# GENERAL POLICIES

## General Policies Related to UI students

The Office of the Dean for Students lists all the policies related / affecting all UI students. This list can be accessed here: <https://dos.uiowa.edu/policies/>.

## Student Rights and Responsibilities

Information related to student rights and responsibilities is available on-line at: <https://dos.uiowa.edu/policies/printable>.

## College of Education: Appeals

This page defines the process students in the college have to follow in order to process their complaints or appeals. For full policy see: <https://education.uiowa.edu/faculty-and-staff-resources/student-complaint-procedure>.

### Department of Counselor Education (CE) Student Review and Retention Policy

The Counselor Education Review and Retention Policy represents CE’s commitment not only to our students, but to those whom they will serve. We understand that “life happens” and while we will make every effort to accommodate unexpected issues, sometimes there is an issue of competence that needs to be addressed. This policy outlines the process of evaluation, remediation, or suspension that CE students will go through if needed.

## Professional and Ethical Expectations and Behavior

All students in the Department of Counselor Education are expected to comply with professional and ethical standards in all of their activities; these include in their classes and research, as advisees, toward their peers, and as graduate assistants across the educational community. As such, they will honor commitments, keep confidences, make and keep appointments, fulfill assignments in a timely manner, avoid plagiarism, conduct themselves with all ethical standards in research, and be honest in their interactions with faculty and students. Examples of misconduct include, but are not limited to: cheating on examinations, signing another person’s name on a form, submitting the same paper for two or more classes, and submitting another student’s paper as one's own. Students are strongly encouraged to familiarize themselves with the ACA Code of Ethics as well as those adopted by the specific program of study. These guidelines are also covered in classes.

## Academic Misconduct

It is your responsibility to be aware of the policies regarding academic misconduct. Student academic misconduct is addressed in The University of Iowa Code of Student Life available online at: <https://dos.uiowa.edu/policies/academic-misconduct/>. The College of Education academic misconduct policy can be found here: <https://education.uiowa.edu/faculty-and-staff-resources/student-academic-misconduct>.

## Academic Accommodations

Federal law requires that instructors make reasonable accommodations for students who notify them of their physical, mental, or learning disabilities, and to provide reasonable access at no extra personal cost to the student. Evaluation procedures should be tailored to measure the student’s academic performance, not to reflect the disability. Faculty must provide reasonable accommodations which:

1. allow the most integrated experience possible;

2. do not compromise the essential requirements of a course;

3. do not pose a threat to the safety of others;

4. do not impose undue financial or administrative burden on the College.

On the first day of class, instructors should announce that any student who believes he or she may need a modification in seating, testing, etc., should privately discuss the matter after class or during office hours. (A similar statement should be included on the course syllabus.)

Students requiring academic accommodations should register with Student Disability Services, 141 University Capitol Centre (335-1462). (Note: the student will need to provide current professional documentation of their disability.) See <https://sds.studentlife.uiowa.edu/>.

## APA Formatting

Students are responsible for purchasing and following the latest edition of the APA style manual in writing papers, articles, and research reports. Not knowing how to credit and cite sources is not an acceptable reason for plagiarism or failure to attribute. The Department, College, and University remind students that plagiarism and other misconduct are considered unacceptable and can result in disciplinary action.

## Defining Plagiarism

Plagiarism is presenting another person’s works or ideas as if they are the student's original thoughts. By not acknowledging a source, readers are given the impression that the material presented is the student's, when in fact; it is the result of someone else’s time and effort. Most plagiarism, however, is accidental. It occurs when students are unaware of what constitutes plagiarism, when they forget that a note they jotted down is really a direct quotation, or that an idea they’re using actually originated from someone else. Still, accidental plagiarism is often dealt with just as harshly as intentional plagiarism.

## Faculty Endorsement Policy

Students requesting letters of support for professional positions should be aware of the following policy adopted by the faculty and in alignment with CACREP Standards:

“When the faculty in the Department of Counselor Education agree to recommend students or graduates, they will do so only for those positions for which the students or graduates possess the knowledge, skills, interpersonal capability, and maturity to discharge responsibilities as administrators, advisors, consultants, counselors, or teachers."

## Student Mail

All students may receive messages and campus mail in the Department of Counselor Education office located in N338 Lindquist Center.

## Office 365 Email and Calendar

Each graduate student is expected to use the official uiowa.edu email account. This is where all official communications will be delivered to. For more information please visit: <https://its.uiowa.edu/office365email>.

## Department Bulletin Boards

The Department Bulletin Boards reserve sections for each program. Items of general interest to students in each program or the entire Department are frequently posted there.

## Extracurricular Experiences

Students frequently attend regional and national professional conferences. In addition, the Department hosts “brown bag lunches” and seminars on various topics.

## Graduate Assistantships

Graduate assistantships are designed to provide students with work experience and a means to finance their education while offering the university the benefit of an innovative work force. Assistantships are often related to specific departments and often require related experience or aptitude. Most graduate assistantships require the student to work either quarter-time (10 hours per week) or half-time (20 hours per week). Most assistantships include a tuition waiver.

Counselor Education students holding graduate assistantships will be participating in performance evaluations. This evaluation will dictate contract renewal or allocation of hours.

If you have questions, please contact us at: 319-335-5275. Also visit our website <https://education.uiowa.edu/ce>.

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