

STUDENT RIGHTS, FREEDOMS, RESPONSIBILITIES AND CONDUCT

Counselor Education Program Graduate School of Education Portland State University

The policies governing the rights, freedoms, responsibilities and conduct of students are set forth in the *Statement of Student Rights, Freedoms, and Responsibilities*, as supplemented and amended by the *Portland State University Student Conduct Code*, which has been issued by the President of Portland State University. The code governing academic honesty is part of that document; both of these statements can be obtained through the Office of Student Affairs in 433 Smith Memorial Center. Policies governing the rights, freedoms, responsibilities and conduct of students are also delineated by the Code of Ethics of the American Counseling Association (1995); students should refer to *Section F: Teaching, Training, and Supervision* for the statement of ethical principles guiding the counselor education experience.

Academic Freedom

Academic freedom is the intellectual and creative foundation of teaching and learning in a university environment. This "foundation" includes accepting responsibility for maintaining an atmosphere in which controversial issues, germane to the subject matter, can be examined and discussed. In exercising this freedom of expression, faculty and students are expected to exercise appropriate restraint and show respect for the opinions of others.

Academic Honesty

Academic honesty is the cornerstone of any meaningful education and prohibits all forms of academic cheating, fraud and dishonesty. These acts include, but are not limited to, plagiarism, buying and selling of course assignments and research papers, performing academic assignments for others, and other practices commonly understood to be academically dishonest. Students should carefully read the *Student Conduct Code* for a more complete description of this topic and the discussion of academic honesty in the *Graduate Studies* section of the *PSU Bulletin*.

Allegations of academic dishonesty must first be addressed by the instructor of the course in which alleged violations have occurred whether these allegations are made by one student against another or by a faculty member against a student. If the matter can be resolved in this manner, no additional steps need be taken. In the event the issues cannot be resolved, the involved parties should meet with the student's academic advisor and with the coordinator of the counselor education program for the purpose of achieving closure that is acceptable to all concerned. (Note: At the student's discretion, a neutral support person may participate in all discussions). If resolution at this level fails, the problem can be referred to the department head. If resolution is not achieved via a meeting with the department head, an appointment should be made with the Dean of the Graduate School of Education. (In no instance should the involved students or faculty draw the issues to the attention of another party until all avenues leading to possible resolution of the matters at hand have been explored at the lowest level of administrative responsibility). In the event that no resolution can be achieved at the Dean's level, the next level to which allegations are to be referred is the Dean of Graduate Studies (see the *Graduate Studies* section of the *PSU Bulletin*).

Grievances

In the spirit of University collegiality, and in keeping with principles outlined in the ACA Code of Ethics, every effort should be made to resolve grievances between students or between faculty and students informally by discussion between complainants. It is not appropriate for a student to ask a faculty member to resolve a grievance with another student without first attempting informal resolution. Likewise, it is not appropriate for a student to talk with another faculty member with respect to an issue he or she has with a faculty member without first talking directly to the faculty member with whom the issue has arisen. In the event direct and informal discussion is unsatisfactory, the involved parties should follow the procedures as outlined in the previous section. In the event the issues involved relate to sexual harassment or discrimination, a complaint can be filed through the Office of Affirmative Action, 122 Cramer Hall, which is obligated to investigate all such allegations.

Class Attendance, Completion of Course Assignments, and Academic Appeals

Students are expected to attend all class meetings; however, one absence is not considered excessive. Arrangements should be made with the course instructor to make up missed attendance-related assignments and experiences when it is possible to do so. If, because of the nature of the course and experiential learning activities, it is not possible to make up excessive absences, students may need to withdraw from the course and re-enroll during a subsequent quarter. It is up to the student and faculty member to negotiate a satisfactory solution with respect to absences.

Course assignments must be completed and turned into the course instructor by agreed upon due dates in order to complete requirements for the assignment of a course grade. Incomplete grades cannot be assigned because students did not take the time to complete assignments. All Incomplete (I) grades must be negotiated with the instructor and should include a completion deadline. Appeals of assigned course grades must follow guidelines set out by the Academic Appeals Committee of the University (see *PSU Bulletin*). (Note: Students needing an accommodation should notify the course instructor at the beginning of the course. Students will be referred to Disability Services (725-4005) to document their disability and to obtain support services if appropriate).

Classroom Behavior and Professional Conduct

Students are expected to demonstrate professional behavior and collegiality at all times, inside and outside the classroom. Respect for faculty instructors and towards fellow students is an ethical requirement of the counseling profession. Being late for class, eating in class, talking with fellow students while instructors are conducting class, using cell phones or having them ring during class, are all examples of disruptive behaviors that degrade the integrity of the classroom experience. The Counselor Education faculty may have additional classroom conduct requirements specified in course syllabi. Maintaining professionalism outside the classroom is also expected, and violations of such standards as set out in the ACA Code of Ethics may be considered in evaluating student progress in the program at any time.

Annual Review and Plans of Assistance

Each year, the counselor education faculty reviews the progress of all students. Reviews of first year students always address the readiness of the student to enroll in the second year practicum experience. In instances in which student progress is not deemed satisfactory, the student will be contacted by his or her faculty advisor and given appropriate feedback. At times, it may become necessary for a student to work with faculty to develop a plan of assistance for the purpose of overcoming a barrier to successful completion of a degree or licensure program. This plan may include a recommendation to acquire additional personal counseling. In the event that such assistance does not result in alleviation of the identified barriers, a student may be required to take a leave of absence from the program until such time as they are better able to function in the context of their role as a graduate student in the counselor education program. In some instances, as supported by section F.3 in the ACA Code of Ethics, a student may be dismissed from the degree or licensure program.

Student Requests for Variation of Program Requirements

In the event that a student wishes to request a variation of program requirements, he or she should initiate the process via a meeting with his or her faculty advisor. In some instances, through the course waiver process, a variation can be approved by the faculty advisor. In other instances, a student may be asked to state the request in writing and meet with the counselor education faculty for the purpose of resolving any issues or problems that might be inherent in the request. In all cases a student must complete program requirements within the seven-year time limit established through the Office of Graduate Studies.

Some Final Notations

The importance of following established university policies and the current Code of Ethics of the American Counseling Association cannot be over emphasized. In all cases, parties should attempt to obtain clarifying information or to resolve interpersonal or academic difficulties through direct and informal means prior to involving an outside party.

Your signature below indicates that you have read and agree to the above statement of rights, freedoms, responsibilities and conduct. Your signature also indicates that you have read the attached university policies and the Code of Ethics of the American Counseling Association and have committed to conducting yourself in a manner congruent with these documents.

Signature

Date

Keep a copy of this statement and the attached items. Return a signed copy of only the *Student Rights, Freedoms, Responsibilities and Conduct* statement to the receptionist in the main office of the Department of Special and Counselor Education (204 Education Building). The material will be filed in your advising folder. You may not register for core courses or continue in the counselor education program until the signed document is on file.

Adopted: March 1, 2000.
Revised: April 1, 2005