through Canvas announcements via the GPSRC.*

Candidacy determination notifications will be provided after the candidacy decision is made by the School faculty. All candidacy decisions are approved pending final grades in the current semester. Candidacy must be awarded before students begin PY 694 (The Helping Relationship II), the prerequisite for PY 695 (Internship).

**Criteria for candidate status are:**

- demonstration of professional and ethical conduct both inside and outside the classroom
- good academic performance
- high degree of interpersonal maturity

**Effective Fall 2019:** In order to be considered for Candidacy, MSCP students must have earned a grade of B or better in both PY 605 Helping Relationships I, and PY 693 Ethics and Professional Development. Both of these courses are prerequisites for PY 694 Helping Relationships II, which is the practicum course taken after Candidacy approval.

No student will be accepted for Candidate status who is on probation for poor academic performance or who has not met the School’s expectations for professional and ethical conduct. If a student is not granted Candidate status, additional disciplinary actions may be levied, which could
include remediation outlining expected improvements and growth necessary for future consideration.

Candidate status is not guaranteed. Students may be denied candidate status for any reason the school deems to be valid. The goal of this candidacy review is to determine that students are at a point where direct interaction with clients is appropriate.

**Directory Information**

Your name and association with Avila University’s Counseling Psychology program may be listed to our community partners (e.g., internship sites) but only as directory information. Please contact the program director if you have any questions.

**Annual Evaluations**

The monitoring of student performance and progress occurs routinely, and formally it is conducted at least once a year by the faculty. The way in which this evaluation is completed depends upon a student’s progress toward completing degree requirements.

Specifically, students in their first year of coursework and anyone who has not yet begun supervised clinical training experiences in the community (i.e., Helping Relationship II and Internship classes), will be evaluated by faculty on evidence of competency with the four MSCP educational outcomes: Scholarship, Professional Attitude and Behavior, Cultural Competence and Advocacy, and Professional Practice. These outcomes are described in greater detail in a prior section of this document.

Students who have progressed further in the program and have completed at least one semester of supervised clinical training in the community will be evaluated by faculty review of site supervisor evaluations, ongoing satisfactory achievement in coursework, and satisfactory progress toward completing the Counselor Preparation Comprehensive Examination (CPCE), the MSCP capstone requirement. Additionally, it is still possible that faculty could identify a competency concern within any of the four MSCP educational outcomes.

Results of the annual evaluation will be documented and shared with the student. Students may receive one of the following statuses:

1. **Satisfactory**: Students whose performance is deemed as sufficient to meet the expectations in all areas at their level

2. **Less than Satisfactory**: Students whose performance is deemed as not sufficient to meet the expectations in one or more of the evaluation areas at their level

When a student’s performance is identified as Less than Satisfactory, one of the following additional outcomes will be identified and documented:

1. **Additional Feedback** is provided to the student for ongoing consideration and integration into professional development. This is not a remediation plan, but rather, it is faculty input that is considered important for the student’s further reflection. The student is encouraged to further discuss such feedback with any pertinent faculty, including the advisor and/or Program Director, and as applicable, training site supervisors and others involved in the student’s professional development.
2. Probation
3. Suspension
4. Dismissal

Additional information on probation, suspension, associated remediation plans, and dismissal are described in the Disciplinary Policies section of this document. Students are notified when there is any change to their status in the program. It is then each student’s responsibility to follow-up with the program director to develop a plan for improvement or remediation, as applicable.

Campus Resources

Note: Most information about Avila campus/online resources can be found in the Graduate Academic Catalog.

Graduate Psychology Club
As a graduate psychology student, you are automatically a member of this club! It serves to connect and network students with peers, faculty, alumni, and other professionals in the community. Activities include periodic meetings for students with presentations and/or social activities, periodic planning meetings for the student leadership officers, and participation in the Psi Chi induction ceremony for qualifying graduate students. Please contact the faculty advisor, Dr. Heather Noble at Heather.Noble@avila.edu, for more information.

Library/Learning Commons
The Hooley-Bundschu Learning Commons, located on the top level of Whitfield Center, is the information resource center for the Avila campus. In addition to its collection of books, videos, and software applications, the library provides access to online databases through Avila’s computer network, both on- and off-campus through the Avila Proxy Server, and allows online access to book collections from many academic libraries in Missouri. You may reach a librarian by phone at 816.501.3621 or visit the Library website at http://www.avila.edu/hbl/.

IT Services
If you have trouble with your username or password, you may contact the Information Technology Services Helpdesk at 816.501.2900 or helpdesk@avila.edu. The IT Services Help Desk is located in the Learning Commons.

Campus Safety
Avila complies with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)). Campus Safety is committed to assisting all members of the Avila community in providing for their own safety and security. The annual security compliance document is available on the Avila University website at http://www.avila.edu/campuslife/crimestats.asp.

If you would like to receive a written copy of the security compliance document called “Crime Awareness and Campus Security Policies,” which contains this information, you may visit the Campus Safety office or call (816) 501-2425. The S.A.F.E. web site (https://www.avila.edu/campus-resources/campus-safety/safe contains information on campus
security and personal safety, including crime prevention, crime reporting policies, and other important matters about security on campus.

Impairments – Physical and Psychological
Students with physical and/or psychological impairments will be treated with dignity and respect. Please contact our Disability Services Department at 816-501-3666 or stop by the Hodes Center to set up accommodations.

School of Psychology

The School of Psychology is housed in Foyle Hall. You can contact Psychology faculty and staff via telephone or Avila/Canvas email accounts to discuss issues of concern as well as to make an appointment. All full-time faculty members have regular office hours, which are written in course syllabi, and kept by the Psychology Office Manager, who is normally available from 9:30 a.m.-6:30 p.m.

Administration

Charlene Gould, Ph.D.
Dean, College of Liberal Arts and Social Sciences
Contact: charlene.gould@avila.edu; (816) 501-3689

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Appendix A – Candidacy Form
Avila University, School of Psychology
Evaluation of Readiness for Counseling Candidacy

Student Name: [Click here to enter text.]

Under the Family Education Rights and Privacy Act of 1974, students enrolled at Avila University have access to their educational records, including letters of evaluation on file. However, a student may waive their right to see letters of evaluation, in which case the letters will be held in confidence. If the applicant has not signed a waiver, he/she may request to see the letters on file after enrolling in the Graduate School.

Waiver or Non-Waiver to view this document is found in the Grad Psych Student Handbook signature page. *I understand that neither decision will have a bearing on the decision of the Candidacy Committee.*

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**Evaluation of Readiness for Counseling Candidacy**

Instructor: [Click here to enter text.]  
Course: [Click here to enter text.]

Please provide your assessment of this student’s ability to be an ethical, empathic and competent counselor in training. This evaluation is independent of the grade attained in the course.

"**Meets Standards**" should be used as a benchmark that describes the standard expectation of all students in the class.

<table>
<thead>
<tr>
<th>Please mark appropriate rating versus standards</th>
<th>Exceeds Standards</th>
<th>Meets Standards</th>
<th>Below Standards</th>
<th>Unable to Assess</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates respectful behavior in class (no side talking, disruptions, stays awake, no texting)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Active approach to learning (participates in class, completes assignments on time)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Demonstrates critical thinking</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Interpersonal skills (interacts with others in a responsible and cooperative manner)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Demonstrates self-awareness</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Assumes personal responsibility</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Demonstrates emotional maturity</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Demonstrates empathy for a variety of individuals/clientele</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Demonstrates professional writing skills</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Demonstrates good listening skills</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Recommend ☐ ☐ Reservations ☐ Do not recommend ☐ ☐**

Comments: [Click here to enter text.]

Initials of Evaluator [Click here to enter text.]  
Date [Click here to enter a date.]
Avila University
School of
Psychology

Policy Acknowledgement

_______ I acknowledge my receipt of a copy of the Avila University Graduate Psychology Student Handbook located in Canvas. I understand that I am responsible for following the policies described herein, as well as the policies described in the Avila University Graduate Course Catalog. As a graduate student attending Avila University, I accept responsibility for keeping informed of changes in University and School of Psychology policies and procedures. I further acknowledge that I have had the opportunity to ask questions regarding any provisions, policies, and/or procedures contained in the aforementioned Handbook.

_______ I understand that plagiarism of any kind is not acceptable in the Avila University School of Psychology. Acts of plagiarism can lead to disciplinary action including a loss of grade, probation and dismissal from the graduate program. Plagiarism resources are available from the School of Psychology.

_______ MSCP Only - In order for counseling students to be admitted to candidacy, the school collects evaluation of readiness forms from instructors as part of the determination process. You have the option to waive your right to review these documents.

_______ I waive my right to review candidacy evaluations

_______ I do not waive my right to review candidacy evaluations

Print your name

Student ID

Signature

Date