

Annual Student Review : Policy and Procedures

1. Purpose

The annual review is intended as a means to provide individualized and comprehensive feedback to Psy.D. students on their progress and to their dissertation advisor about how they are meeting program milestones. It also permits the Psy.D. administrative committee to identify students who are experiencing academic or personal difficulties. The review procedure emphasizes prevention but it may also lead to recommendation of specific actions if a student has continuous difficulties in making reasonable progress in the Psy.D. program. For additional information on this, please refer to the Psy.D. handbook (INSERT LINK HERE), Graduate Studies policy on termination and appeals (INSERT LINK HERE) and the Psy.D. Professional Conduct Policy (INSERT LINK HERE). Finally, the annual review provides a mechanism for promoting ongoing program improvement and for the monitoring of the efficacy of the policies that pertain to the Psy.D. program.

2. Evaluation committee

The annual review is carried out in the Spring of each year. The files of the Psy.D. students currently enrolled and who have not deposited their dissertation are examined by the Psy.D. administrative committee. Cases in which the performance of Psy.D. students is found to be problematic in clinical-training aspects of the program (i.e. practica or internship), rather than in academic aspects will be subject to the Psy.D. Professional Conduct policy.

3. Evaluation procedure

The primary goal of the student review is to verify that students are making timely progress through the Psy.D. program relative to specific milestones, namely: 1) the program coursework, 2) the Psy.D. dissertation proposal, 3) the comprehensive exam, 4) the clinical practica and internship, and 5) progress on the Psy.D. dissertation. The secondary goal of the student review is to verify that students' behavior has been in accordance with professional standards in various contexts such as: research and clinical practica/internship, as users of the Department's facilities, etc.

The procedure consists of verifying that:

1. Each student's progress is in agreement with the expectations expressed in the policies of the Psy.D. program (e.g. milestones) and the Faculty of Graduate Studies;
2. each student's behavior is in agreement with professional standards.

The outcome of the review is based on evidence of progress derived from three sources: documents submitted by the student, documents submitted by the dissertation advisor, and documents submitted by the secretariat of the Psy.D. program. These documents must be submitted to the Psy.D. administrative committee by May 15th of each year.

Documents provided by the secretariat of the Psy.D. program

- the student progress profile (which includes courses taken, grades obtained)
- evaluation of performance on clinical practica or internship
- all documents relevant to misconduct

Documents provided by the student

- a report on the progress made toward the completion of the Psy.D. dissertation
- a curriculum vitae
- (optional) a letter in which the student presents his/her perspective on issues that might affect the outcome of the annual review

Documents provided by the dissertation advisor

- The supervisor's latest annual report to the Faculty of Graduate Studies
- Their evaluation of the student's current and projected progress on their Psy.D. dissertation
- (optional) a letter in which the dissertation advisor presents his/her perspective on issues that might affect the outcome of the annual review

4. Feedback to students

All students receive a letter that contains the results of the results of the annual review by June 30th. A copy will also be sent to their dissertation advisor.

The global evaluation for students will be expressed by one of the following grades:

1. Satisfactory progress: given to students who meet all requirements and expectations for their year in the program;
2. Conditionally satisfactory progress: given to students who have not yet met the criteria for their year in the program; students have until the end of the current academic year (August 31) to complete the requirements;
3. Unsatisfactory progress: given to students who have not met the criteria for their year in the program.

5. Actions following conditionally satisfactory performance in the Psy.D. program

Students whose performance in the Psy.D. program is rated as conditionally satisfactory are required to submit evidence of having met criteria to the Psy.D. administrative committee by the deadline in order to receive a revised rating of satisfactory progress. This subsequent review of the student's progress will occur at the beginning of the subsequent academic year (i.e. September).

6. Actions following unsatisfactory performance in the Psy.D. program

Students whose performance in the Psy.D. program is rated as unsatisfactory are required to:

1. Meet with the Program Director and/or the Director of Clinical Training to plan their course of study and clinical work (i.e. a remediation plan);
2. Submit progress reports to the Psy.D. administrative committee on regular basis, based on the remediation plan put in place. Additional sanctions may be warranted based on the nature of the issues that resulted in an unsatisfactory progress. These additional sanctions are described in the Psy.D. program brochure and the Psy.D. professional conduct policy.

An unsatisfactory rating in two-consecutive years triggers a mandatory review of the student's standing in the Psy.D. program.

7. Appeal procedure

The student may appeal the result of the annual review. He/she must do so in writing during the two weeks following his/her notification of the Psy.D. administrative committee's decision. The letter must clearly state the reasons for his/her decision to appeal the result of the annual review and must be forwarded to the Chair of the Department of Psychology.

The student's file will then be re-evaluated by the Psy.D. administrative committee, including the Chair of the Department of Psychology. The student will be informed in writing of the result of the second evaluation one month at the latest after the appeal is processed by the Psy.D. administrative committee. Following this second evaluation, the usual channels of appeal remain open.