

Psychology-Child Life Retention Policy

September 29, 2015

This policy applies to students in the Psychology-Child Life major, Child Studies concentration and Child Life Specialist concentration, who did not complete **PCL 271 Introduction to Child Life Specialty** during or before the Spring 2015 semester. Any student in the Child Life Specialist concentration who completed PCL 271 during or before the Spring 2015 semester remains under the Retention Policy dated 4/2/14 (see Appendix A).

Policy: Students are ultimately responsible for their academic program. All students are encouraged to read the Utica College catalog, the *Psychology-Child Life Program Handbook*, and be familiar with the program and College requirements. Students are responsible to know prerequisite course requirements. Prerequisites will not be waived. Although part-time study is allowed initially, students should be aware that the Psychology-Child Life program is considered to be a day program. Any student who elects part-time study initially must work closely with his/her adviser to determine when he/she should enroll in **PCL 471 Introduction to Child Life Internship I** to schedule the internship. The internship encompasses full-time study during the student's last semester.

The requirements listed in this Retention Policy are designed to ensure that each student develops the competencies needed to effectively work with children and families. Please read and heed them carefully and work closely with your adviser to be sure the requirements are being met in a timely fashion. Otherwise, graduation may be delayed or dismissal from the major may occur.

I. Remaining in the Psychology-Child Life Major

Child Studies concentration

1. Students are required to have a grade of "C" or higher in all major and major-related courses.
2. Students will be allowed to repeat each major and major-related course only once in order to meet this requirement. If the requirement is not met upon repeating a course, the student will be dismissed from the Psychology-Child Life major.
3. Students who are placed on academic probation by the College for two consecutive semesters will be dismissed from the Psychology-Child Life major.
4. Students must demonstrate the professional and ethical behaviors required for successful performance in the practice of childhood services as noted by department members and clinical educators and in compliance with the [National Association for the Education of Young Children Code of Ethical Conduct](#). Students are expected to maintain standards of professional behavior within their academic, fieldwork/practicum, and internship settings. See Ethical & Professional Behavior Guidelines.
5. The Psychology-Child Life department members expect intellectual honesty from all students during examinations and in the performance of written assignments. See the College catalog for the penalty for academic dishonesty. Any student who receives an "F for Cheating" will be dismissed from the Psychology-Child Life major.

6. Students are required to have a minimum cumulative college grade point average (GPA) of 2.0 in order to apply for an internship.

Child Life Specialist concentration

1. Students are required to have a grade of "B" or higher in all major and major-related courses, with the exception of BIO 101 and BIO 102.
2. Students will be allowed to repeat each major and major-related course only once in order to meet this requirement. If the requirement is not met upon repeating a course, the student will be dismissed from the Child Life Specialist concentration and will be assigned to Child Studies.
3. Students are required to have a grade of "B" or higher in PCL 271 before advancing to PCL 272 and PCL 272L.
4. Students are required to have a grade of "B" or higher in PCL 272 and PCL 272L before advancing to PCL 474.
5. Students who have a cumulative GPA less than 3.0 for two consecutive semesters will be dismissed from the Child Life Specialist concentration and will be assigned to Child Studies.
6. Students must demonstrate the professional and ethical behaviors required for successful performance in the practice of child life specialty as noted by department members and clinical educators, and in compliance with the Child Life Council and National Association for Education of Young Children Code of Ethical Conduct. Students are expected to maintain standards of professional behavior within the academic, fieldwork/practicum, and internship settings. See Ethical & Professional Behavior Guidelines.
7. The Psychology-Child Life department members expect intellectual honesty from all students during examinations and in the performance of written assignments. See the College catalog for the penalty for academic dishonesty. Any student who receives an "F for Cheating" will be dismissed from the Psychology-Child Life major.
8. Students are required to have a minimum cumulative college grade point average (GPA) of 3.0 in order to apply for an internship.

II. Applying for Internship

1. Preparation and application for internship occur one full year before the internship takes place. The students' academic record will be reviewed periodically during this preparation period to determine whether or not they are continuing to meet the eligibility requirements for internship. Students who do not meet the requirements listed below may have their internship postponed and/or denied.
2. Each student will be reviewed and approved by the Psychology-Child Life department members. Students must demonstrate, in prior course work, the potential to competently perform the roles and responsibilities of a professional working in the setting relevant to either concentration.

3. In addition to academic preparation, the student's character, ethical and professional behavior will be considered. Each semester, a list of students scheduled to be engaged in an internship the following year will be circulated among Psychology-Child Life department members. Each department member will be given the opportunity to express any concerns he or she might have about a particular student. If there is disagreement among the department members, a meeting will be held at which time the student's record will be discussed.
4. All course work must be completed prior to the internship in compliance with the Psychology-Child Life Retention Policy.
5. Students must meet health requirements for placement and have malpractice insurance coverage, as well as attend infection control and child abuse workshops. (These requirements will be explained in PCL 471 and 472).
6. Students must attend all internship preparation meetings (PCL 471 and 472).
7. Students are required to interview at a minimum number of sites as determined by the Internship Coordinator and as stated in writing in PCL 471 and PCL 472. Internship sites are chosen in consultation with and approved by the Psychology-Child Life Department.
8. Students must comply with all internship preparation requirements as set forth in PCL 471 and 472.

III. Internship Preparation and Internship Sequence

1. Students must successfully complete PCL 471 in the semester that occurs one year before the semester of the scheduled internship.
2. Students must successfully complete PCL 472 in the semester that occurs just before the semester of the scheduled internship.
3. If during PCL 472 a student decides to postpone the scheduled internship and/or does not successfully secure an internship placement by designated deadlines, then, with the department members concurring, the student must work with the Internship Coordinator to reschedule the internship for an agreed upon date. The student must comply with all pre-requisites determined by the Internship Coordinator before completing the re-scheduled internship.
4. Students who are denied an opportunity to intern will receive a written statement from department members. Upon receipt of the reason for denial, the student can appeal the decision (See Appeals Process).

Review Process

Gaining admission into, or continuation in, pre-professional and professional programs requires that students exhibit behavior(s) appropriate to practicing in a specific profession. Evidence of moral turpitude, inappropriate behavior, failure to abide by the Student Code of Conduct, failure to abide by the relevant profession's code of conduct, or other acts deemed unbecoming of a profession by the Administration of Utica College will result in denial of entry into a program or denial of continuation in a program. Student academic progress and professional behavior is reviewed on a semester-basis.

Appeals Process

1. If a student is dismissed from the major, or if the internship is postponed or denied, the student has the right to first appeal to the Psychology-Child Life Department. The appeal must be made in writing and should address why the student should not be held to the same standards as all other students in the major as well as extenuating circumstances that should be considered.
2. If the outcome of the appeal to the Psychology-Child Life Department is not satisfactory to the student, she/he may appeal to the Academic Standards Committee.
3. If the outcome of the appeal to the Academic Standards Committee is not satisfactory to the student, she/he may appeal to the Office of Academic Affairs.

Appendix A

RETENTION POLICY

4/2/14

Psychology-Child Life

Rules and Regulations

Students are ultimately responsible for their academic program. All students are encouraged to read the College catalog and be familiar with the program and College requirements. Students are expected to be aware of prerequisite course requirements. Prerequisites will not be waived. Although part-time study is allowed initially, students should be aware that the Psychology-Child Life program is considered to be a day program. Anyone who elects part-time study initially, must work closely with his/her adviser to determine when he/she should enroll in PCL 471 and schedule the internship. The internship encompasses full-time study during the student's last semester.

NOTE: The requirements listed in this Retention Policy are designed to ensure that each student develops the competencies needed to effectively work with children and families. They are taken quite seriously. Please read and heed them carefully and work closely with your adviser to be sure the requirements are being met in a timely fashion. Otherwise graduation may be delayed or dismissal from the major may occur.

A. Remaining in the Psychology-Child Life Major

1. Students must have a grade of "C" or better in all major and major-related courses, with the exception of BIO 101 and BIO 102, which each must be passed with a grade of "D" or higher. **NOTE:** Students will be allowed to repeat each major and major-related course only ONCE in order to meet this requirement. If upon repeating the course the requirement is not met, the student will be dismissed from the major.
2. Students must have a minimum overall college grade point average (GPA) of 2.0.*
3. Students who are placed on academic probation by the College for two consecutive semesters will be dismissed from the Psychology-Child Life Major.
4. Students must demonstrate the professional and ethical behaviors required for successful performance in the practice of child life specialty and child development as noted by and clinical educators, and in compliance with the Child Life Council and National Association for Education of Young Children Code of Ethics. Students are expected to maintain standards of professional behavior within the academic, fieldwork, and internship settings.

5. The Psychology-Child Life faculty expects intellectual honesty from all students during examinations and in the performance of written assignments. See the College catalog for the penalty for academic dishonesty.

B. Eligibility for Internship

Preparation and application occur one full year before the internship takes place. Your academic record will be reviewed periodically during this preparation period to determine whether or not you are continuing to meet the eligibility requirements for internship. If you do not meet the requirements listed below, your internship will be postponed and/or denied.

1. Each student will be reviewed and approved by the Psychology-Child Life faculty. Students must demonstrate, in prior course work, the potential to competently perform the role and responsibilities of a child care professional working in whichever setting they are concentrating in. In addition to the academic concerns, the student's character, ethical behavior and professionalism will be considered. Each Spring and Fall semester a list of those students scheduled to be engaged in an internship the following year will be circulated among Psychology-Child Life faculty. Each faculty member will be given the opportunity to express any concerns he or she might have about a particular student. If there is disagreement among the faculty a meeting will be held at which time the student's record will be discussed.

2. All course work must be completed prior to the internship in compliance with the Rules and Regulations listed in Section A of the Psychology-Child Life Retention Policy.

3. Students must meet health requirements for placement and have malpractice insurance coverage, and attend infection control and child abuse workshops. (These requirements will be explained in PCL 471 and 472).

4. Students must attend all internship preparation meetings (PCL 471 and 472).

5. Students are required to interview at a minimum of 2 sites chosen in consultation with and approved by the Psychology-Child Life Department.

6. Students must comply with all internship preparation requirements as set forth in PCL 471 and 472.

C. Internship Preparation and Internship Sequence

1. Students must successfully complete PCL 471 in the semester that occurs one year before the semester of the scheduled internship.

2. Students must successfully complete PCL 472 in the semester that occurs just before the semester of the scheduled internship.

3. If during PCL 472 a student decides to postpone the scheduled internship and/or does not successfully secure an internship placement by designated deadlines, then, with the department faculty concurring, the student must work with the Internship Coordinator to re-schedule the internship for an agreed upon date. The student must comply with all pre-requisites determined by the Internship Coordinator before completing the re-scheduled internship.

Students who are denied an opportunity to intern will receive a written statement from faculty. Upon receipt of the reason for denial, the student can appeal the decision (See Appeals Process).

Review Process

Each student's academic file will be reviewed every semester. If the student does not meet the program criteria and follow the rules and regulations pertaining to the Academic Program, he/she will be dismissed from the program. In the case of dismissal, a letter outlining the reasons for dismissal will be issued from the department to the student. Upon receipt of the reason for dismissal, the student can appeal the decision (See Appeals Process).

Appeals Process

1. If a student is dismissed from the major or the internship is postponed or denied, the student will first appeal to the Psychology-Child Life Department. The appeal must be made in writing and should address why the student should not be held to the same standards as all other students in the major as well as extenuating circumstances that should be considered.

2. If the outcome of the appeal to the Psychology-Child Life Department is not satisfactory to the student, she/he may appeal to the Academic Standards Committee.

3. If the outcome of the appeal to the Academic Standards Committee is not satisfactory to the student, she/he may appeal to the Provost & Vice President of Academic Affairs.

***Please Note:** Some internship sites require a minimum GPA of 3.0 in major & major-related courses and/or a minimum overall GPA of 3.0 in order to apply for an internship.