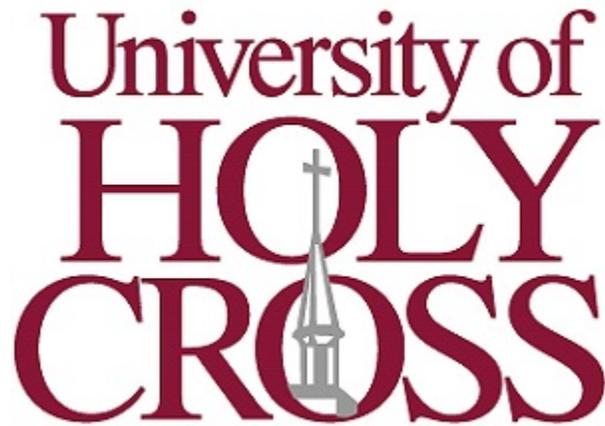


# **COUNSELING PhD PROGRAM HANDBOOK**

**2025-2026  
Academic Year**



**University of Holy Cross  
4123 Woodland Drive  
New Orleans, LA 70131  
[www.uhcno.edu](http://www.uhcno.edu)**

*Revised September 13, 2025*

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The University of Holy Cross is accredited by the  
Commission on Colleges  
of the Southern Association of Colleges and Schools  
(1866 Southern Lane Decatur, Georgia, 404-679-4501)

and

The Clinical Mental Health Counseling MA Degree Program  
The Marriage, Couple, and Family Counseling MA Degree Program  
The School Counseling MA Degree Program

and

The PhD Degree Program in Counselor Education and Supervision  
of the University of Holy Cross are accredited by  
Council for Accreditation of Counseling and Related Educational Programs (CACREP)  
(5999 Stevenson Avenue, Alexandria, Virginia 22304, 703-823-9800, ext. 301)

[www.cacrep.org](http://www.cacrep.org)

## ACCREDITATION

Accreditation of universities and university programs is voluntary. Universities and programs choose to seek accreditation to demonstrate that their academic programs meet the highest standards that have been set by academics, professionals, and professional associations throughout the United States.

The University of Holy Cross master's degree programs in clinical mental health counseling, marriage, couple, and family counseling, and school counseling and the PhD program in counselor education and supervision are accredited by the American Counseling Association's Council on Accreditation for Counseling and Related Educational Programs (CACREP).

In addition to the general prestige of graduating from a program recognized as having met national standards, there are some very concrete advantages of having graduated from a CACREP-accredited graduate program in counseling. These advantages include being able to take either the National Counselor Examination (NCE) or the National Clinical Mental Health Counselor Examination (NCMHCE) and apply for and become a National Certified Counselor (NCC) upon graduation from the University of Holy Cross master's degree programs without having to complete two years of post-graduation supervised experience (as is required for those who graduate from master's degree programs that are not CACREP accredited). Many job announcements now list preferences for candidates who have graduated from CACREP accredited graduate programs, who are NCCs, and who are licensed as professional counselors. Some states are now requiring that applicants for licensure as professional counselors have graduated from a CACREP-accredited master's degree program. CACREP-accredited master's and doctoral degree programs require that faculty members hold CACREP-accredited doctoral degrees in counselor education and supervision. These preferences and requirements can be realized by having graduated from a CACREP accredited program in counseling.

The school counseling master's degree program at the University of Holy Cross is accredited by the National Council for Accreditation of Teacher Education Standards, which is operated under the Council for Accreditation of Educator Preparation (CAEP) system. Some states offer special consideration to graduates of NCATE accredited programs when they apply for state licensure or certification as school counselors.

The University of Holy Cross is accredited by the regional accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). All state counseling licensure boards and school counselor certification agencies require that students hold graduate degrees from universities that are regionally accredited. In addition, most jobs require that graduate degrees be granted from accredited universities.

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## GRADUATE COUNSELING FACULTY

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To view photos and detailed information about full-time faculty members, see the university directory at <https://uhcno.edu/ceb/counseling/faculty.php>

### **PhD PROGRAM DESCRIPTION**

The PhD program in Counselor Education and Supervision at the University of Holy Cross prepares professional counselors to provide leadership in the profession of counseling. Counseling leaders must be excellent counselors, supervisors, teachers, researchers, and scholars. The program is designed to enhance the counseling skills of doctoral students, prepare counselors for the roles of clinical and administrative supervisor, develop the teaching skills of students, teach students to conduct research, and prepare students to become counseling scholars. The program prepares doctoral students to become university faculty members in counselor education programs or leaders in the specializations of clinical mental health counseling, marriage and family counseling, and school counseling.

The PhD program in counselor education and supervision at the University of Holy Cross accepted its first doctoral students in fall semester 2013. The PhD program received initial accreditation from the Council on Accreditation of Counseling and Related Educational Programs (CACREP) on January 14, 2016. In the fall of 2020, an online option for the PhD program was added. The online option was accredited by CACREP on August 21, 2020. Currently, the PhD program is offered only online. On August 7, 2023 CACREP accreditation of the three master's degree programs and the PhD program, both in-person and online, was continued until October 31, 2031.

Individuals accepted into the PhD program must hold a CACREP-accredited master's degree or the equivalent. Doctoral students who are admitted without a CACREP-accredited counseling master's degree, but have a counseling-related degree, must complete any missing master's-level courses that would be considered prerequisites as a part of their doctoral program of study.

PhD students must create an electronic portfolio. Specific items that students are required to place in their portfolios and instruction are listed later in this handbook. The portfolio will be reviewed and approved after their dissertation defense has been approved by their Dissertation Committee Chairs.

### **SCOPE OF THIS HANDBOOK**

This handbook for PhD students is designed to supplement the University of Holy Cross Counseling Graduate Program Webpages, which may be accessed at <https://uhcno.edu/ceb/counseling/counseling-ma.php> and <https://uhcno.edu/ceb/counseling/counseling-phd.php>; Catalog which may be accessed at <https://uhcno.edu/academics/calendars.php>; and the University of Holy Cross Student

Handbook, which may be accessed at <https://uhcno.edu/stulife/index.php>. As a result, many policies and procedures set forth on the webpages, in the catalog, and in the student handbook are not repeated in this handbook, but are binding on PhD students. In the event a policy or procedure in this handbook is in conflict with the University of Holy Cross Graduate Program webpages, catalog, or student handbook, the webpages, catalog, or student handbook provisions will prevail. However, this handbook may add additional requirements that are not stated in the webpages, catalog, or student handbook. The catalog specifically allows academic programs to set additional requirements.

## **MISSION STATEMENTS**

### **University of Holy Cross Mission**

The University of Holy Cross, a Catholic institution of higher learning, is an inclusive student-centered learning community focused on academic excellence and innovative teaching. Rooted in the traditions of the Marianites of Holy Cross, the University of Holy Cross is committed to educating the minds and hearts of its students through freedom of inquiry, the pursuit of truth, and compassionate care for all.

### **Department of Counseling and Behavioral Science Mission**

The Counseling and Behavioral Sciences Department supports the mission of the University of Holy Cross. The department's faculty members strive to ensure that our students have a foundation in the general education offerings and through the content courses in behavioral sciences. Our individual mission is to impact social change within specific professional areas of practice as well as within American social systems. To accomplish this, the behavioral sciences faculty members provide highly relevant coursework to the students in our program. Graduates of the department are able to implement our mission by applying academic knowledge and expertise in a variety of institutional, agency, community, and educational settings.

### **Counselor Education and Supervision PhD Program Mission**

The mission of the PhD program in Counselor Education and Supervision at the University of Holy Cross is to prepare professional counselors to provide leadership in the profession of counseling. Counseling leaders must be excellent counselors, supervisors, teachers, researchers, and scholars. The program is designed to enhance the counseling skills of doctoral students, prepare counselors for the roles of clinical and administrative supervisor, develop the teaching skills of students, teach students to conduct research, and prepare students to become counseling scholars. The program prepares doctoral students to become university faculty members in counselor education programs or leaders in the specializations of clinical mental health counseling, marriage and family counseling, and school counseling.

## **OBJECTIVES**

### **PhD Degree Program Objectives**

1. To deliver a PhD degree program in counselor education and supervision that meets the standards of the Council on Accreditation of Counseling and Related Educational Programs (CACREP).
2. To prepare PhD degree-level professionals to teach in counselor education graduate programs, to provide leadership in counseling in agencies, schools, and private practices, and to become leaders in the counseling profession.
3. To continually assess the PhD degree program and make adjustments if necessary to ensure students are receiving a high-quality educational experience.
4. To deliver a PhD degree program in counselor education and supervision that fits within the mission of the University of Holy Cross and reflects the core beliefs of the Marianites of Holy Cross, a Catholic congregation of women, by educating the whole person

### **PhD Degree Program Key Performance Indicators**

1. Students will demonstrate knowledge and skills in counseling.
2. Students will demonstrate knowledge and skills in supervision.
3. Students will demonstrate knowledge and skills in teaching.
4. Students will demonstrate knowledge and skills in research and scholarship.
5. Students will demonstrate knowledge and skills in leadership and advocacy.

### **Expected Student Learning Outcomes**

Upon successful completion of the PhD Program in Counselor Education and Supervision graduates will be able to

1. Practice professional counseling, consultation, teaching, and supervision skills within the scope of a multicultural and changing society;
2. Extend and contribute to theoretical and empirical knowledge in the field of counseling;
3. Demonstrate the ability to engage in critical thinking, decision making, and independent judgment;
4. Design, conduct, evaluate, and disseminate research in counseling and its related disciplines for its applicability to counseling theory and counseling practice;
5. Practice leadership skills in collaboration with members of the counseling profession;

6. Evaluate the impact of counseling theory and practice as it relates to assisting clients, students, supervisees, and other professionals in their growth and development;
7. Evaluate the impact of supervision theory and practice as it relates to promoting the professional development of counselors in training;
8. Demonstrate the advocacy role within the multicultural perspective for the uniqueness, dignity, and worth of the client and others; and
9. Accept individual responsibility and accountability for personal and professional growth.

### **UNIVERSITY ORGANIZATIONAL STRUCTURE**

The Counseling Graduate Program includes 11 full-time faculty members: Dr. Tommy Fonseca, Dr. Ouida Frazier-Smith, Dr. Michaela Hartline, Dr. Dottie Martin, Dr. Matt Morris, Dr. Ted Remley, Dr. Pat Thomas, Dr. Carolyn White, Dr. Ryan White, Dr. Cathy Waguespack, Dr. Geoffrey Brazda, who also serves as the Director of the Thomas E. Chambers Counseling and Training Center. Additional part-time faculty members include Dr. Gerald Corey (Distinguished Visiting Professor) and Dr. Roy Salgado (Part-Time Faculty Member).

Administration of the Counseling Graduate Program is the responsibility of the Chair of the Department of Counseling and Behavioral Sciences, Dr. Carolyn White. Dr. White also serves as Dean of the College of Counseling, Education, and Business. Dr. Ted Remley is the Counseling PhD Program Coordinator and the Practicum and Internship Coordinator.

All faculty members in the Counseling Graduate Program are members of the Department of Counseling and Behavioral Sciences. The Counseling Graduate Program is a part of that department and all faculty members in the program report to the Department Chair, Dr. Carolyn White.

The Department of Counseling and Behavioral Sciences is located in the College of Counseling, Education, and Business and Dr. Carolyn White is the Dean. The college deans report to the Provost and Vice-President of Academic Affairs, Dr. Lisa Sullivan. The Provost and Vice-President of Academic Affairs reports to the President of the University of Holy Cross, Dr. Stanton McNeely III.

### **ORIENTATION**

Counseling Graduate Orientation is held each fall and spring semester. Attending the orientation is required for all new students in the program. Students who are admitted in the summer semester are required to attend the orientation in the following fall semester. Orientation is held virtually on the Zoom platform.

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After students are admitted into the PhD degree program, the PhD Program Coordinator, in consultation with each student, develops the student's PhD degree program of study and degree completion plan. When students are contacted by the PhD Program Coordinator to begin the program of study development process, they are required to respond and correspond with the PhD program coordinator until their program of study has been developed and approved.

## **TECHNOLOGY RESOURCES AND COMPETENCE**

Students must be proficient in utilizing the technology used to deliver the academic program online. Students must have access to computers and internet services.

### **Navigation of Digital Delivery of Courses**

The University of Holy Cross offers both synchronous and asynchronous online courses. The delivery of instruction and instructional material, as well as assignment submissions will be through Canvas. It is important to note there are not significant difference between online and traditional classes. The most significant difference is the increased flexibility. Unlike traditional in-person classes, there are no regularly-scheduled, in person meetings. Rather than adjusting their lives to attend a three-hour lecture each week, students are required to participate in weekly discussion post or group discussion convenient with their schedules.

The added responsibility is one of the challenging factors for students. Online courses require significant amounts of reading and writing.

In addition to Canvas, students will also have access to a personal Zoom account. This account can be utilized for faculty meetings, synchronous classes, orientation, and other workshops the university offers. Please be aware, students access Zoom by using the same credentials for school email access.

Shared digital copies of the program documents are available to students on their individual Google Drive Account.

Because this is a digital program, the library including digital databases can be accessed by visiting <https://uhcno.libguides.com/c.php?g=1127860>. For additional library help, students are encouraged to contact Graduate Program Librarian, Sam Readman at [sreadman@uhcno.edu](mailto:sreadman@uhcno.edu)

## **POLICIES**

### **Student Retention**

Once students have been accepted into the PhD degree program in counselor education and supervision at the University of Holy Cross, the university administrators, staff members, and faculty members have a commitment to helping them successfully

complete the program. Faculty advisors are available to students to assist them with any academic or personal concerns students may experience. Various offices within the university, including financial aid, admissions, bursar, registrar, student affairs, colleges, departments, and other offices are student-oriented and staff members are dedicated to helping students maintain their enrollment in the university. This handbook and other university information sources provide detailed information for students that they need to succeed. Policies and procedures within the university are administered in a fair and equitable manner.

### **Student Responsibility**

Each student is responsible for knowing all pertinent requirements and regulations for the successful completion of the master's degree in counseling. Students should become familiar with this section of the handbook, relevant information from the university student handbook, program webpages, catalog, practicum and internship manuals, and the offerings and requirements of their area of specialization. Students should be aware of required fee payments as they progress through their academic program, consulting the current webpage for more information regarding specific fees and timeline requirements.

### **Disability Accommodations**

In accordance with the Americans with Disabilities Act, University of Holy Cross provides disability accommodations for students with identified and/or diagnosed disabilities. Students with disabilities need not inform their instructors about the nature of their disabilities, but *they are responsible for contacting and providing appropriate documentation to the Disability Services Coordinator in the Office of Academic Affairs prior to receiving accommodations.*

The process for requesting accommodation(s) is:

- 1) The student should contact the Disability Services Coordinator in the Office of Academic Affairs to provide appropriate documentation regarding the disability.
- 2) The Disability Services Coordinator will provide a letter of accommodation which must be signed by the student prior to its being distributed to faculty.
- 3) The student must submit his/her schedule at the beginning of each semester to request the release of the accommodations letter to faculty. Accommodations letters are NOT automatically sent to faculty. The student must request letters to be sent each semester by submitting a schedule of classes.
- 4) The Disability Services Coordinator will notify the student when the accommodations letter has been sent to the faculty members requested.

- 5) Once the accommodations letter has been sent to the faculty requested by the student, it is the student's responsibility to meet with each faculty member to discuss how his/her accommodations may be met within each course.

**Faculty members will NOT provide accommodations to students unless an official letter/email has been received from the Disabilities Coordinator in the Office of Academic Affairs.** University of Holy Cross will attempt to meet reasonable accommodations requested. A reasonable accommodation is a modification to a non-essential aspect of a course, program, service or facility which does not pose an undue burden and which enables a qualified student with a disability to have adequate opportunity to participate and to demonstrate his or her ability. Such accommodations are determined on an individual basis depending upon the nature and extent of the disability.

If a student has a documented disability, which requires accommodation(s), or if more information is needed, please contact the university Provost Dr. Lisa Sullivan at (504) 398-2237 or lsullivan@uhcno.edu.

### **Financial Aid**

There are several aid programs for which graduate students may apply:

- Work Studies are available.
- UHC Graduate Scholarships are available.
- A 20% discount is offered on graduate tuition (not fees) for students who are full-time employed in the areas for which they are seeking advanced degrees. A letter from one's employer attesting to full-time employment is required.
- A 50% discount is offered on graduate tuition (not fees) for students who are employed as a full-time teacher. A letter from one's employer attesting to full-time employment is required.

### **Course Load**

To be classified as a full-time graduate student, students must register for 3 courses (9 credit hours) in a regular semester and two courses (6 credit hours) in a summer semester. A student may take an additional three (3) credit hours with the approval of the Chair of the Department.

### **Complaint Procedure**

Students must make notification within ten days of the incident precipitating the complaint and follow the procedure outlined below.

The order of priority of persons to consult in order to resolve a problem is according to

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the hierarchy documented in the University of Holy Cross Academic Structure: instructor, ...chair, dean, then provost [after all departmental order has been followed].

Direct academic concerns in the Department of Counseling and Behavioral Sciences, in sequential order, to the following persons:

1. Instructor
2. Department chair
3. Dean
4. Provost (only after all departmental order has been followed)

The Student Handbook, posted on the website, provides additional information (p. 32).

### **Grade Point Requirements**

Students must maintain an overall GPA of 3.0 or higher on a 4.0 scale in order to remain in good standing in the graduate program. Graduate students whose GPA is below 3.0 are placed on academic probation. To be removed from academic probation, the graduate student must have a cumulative GPA of 3.0 or higher by the end of the semester. If a graduate student on academic probation is unable to remedy the deficient GPA by the end of the semester, the student will be dropped from the graduate program.

### **Failing Courses**

A passing grade for a course in the graduate program must be at least a B or P, whereas a C or lower is a failing grade. A graduate student who obtains a C or lower in a course must take the course the next semester that it is offered. If the graduate student does not obtain a B or higher after retaking the course, the student will be dismissed from the graduate program.

A maximum of two grades of C or lower may be obtained throughout the entirety of a graduate student's coursework. If a graduate student obtains a third grade of C or lower, the student will be dismissed from the graduate program.

### **Grade Appeals**

In the event a student disagrees with a final grade for a course, the procedure for appealing a grade that is set forth in the University of Holy Cross Graduate Website and Catalog must be followed. Only final grades in courses may be appealed.

### **Dismissals**

The university catalog sets forth the grades and grade point averages required for graduate students.

Doctoral students who do not meet the requirement for continuous enrollment and do not have a leave of absence approved previously will be dismissed from the degree program.

Doctoral students who fail the general examination or the defense of the dissertation will be dismissed from the degree program.

### **Professional Dispositions**

CACREP, the organization that accredits counseling graduate programs, defines the term *professional dispositions* as follows: “The commitments, characteristics, values, beliefs, and behaviors that influence the counselor’s professional growth and interactions with clients, faculty, supervisors, and peers, including working in a diverse, multicultural, and global society with marginalized populations.”

In addition to terminating students for academic failure, students may be dismissed for ethical violations or a lack of professional dispositions that indicate unsuitability for the counseling profession. The following protocol is followed as a part of ongoing student screening when faculty identify a lack of professional dispositions or behaviors that indicate possible incompatibility with the counseling profession:

1. Faculty initiated private verbal discussions, including a collaborative dialogue between the faculty member(s) and the student, identifying a lack of professional dispositions that or problematic behaviors and addressing specific suggestions for remediation;
2. If problematic behaviors continue, documentation of specific concerns collected by faculty, including documentation of any discussions with student. This documentation continues throughout the process;
3. Meeting of graduate faculty to discuss concerns regarding the student. Faculty collaboratively address alternatives and future courses of action;
4. Meeting with the student to discuss continued concerns and options. Specific goals for remediation are addressed, including time lines and consequences of noncompliance. The student receives written feedback detailing problem areas, including clear guidelines for remediation and retention; and
5. If remediation and retention goals are not met within specified time lines, and problematic behaviors inconsistent with the goals of the Graduate Counseling program persist, the student is dismissed from the program for nonacademic reasons.

Ethical and legal violations may result in the student being immediately placed on suspension from the program. The student may not continue in the program until a full investigation into the event(s) is completed and the graduate faculty reach a determination on whether the student should be dismissed from the program.

### **Appeals**

Subject to the review of the Graduate Counseling Faculty, students may be dismissed from the program for factors other than Grade Point Average (GPA) without a probationary period. The student's status is then determined by the Graduate Counseling Faculty. The student may appeal decisions of the Graduate Counseling Faculty by submitting a written appeal to the Provost of the university. If the decision to dismiss is upheld, the student may then appeal following the University Appeal Procedure.

### **Time Limit for Degree Completion**

A maximum of ten (10) years from the first semester attended is allowed in order to complete the requirements for the doctoral program in Counselor Education and Supervision. If the time limit is exceeded, the graduate student must apply for readmission to the doctoral program and must document in writing the reason(s) for the need of an extension. Readmission is an extension and does not qualify the applicant to begin anew the 10-year degree completion requirement.

### **Continuous Enrollment Requirement**

Once admitted to the graduate program in counseling, students must register for at least three (3) credit hours each semester (fall, spring, and summer) until they complete the requirements of the program and graduate.

Students who find it necessary to be excused from registration must submit a written request for a leave of absence to the Chair of the Department. A leave of absence, if received, should not exceed one year and is typically not repeated. A student who fails to register for coursework in a semester, without requesting and receiving documented leave of absence from the Chair of the Department, may be dismissed from the program.

Students must be enrolled for at least one (1) credit hours the semester in which they graduate.

## **PhD PROGRAM COURSE PREREQUISITES**

Completion of core master's degree counseling courses are required of all PhD students. Core master's degree counseling courses that have not been completed prior to beginning the PhD program may be taken as a part of the PhD program. Each course is 3 credits unless otherwise indicated. The master's degree must have included 60 credits or doctoral students must take additional COU courses during their PhD program.

### **Core Master's Degree Counseling Courses (60 credits minimum)**

COU 600	Human Growth and Development
COU 602	Social and Cultural Foundations
COU 605	Career and Lifestyle Development
COU 606	Theories of Counseling
COU 607	Theory and Practice of Group Counseling
COU 609	Professional Orientation and Ethics in Counseling

COU 610	Research Methodology and Program Evaluation
COU 615	Diagnosis and Treatment of Mental Disorders
COU 616	Techniques of Counseling
COU 618	Appraisal in Counseling
COU 6**	Marriage, Couple, and Family Counseling Elective
COU 699	Practicum in Counseling (minimum of 100 hours)
COU 710	Internship in Counseling I (minimum of 300 hours)
COU 710	Internship in Counseling III (minimum of 300 hours)
COU	18 additional graduate credits in counseling including 3 or more courses in a specialty such as clinical mental health counseling; marriage, couple, and family counseling; or school counseling.

### **PhD PROGRAM REQUIRED COURSES**

**For Students Who Began the PhD Program Fall Semester 2025 or Later**

**(For PhD degree requirements for students entering the program prior to Fall 2025, see the appropriate Curriculum Guide.)**

#### **Counseling Content Concentration (24 credits minimum)**

COU 806	Advanced Counseling Theories
COU 810	Advanced Diagnosis and Treatment of Mental Disorders
COU 820	College Teaching
COU 825	Counselor Supervision
COU 839	Advanced Multicultural, Ethical, and Legal Issues in Counseling
COU 842	Advocacy and Leadership in Counseling

#### **TWO ELECTIVE COURSES**

Any COU courses numbered 600 or higher that the student has not already completed

#### **Research Core (18 credits minimum)**

COU 830	Introduction to Program Evaluation and Statistics
COU 833	Current Counseling Research
COU 834	Introduction to Qualitative Research Designs
COU 850	Research Seminar in Counseling
COU860	Advanced Program Evaluation

#### **ONE OF THE FOLLOWING COURSES**

COU 832	Advanced Statistical Methods in Research
OR	
COU 837	Advanced Qualitative Research and Analysis

#### **Doctoral Counseling Internship (6 credits minimum)**

COU 848	Doctoral Internship in Counseling I (minimum of 300 hours)
COU 848	Doctoral Internship in Counseling II (minimum of 300 hours)

#### **Dissertation (12 credits minimum)**

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COU           Dissertation (12 credits)  
                  May be COUN 851 (1 credit), 852 (3 credits), or 853 (6 credits)

**Minimum Number of Credits in the PhD Program = 120**

See the PhD degree curriculum guide at <https://uhcno.edu/ceb/counseling/counseling-phd.php>. Students who did not begin the PhD program during the 2025-2026 academic year, must follow the curriculum guide for the academic year in which they began the PhD degree program.

**ADVISING**

**Initial Advising of PhD Students**

All newly admitted doctoral students will be advised by the PhD Program Coordinator for their first semester of study (their first fall semester). The PhD Program Coordinator will determine which required master's courses have been completed and whether any must be taken as a part of their PhD program. The PhD Program Coordinator also will determine whether credits completed after students earned their master's degree will transfer into the doctoral program. Transfer credits will be entered onto the program of study and onto the student's UHC transcript for PhD students.

The PhD Program Coordinator will establish their program of study, which will include a listing of all required courses, accepted master's courses, any transfer courses completed after the master's degree was earned, an indication of which semesters the student will complete remaining courses, and a schedule for completing all other requirements for the PhD degree including the general examination, the dissertation proposal, the oral examination of the final dissertation (also referred to as the dissertation defense), and the requirement that the degree be completed within 10 years of the beginning of the doctoral degree program of study after being admitted. The faculty member who completes the PhD program of study form in consultation with the student will transmit the completed form to the student by email attachment. Students will post the completed form in their portfolios. If changes are made to the program of study, a new program of study form must be completed and posted in the student's portfolio. If the semester and year for taking and completing courses are changed, a new program of study form does not have to be filed.

**Suggested Order for Taking Doctoral Courses**

Doctoral students should take any master's level courses they are missing very early in their PhD program.

It is important that students complete at least the introductory statistics course (COU 830) and qualitative research course (COU 834) as soon in their doctoral programs as the courses are offered. Delaying taking these courses can substantially delay the graduation

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of PhD students because they must have completed these courses in order to take the second level research course (either COU 832 or COU 837) and begin focused work on their dissertations.

When students are prepared to spend a semester writing the first draft of their dissertation proposals (which includes the first three chapters), they should enroll in COU 850: Research Seminar in Counseling. After completing COU 850, students should plan to take from 2 to 3 additional semester to get their dissertation proposals completed and approved, obtain permission to conduct the student from the Human Subjects Committee, collect and analyze their data, complete the last two chapters of the dissertation, defend the dissertation, complete their portfolio requirements, and submit a copy of their approved dissertation to ProQuest.

Most doctoral students complete their internship at job sites where they currently are employed. As a result, they can complete the two COU 848 courses at any time during their doctoral degree program.

Students must complete a minimum of 12 credits of Dissertation (COU 851 – 1 credit; COU 852 – 2 credits; or COU 853 – 6 credits). They may take dissertation courses at any time during their degree programs. If they enroll in Dissertation hours early in their degree programs, students should work closely with their dissertation committee chair on the literature review for their dissertations.

### **Registration for Courses**

With the help of the student advisor, doctoral students will develop a tentative written plan for completing their degree, (which includes a schedule for registering for courses throughout the degree program), and submit it to the PhD Program Coordinator. This plan can be modified as needed, but any substantive changes should be reviewed and approved by the PhD Program Coordinator or the student's Dissertation Committee Chair once that appointment has been made. Students may register for courses each term using the plan that has been approved. Once the degree completion plan has been developed and given to students, they will post the completed Dissertation Committee Form in their portfolios. Students are responsible for following the approved written plan for completion of degree. Due to course offering, students who do not follow the approved plan, may result in a change of their expected graduation date.

Failure to register in a timely manner for classes carries the risk of seat availability. This can result in additional semesters for students as classes reach capacity. If students would need to make any adjustments to the written plan (withdrawal, less than full-time, study abroad, additional internship, etc.), they should notify the student's advisor immediately.

Students should contact the department chair Dr. Carolyn White at [cwhite@uhcno.edu](mailto:cwhite@uhcno.edu) if they wish to enroll in a filled class.

Generally, full-time status for PhD students register for 3 courses (9 credits) each fall and

spring semester and 2 course (6 credits) each summer semester. Depending on students' circumstances, with the help of their advisor, students will determine how many courses they will take each semester. Students may register for more than the typical number of credits only with the permission of the Department Chair. Once students are admitted to the PhD program, they must register for one or more credits each fall and spring semester and each summer term until they graduate.

### **Personal Counseling Recommendation**

Counseling graduate students are encouraged by the faculty to seek personal counseling services for themselves during the time they are enrolled in the PhD preparation program. In keeping with the philosophy of counseling that counseling services can be helpful to all persons, not just individuals who have emotional or mental disorders, but for individuals who are functioning effectively as well, graduate students are encouraged to learn about themselves by being a client in a counseling relationship. In addition to self-exploration, being a client provides counseling students with the opportunity to experience what they ask their clients to do, which helps counseling students empathize more fully with clients who seek counseling services.

Although counseling graduate students may engage in conversations with counseling faculty members regarding personal matters in the course of their studies, it is inappropriate for counseling faculty members to become a counselor for a counseling graduate student. Faculty members and counseling graduate students should maintain their roles as professor and student at all times and are not ethically allowed to engage in counseling relationships.

Counseling graduate students may seek counseling through private practitioners in the community. Students who seek counseling in the community may be eligible for third party reimbursement for counseling services if they have a personal health insurance plan that reimburses for such services. Students who seek private counseling services in the community are encouraged to utilize the services of Licensed Professional Counselors (LPCs) or licensed counselors who have similar titles in other states.

### **Professional Associations**

Students are *required* to obtain and maintain membership in the UHC Association for Graduate Students in Counseling (AGSC), the American Counseling Association (ACA; <https://www.counseling.org>), and the counseling association for the student's state of residence, for example the Louisiana Counseling Association (LCA; <https://www.lacounseling.org>) for students residing in Louisiana. Students should budget for these memberships alongside other required fees.

Students are expected to attend workshops and seminars whenever possible to enhance and complement their graduate studies. Grants are sometimes available through the college student organization (AGSC) for attendance at state conventions and conferences.

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Membership in other professional organizations is strongly encouraged. Students are encouraged to join the appropriate counseling organization for their chosen specialization, which include the American Mental Health Counselors Association (AMHCA; <https://www.amhca.org/home>) for students in the Clinical Mental Health Counseling specialization, the International Association of Marriage and Family Counselors (IAMFC; <https://www.iamfconline.org>) for students in the Marriage, Couple, and Family Counseling specialization, and the American School Counselor Association (ASCA; <https://www.schoolcounselor.org>) for students in the School Counseling specialization. There may also be relevant state and local organizations, such as the Louisiana School Counselor Association (LSCA; <https://www.louisianaschoolcounselor.com>) for students residing in Louisiana.

### **Counselor Licensure and Certification**

All doctoral students who are not already licensed as professional counselors should plan while they are earning their doctoral degrees to become licensed as professional counselors in Louisiana (See <https://www.lpcboard.org>) or in the jurisdiction in which they plan to live and work. In addition, all doctoral students should become National Certified Counselors (NCCs) as soon as they are eligible (see [www.nbcc.org](http://www.nbcc.org) for information on becoming certified while a student in a CACREP accredited doctoral program). Students who plan to work as school counselors should become certified as school counselors by the State Department of Education in Louisiana (or become certified or licensed as school counselors by the state department of education in the jurisdiction in which they plan to live and work. It is each PhD student's responsibility to investigate state requirements for licensure as a counselor or for certification as a school counselor. See the websites of the American Association of State Counseling Boards (<chrome-extension://efaidnbmnnnibpcajpcgclefindmkaj/https://wwaascborg.wildapricot.org/resources/Documents/Rules%20and%20Regulations.pdf>); American Counseling Association (<https://www.counseling.org/resources/licensure-requirements>) for state-by-state information on licensure. If requirements beyond the PhD degree program are required by a state for licensure or certification, it is the student's responsibility to include such requirements in the student's degree program. There are numerous other credentials offered by state agencies and national boards that may be important to the careers of professional counselors. Students should discuss other credentials that might be uniquely important to them with their faculty advisor or with other members of the faculty who are familiar with available credentials.

### **Faculty Endorsements**

Students seeking endorsements from program faculty related to jobs, credentials, or other professional activities will receive endorsements that reflect the expertise they have gained in their PhD programs.

### **Liability Insurance**

Documentation of proof of professional liability insurance is required for all students conducting counseling or supervision. This insurance can be obtained through the American Counseling Association (ACA; <https://www.counseling.org/membership/value-of-membership> ) or other associations or companies. Documentation of proof of professional liability insurance will be required for practicum applications. Liability insurance must be maintained throughout the clinical experience, provided regularly to the Practicum and Internship Coordinator.

### Sequence of Course Offerings

All courses are offered online. If Zoom meetings are included in a course, alternatives to the Zoom meetings are available for students who cannot attend. Exceptions are the courses offered by Dr. Gerald Corey on Saturdays and Sundays and students must attend all Zoom sessions; however, sections of courses taught by Dr. Corey are offered in an asynchronous format in other academic semester.

Course Number	Course Title	Fall	Spring	Summer
	<b>PhD Level Courses</b>			
COU 806	Advanced Counseling Theories (The section offered in fall semester 2025 and in spring semester 2027 will be taught by Dr. Gerald Corey on some Saturdays and Sundays and will require Zoom meeting participation)	x	x	
COU 810	Advanced Diagnosis and Treatment of Mental Disorders		x	x
COU 815	Doctoral Seminar in Clinical Studies (topics will vary when offered)			x
COU 816	Doctoral Seminar in Marriage and Family Counseling	x odd years		
COU 818	Specialization Elective: Advanced Group Counseling (The section offered in spring semester 2026 will be taught by Dr. Gerald Corey on some Saturdays and Sundays and will require Zoom meeting participation)		x intensive	
COU 818	Specialization Elective (topics will vary when offered)			x
COU 820	College Teaching	x	x	
COU 825	Counselor Supervision	x	x	
COU	Introduction to Program Evaluation and	x	x	

830	Statistics			
COU 832	Advanced Statistical Methods in Research		x	
COU 833	Current Counseling Research	x		x
COU 834	Introduction to Qualitative Research	x	x	
COU 837	Advanced Qualitative Research	x	x	
COU 839	Advanced Multicultural, Ethical, and Legal Issues in Counseling (The section offered each spring semester will be taught by Dr. Gerald Corey on some Saturdays and Sundays and will require Zoom meeting participation)		x intensive	x
COU 845	Doctoral Practicum in Counseling (Not required for PhD students entering the program fall 2025 or later)	x	x	x
COU 848	Doctoral Internship in Counselor Education and Supervision (3 credits each; total of 6 credits required)	x	x	x
COU 850	Research Seminar in Counseling	x	x	
COU 851	Dissertation (1 credit)	x	x	x
COU 852	Dissertation (3 credits) (Residency in fall for first year entering PhD students; first residency will be required in fall semester 2026)	x	x	x
COU 853	Dissertation (6 credits)	x	x	x
COU 860	Advanced Program Evaluation		x	x
COU xxx	Leadership and Advocacy in Counseling (new course; will be offered for the first time in summer 2026)		x	x

Students should follow the curriculum guide of the academic year that coincides with their starting semester.

### **DOCTORAL INTERNSHIP REQUIREMENTS**

Details and forms regarding doctoral internship requirements are found in the Counseling PhD Practicum and Internship Manual.

PhD students must complete a 600-hour (6 credits) doctoral internship (COU 848). The

goal of internship is to give doctoral students the opportunity to demonstrate that they are able to apply skills they have learned in their counseling master's degree program and their courses in the doctoral program. If doctoral students have had limited clinical counseling experiences prior to beginning their doctoral work, they may be required to complete some internship hours in a counseling setting to gain more counseling experience. As a part of their internship, doctoral students will provide supervision to master's practicum or internship students.

COU 848: Doctoral Internship in Counselor Education and Supervision requires that students complete a minimum of 600 supervised hours, 240 of which must include direct service hours (over minimum of two semesters) in at least three of the five doctoral core areas: (1) counseling; (2) teaching; (3) supervision; (4) research and scholarship; and (5) leadership and advocacy.

### **REQUIREMENTS BEYOND COURSES, EXAMINATIONS, THE PORTFOLIO, AND THE DISSERTATION**

A PhD program involves a serious commitment of time and energy. Requirements for completion of the degree go far beyond completion of courses, examinations, and a dissertation. Throughout the doctoral program, PhD students are encouraged to become involved in the research projects of faculty members, assist in teaching courses, provide group and individual supervision to master's students when assigned, attend and present at professional conferences, and generally immerse themselves in professional activities at the University of Holy Cross. These activities are designed to prepare PhD students to become faculty members in counseling graduate programs or leaders in the specializations of clinical mental health counseling, marriage and family counseling, or school counseling.

For each additional 300 hours of supervision or teaching that students log after completing their first 600 internship hours, students may, but do not have to, register for additional three-credit courses in COU 848: Doctoral Internship in Counseling. These additional optional internship courses may count as electives in students' doctoral programs of study. In some states, additional internship courses may be counted toward post master's supervised experience toward licensure.

PhD students are encouraged, but not required, to assist full-time professors in teaching master's or doctoral level counseling courses during the time they are completing their degrees. Students interested in assisting in teaching should initiate a request with the faculty member teaching the undergraduate or master's course, prior to the start of the semester. PhD students also are required to supervise master's students under the supervision of faculty members. When they are not enrolled in doctoral internship courses, PhD students may supervise master's practicum and internship students if they attend weekly supervision of supervision sessions provided by program full-time or part-time faculty members. Students interested in supervising master's students when not enrolled in internship should contact the coordinator of practicum and internship.

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During the semesters in which doctoral students are enrolled in internship, they will be supervised by faculty members in group supervision. During the semester they are enrolled in internship, PhD students also will receive one hour of individual supervision from a faculty member or a site supervisor in addition to group supervision.

## **SEQUENTIAL STEPS REQUIRED TO COMPLETE THE PhD DEGREE**

To complete the PhD degree, students must complete each of the steps below in the order listed. Students may not skip a step.

Students will place required documents associated with each step in their portfolios.

The dissertation Committee Chair of a student will notify the department chair by email when all requirements for the PhD degree have been completed. The department chair will then notify the university registrar that the student has been approved for graduation.

The requirements for graduation, as outlined by the University of Holy Cross, must be followed. Applications are available in the office of the Registrar. It is the student's responsibility to file an application for graduation by the due date published in the semester's calendar on the website and to pay the appropriate graduation fees. If the student does not graduate the anticipated semester, another graduation application must be filed for the following semester, for which the fee will be waived.

## **REQUIRED TASKS AND FORMS**

Doctoral students are responsible for taking all the steps necessary to complete their PhD degrees. Important steps include placing documents in their portfolios, completing programs of study with their advisors, making changes to their programs of study when necessary, applying for practicum and internships, submitting their dissertation committee appointment forms, submitting a summary of their experiences as a student, submitting their career plans, completing the general examination, requesting that their portfolios be evaluated, submitting their resumes or curriculum vitae, submitting their dissertation proposals and final dissertations to their Dissertation Committee Chairs, applying to graduate, submitting their completed dissertation to ProQuest, attending commencement ceremonies.

## **PORTFOLIO**

PhD students must create a portfolio that will be reviewed by their Dissertation Committee Chairs after their dissertation defense has been approved by their dissertation committee members. Instructions for accessing PhD student portfolios:

1. On the Google page ([www.google.com](http://www.google.com)), at the top right, sign in with your uhcno.edu email address. Your password for this is the same as your password for your uhcno.edu email address.
2. At the top right, next to images, click on the 9-dot square icon.
3. Select "Drive."
4. On the left, select "Shared with me."
5. Click on your name under "Shared with me."
6. You will see your portfolio. You can now upload documents to your portfolio.

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Students will ensure their portfolios are complete prior to graduation.

Before requesting that their portfolios be reviewed by their Dissertation Committee Chair, students will complete and post the following three documents:

- 1-2-page summary of the student's experiences in the PhD program including new knowledge and skills that have been developed during the program
- 1-2-page statement of the student's career goals and plans for reaching those goals
- A curriculum vitae (CV) or resume suitable for use when seeking employment

Portfolios will be posted by students and will include copies of the following items (see checklist at the end of this handbook):

1. Signature Page of PhD Handbook
2. Approved program of study and degree completion plan
3. Approved dissertation committee form
4. Approved General Examination (chapter 2 of dissertation)
5. Course Sample COU 806
6. Course Sample COU 810
7. Course Sample COU 820
8. Course Sample COU 825
9. Course Sample COU 830
10. Course Sample COU 833
11. Course Sample COU 834
12. Course Sample COU 839
13. Course Sample COU 860
14. Course Sample COU 842 Leadership and Advocacy in Counseling
15. Approved dissertation proposal
16. Human Subjects Review Committee approval (copy of email from committee chair)
17. Approved final dissertation
18. Approved Resume or Curriculum Vitae
19. Approved Summary of Student Experiences
20. Approved Statement of Career Goals
21. ProQuest receipt

Once dissertation defense has been scheduled, students will ask that their Dissertation Committee Chair review their portfolios. At that point, the portfolio should include every item except the completed ProQuest application and the approved final dissertation.

Dissertation Committee Chairs will review the portfolios of students. Students will pass or fail the portfolio review. If students fail to meet the required proficiency level on the rubric, then they will collaboratively design an improvement plan with their Dissertation Committee Chair and resubmit their portfolio for additional reviews until it has been

approved by their Dissertation Committee Chair.

After a student has passed the portfolio, the Dissertation Committee Chair will send an email message with the results to the student.

## **ADVISORS AND EXAMINATIONS**

### **The Student's Dissertation Committee Chair**

By the end of their second semester after beginning doctoral studies, students must select the faculty member who will serve as their Dissertation Committee. The Dissertation Committee Chair for students must be a full-time faculty member in the Department of Counseling and Behavioral Sciences; an Affiliate Faculty Member who has been approved by the Department Chair to chair dissertation committees who holds a doctoral degree; or a full-time or part-time faculty member who holds a doctoral degree in counseling approved by the PhD Program Coordinator and Department Chair. Once the Dissertation Committee Chair has been selected, students should consult with their Dissertation Committee Chair before asking two additional faculty members to serve on their dissertation committees. Either the Dissertation Committee Chair or one of the two committee members must be designated as the committee methodologist. After the Dissertation Committee Chair and the two additional committee members have been determined, students must complete the Dissertation Committee Appointment Form (copy is included at the end of this handbook), send a copy to the PhD Program Coordinator, and post a copy in the student's portfolio.

The initial advisor (who is the PhD Program Coordinator) and Dissertation Committee Chair serve several important functions for doctoral students. Advisors should be consulted by students if they have any questions or problems related to their academic programs. While the student's advisor answers questions related to program requirements, the student is expected to read this handbook, the University of Holy Cross counseling graduate program webpages, UHC Catalog, and UHC Student Handbook.

At a minimum, students' advisors ensure that students have developed a reasonable plan for completing their degree programs and are progressing in a reasonable manner toward degree completion. Advisors should serve as mentors for students by assisting them in further developing their identity as a professional counselor and adopting professional approaches to their work and interactions with others. Advisors, as well as other faculty members, can also be very helpful in assisting students in finding employment as counselor educators or leaders in the counseling profession when they are near the completion of their degree programs.

In the event a PhD program student or their advisor believes it would be in the student's best interest for a different faculty member to serve as the student's Dissertation Committee Chair, the student or the Dissertation Committee Chair may request that the PhD Program Coordinator work with the student to select a new Dissertation Committee Chair. Students and Dissertation Committee Chairs should discuss the request that a new

Dissertation Committee Chair be named prior to submitting the request to the PhD Program Coordinator. Normally such requests for a change in Dissertation Committee Chairs will be granted unless there is no other qualified department faculty member willing or available to assume the chair responsibilities. A new Dissertation Committee Appointment Form must be completed and submitted by the student to the student's portfolio when committee chairs or members are changed.

### **The Dissertation Committee**

PhD program students have a dissertation committee by the end of their first two semesters in the program. The committee includes the chair and two additional faculty members in the Department of Counseling and Behavioral Sciences (or a qualified University of Holy Cross full-time or part-time faculty member approved by the PhD Program Coordinator). At least two committee members must be full-time faculty members in the University of Holy Cross Counseling Graduate Program. Either the dissertation chair or one of the other committee members must be designated as the methodologist. The methodologist will have expertise in either qualitative or quantitative research and will advise the student and the Dissertation Committee Chair regarding the research study. The dissertation committee members grade the general examination, the dissertation proposal oral examination, and the final oral examination (also known as the dissertation defense). Once students have selected their Dissertation Committee Chair, they should meet with their chair to determine who the other two members of their committee will be.

### **Problems with Scheduling Meetings with Faculty Members**

Faculty members have a multitude of responsibilities including teaching courses, conducting their own research, consulting outside the university, performing community service, maintaining private counseling practices, and serving on university committees. As a result, their schedules are very full. Meetings with faculty advisors (including the PhD Program Coordinator and Dissertation Committee Chair) should be scheduled well in advance. Students may make appointments with faculty members by contacting them by email or by texting them if faculty members have provided their cell numbers, or scheduling a meeting through Zoom scheduler. In the event a faculty member is not responsive to reasonable requests from students for meetings, students should consult the PhD Program Coordinator. Any complaints about faculty members should be filed with the Chair of the Department of Counseling and Behavioral Sciences.

### **Early Dissertation Work**

Although PhD students' dissertation committees are not required to be formed until later in the PhD program, students are encouraged to begin thinking about their dissertations at the beginning of their doctoral studies. An appropriate plan is to choose a general area to explore as a possible dissertation topic the first semester in the program and then formulate a dissertation study plan the second semester in the program. The sooner in the second semester PhD students choose an area of counseling to study in their dissertation

project, formulate a research question, and determine whether their dissertation will be quantitative or qualitative, the better chance students will have of completing the PhD degree in a timely manner and the higher quality the dissertation will be. Once dissertation decisions are made, students can orient much of their doctoral studies toward formulating, developing, and improving their dissertation project.

Students may informally consult with any faculty member regarding their dissertation work prior to choosing their advisor or a Dissertation Committee Chair. Even after students have chosen a Dissertation Committee Chair, they may in the future request changes of committee chairs or committee members.

The dissertation of PhD students must be related to counseling. The faculty member students select to chair their dissertation committee must be knowledgeable within the area of counseling that students plan to study. Generally, doctoral students have a strong interest in an area of counseling which leads them to choose a particular faculty member who has expertise in that area of counseling as their Dissertation Committee Chair. On the other hand, students may want to complete their dissertation under the direction of a particular faculty member and will have to select a dissertation topic that fits that faculty member's areas of expertise. Either approach is acceptable as long as the dissertation topic is related to counseling (as determined by students and their Dissertation Committee Chair).

Once students have made preliminary decisions regarding their dissertation and have identified a faculty member who they probably will ask to chair the dissertation committee, they may begin to work informally with that faculty member. Both doctoral students and the faculty member will have the understanding that students may change their minds about who they will select to chair the dissertation up until the dissertation committee is formed, which occurs at the end of students' second semester in the doctoral program.

Doctoral students sometimes take more than the minimum number of dissertation credits before they graduate. Students may register for COU 851, 852, or 853 credits at any point in their doctoral studies. They should reach an understanding with the faculty member who will be directing their dissertation work and should register for the number of dissertation credits that reflects the amount of dissertation work they plan to complete in a particular semester (for example, 1, 3, or 6 credits). Faculty members devote substantial time to working with students on their dissertation throughout the PhD program.

## **DISSERTATION PROPOSAL**

Students must follow the specifications for dissertation proposals and dissertations included in the PhD Dissertation Style Manual for the Counselor Education and Supervision Program. The dissertation proposal and the final dissertation must utilize American Psychological Association (APA) style, but must pay attention to exceptions to APA style that are included in the PhD Dissertation Style Manual for the Counselor Education and Supervision Program.

The proposal for the dissertation in the Counseling Graduate Program is the first three chapters of the dissertation. The information regarding the proposed study is written in future tense and the literature review chapter is written in past tense (to conform to APA style). For the final dissertation, after the dissertation study has been completed, the future tense used in chapters one and three explaining how the study will be conducted will be changed to past tense after the study has been completed.

### **Optional Concept Paper**

After students have completed their first semester of coursework, they should meet with their Dissertation Committee Chair and formulate the research question and hypotheses (if a quantitative study) for their dissertation. If the Dissertation Committee Chair requires a concept paper, the student will prepare a 3-5-page concept paper that outlines the proposed dissertation study or will use a draft of chapter 3 that they have prepared. The concept paper should include references in APA style and any instruments or interview protocols should be attached as appendices. The Dissertation Committee Chair will then call an informal meeting of the dissertation committee and students will provide the concept paper to their three committee members preferably at least one week prior to the informal meeting. At the informal meeting, the three faculty members and students will discuss the concept paper and the dissertation idea and agree that the idea for the dissertation study is acceptable. If agreement is not reached at the informal meeting that the dissertation study idea is acceptable, students will prepare a revised concept paper and another meeting will be scheduled. Preparation of revised concept papers and informal meetings will continue until the concept paper and the dissertation idea are acceptable to the dissertation committee.

If a Dissertation Committee Chair requires a concept paper, the student writes a dissertation concept paper, after the student's concept paper has been approved and all suggested edits have been incorporated, the student will post a copy of the approved concept paper in their portfolio.

### **The Dissertation Proposal Meeting**

Once the Dissertation Committee Chair is satisfied with the student's draft of the first three chapters, the chair will schedule the dissertation proposal meeting. The chair will ensure the other two dissertation committee members are available for the meeting and will schedule a Zoom meeting. Dissertation proposal meetings for doctoral students will be held utilizing Zoom or a similar tool that allows synchronous meetings in which students can show slides as they present and all present at the meeting can see and hear each other. The Dissertation Committee Chair will send an email message inviting department full-time faculty members, all current counseling doctoral students, the university president, the university provost, and a representative from the university library to the proposal meeting.

The chair of the student's dissertation committee will provide the committee members,

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through an e-mail with an attachment, a complete draft of the dissertation proposal a minimum of one week prior to the scheduled dissertation proposal meeting. If all committee members inform the Dissertation Committee Chair that they are willing to review the document and hold the proposal meeting sooner than one week, the student will provide the complete draft by the date agreed upon by the committee members. A complete draft of the dissertation proposal will follow the specifications for the proposal that are included in the PhD Dissertation Style Manual for the Counselor Education and Supervision Program.

All counseling doctoral students will be invited to dissertation proposal meetings. Those who have not yet defended their dissertation proposals are encouraged to attend so that they can appropriately prepare for their own proposal defense when that time arrives. The dissertation proposal defense is a formal academic event and should not include any social or ceremonial activities. Family members or friends of students should not be invited to attend the dissertation proposal defense.

At the proposal meeting, the Dissertation Committee Chair will introduce the student, the other committee members, and guests. The student will be asked to briefly summarize their proposed study and then will answer any questions posed by dissertation committee members. The dissertation proposal defense will be oral. Students are expected to prepare PowerPoint or Prezi slides for their presentations. The dissertation committee members will confer at the end of the proposal defense in a closed meeting regarding the dissertation proposal and will determine by majority vote whether the student may proceed with the study and, if so, which modifications, if any, the student must make in their proposal plan or document.

In the event the dissertation proposal is not accepted by majority vote, the student will work with the Dissertation Committee Chair in preparing another proposal document and another dissertation proposal meeting will be scheduled once the Dissertation Committee Chair is satisfied with the revised proposal. After the committee has completed its deliberations, the results will be announced verbally to the student and any guests who are in attendance.

After the dissertation proposal of a student has been approved, the Dissertation Committee Chair will announce to faculty and doctoral students on the listserve that the student has passed the dissertation proposal examination. The student will post in their portfolio the completed and approved dissertation proposal document after suggested edits have been completed.

### **The Research Seminar Course**

Students should enroll in COU 850 (Research Seminar in Counseling) when they are prepared to write the document that will serve as the proposal for their dissertation (chapters 1, 2, & 3), usually the first or second semester of their second year of the PhD program. Students should plan to spend 2-3 semesters working on their dissertations after completing COU 850 and completing their successful proposal defense before defending

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their dissertations. Prior to enrolling in COU 850, the student must have completed the following: (1) have formulated an acceptable research question or questions and hypotheses (if a quantitative study); (2) have completed a thorough reading of the relevant professional literature; and (3) have developed a research plan that is reasonable and achievable within the period of time the student anticipates completing their study.

During the semester students are enrolled in COU 850 (Research Seminar in Counseling), they will complete a draft of the first three chapters of their dissertation. Students will complete this task according to the schedule developed by the faculty member who is teaching COU 850. The faculty member teaching COU 850 will defer to the specifications and expectations of the student's Dissertation Committee Chair. Students and their Dissertation Committee Chair must plan to meet on a regular basis during the semester in which the student is enrolled in COU 850. In addition, Dissertation Committee Chairs must be willing to provide students with regular feedback on their writing as they complete sections of the three chapters of the dissertation. The student's dissertation chair will work with the student until the student has completed the first three chapters that are acceptable to the dissertation chair. Students should follow the directives of their Dissertation Committee Chair in the event there are conflicts in the feedback of the faculty member who teaches COU 850 and their chair.

In the event students complete COU 850 without completing the first draft of the first three chapters of their dissertations, they will be awarded a grade of incomplete. If an incomplete grade is not changed to a satisfactory grade by submitting materials to the course instructor during the time frame allowed by the university to change incomplete grades, the incomplete grade will be changed to an unsatisfactory grade. If an unsatisfactory grade is earned in the course, students must enroll again (and pay additional tuition) the next time the course is offered. The course is offered twice a year in the fall and spring semesters.

### **General Examination**

The general examination is chapter 2 of the student's dissertation proposal which demonstrates that the student has a thorough understanding of the professional literature in the area of their dissertation study. Students will pass the general examination at the same time that they defend their dissertation proposals. Students are eligible to take the general examination and propose their dissertations after they have completed almost all the courses in their PhD Program of Study. The student's Dissertation Committee Chair will determine whether the student is ready to take the general examination.

The student will post a copy of the general examination in their portfolio, which will be same as the student's approved dissertation proposal document.

### **HUMAN SUBJECTS PROECTION REVIEW COMMITTEE**

Before students may begin to collect data for their dissertation study, they must submit an application to conduct the study to the University of Holy Cross Human Subjects Review

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Committee (also referred to as the Institutional Review Board or IRB) and receive permission to proceed. Forms for applying for permission from the Human Subjects Review Committee to conduct a study are found on the university web page at <https://uhcno.edu/academics/index.php>.

Students usually complete and submit their Human Subjects Review Committee approval request to the committee chair after their dissertation proposal has been formally approved by their committee because the dissertation project plan may change after the proposal meeting. If a student wishes to seek approval prior to successfully defending their dissertation proposal, the student must obtain approval from their Dissertation Committee Chair and from the chair of the Human Subjects Review Committee.

Students will post in their portfolios the completed and approved Human Subjects Review Committee notification.

### **COMPLETION OF THE DISSERTATION RESEARCH STUDY**

Once doctoral students have passed the general examination, have obtained approval from the Human Subjects Review Committee, and their dissertation committee has approved their dissertation proposals, they may collect the data for their dissertation research study. Students should work closely with their Dissertation Committee Chair and their Methodologist throughout the time they are collecting and analyzing their data and writing their final two dissertation chapter drafts.

### **DISSERTATION DEFENSE**

#### **Completing the Dissertation**

There are a number of steps related to completing dissertations. This section outlines the process students will use in completing their dissertations.

#### **The Dissertation Approval and Oral Defense**

The last day of classes for each semester and summer term is the last day students may hold their dissertation oral defenses. No exceptions will be made for these dissertation oral defense deadlines.

To meet the oral defense deadline, generally students must present their final dissertation document (not a draft, but the completed dissertation) to their chairs no later than three weeks prior to the defense deadline date so that chairs can complete their final edits and send the final edited document to the other committee members for them to read and vote prior to the oral defense.

A completed dissertation will include all required sections with blank pages reserved for acknowledgments (which will be inserted after the dissertation has been approved) and a dedication (if the student wishes to dedicate their dissertation). A complete draft of the

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dissertation will follow the specifications for the dissertation that are included in the PhD Dissertation Style Manual for the Counselor Education and Supervision Program. Once a PhD student's Dissertation Committee Chair is satisfied with the student's dissertation, the other two dissertation committee members will be asked to review the dissertation document. After reviewing the final dissertation document, the committee members will have a formal vote and at least two must vote that the dissertation is approved.

In the event a dissertation is not approved by a majority vote of the committee, the dissertation defense process will be declared to be either failed or continued by majority vote of the committee. When a dissertation approval is continued, a failure is not reported, but instead the approval process is continued until a later date when a new or revised document has been prepared by the student and reviewed by the committee. In the event a dissertation is failed, the dissertation committee may vote to dismiss the doctoral student from the program, or may agree to review another draft of the dissertation no earlier than three months after the first failure.

As soon as possible after the dissertation has been approved, the oral dissertation defense will be scheduled. The oral defense is required, but the dissertation will have been approved before the oral defense takes place. The chair will ensure the other two dissertation committee members are available for the defense and will schedule a Zoom meeting. Oral dissertation defense meetings will be held utilizing Zoom or a similar tool that allows synchronous meetings in which students can show slides as they present and all present at the meeting can see and hear each other. The Dissertation Committee Chair will send an email message inviting department full-time faculty members, all current counseling doctoral students, the university president, the university provost, and a university library representative to the dissertation defense. Family members or friends of students may also be invited by students to attend the dissertation defense.

At the dissertation defense, the Dissertation Committee Chair will introduce the student, the other committee members, and guests. The dissertation defense will be very similar to presentations made at refereed conferences. Students will explain their studies, provide methodology details, and give the results of their studies. Students are expected to dress professionally and to include PowerPoint or Prezi slides. At the conclusion of an acceptable oral defense, the Dissertation Committee Chair will announce that the committee has approved the dissertation and the student has completed all the requirements for the PhD degree. Although it is customary to address the PhD candidate as "Dr." at the end of the defense, PhD students must not use the title or must not indicate they have earned a PhD either orally or in writing until after the degree has been awarded officially by the university. The university typically awards degrees and enters completed degrees on transcripts three times a year (in May, August, and December).

After the dissertation of a student has been approved, the Dissertation Committee Chair will announce to faculty and doctoral students on the listserv that the student has passed the dissertation defense. The student will post in their portfolio the completed and approved dissertation document after suggested edits have been completed. The Department Chair will notify the university registrar so that the fact that dissertation

defense has been passed can be posted on the student's transcript.

In the event a student's dissertation has not been approved by the deadline date for dissertation defenses each term (the last day of classes), the student will be required to register for an additional semester or summer term and will graduate the next semester or summer term once the dissertation has been approved.

Students will follow all University of Holy Cross procedures for applying for graduation. All PhD graduates are strongly encouraged to attend all commencement ceremonies (including the Graduate Salute, Baccalaureate, and Graduation in May of each year (after they have completed their dissertation defenses). Those completing degrees in August and December of each year should plan to attend commencement ceremonies the next May.

### **FINAL STEPS REQUIRED PRIOR TO GRADUATION APPROVAL**

After students have successfully defended their dissertations, there are more required tasks they must complete before they will be approved for graduation.

#### **Completion of the Portfolio**

After successfully defending their dissertations, students must add three documents to their portfolios and request that their chair review and grade the portfolio. The three additional items include the following:

- 1-2-page summary of the student's experiences in the PhD program including new knowledge and skills that have been developed during the program
- 1-2-page statement of the student's career goals and plans for reaching those goals
- A curriculum vitae (CV) or resume suitable for use when seeking employment

After the dissertation has been approved by the PhD Dissertation Committee Chair, these additional items must be added to students' portfolios:

- Completed ProQuest application
- Approved dissertation

In the event the portfolio had not been completed earlier or graded, that task must be completed prior to students being approved for graduation.

#### **Submission of Manuscript to a Refereed Journal**

Students are encouraged, but not required to submit a manuscript written from their dissertation study results to a refereed journal chosen prior to being awarded the degree. Usually, the student's Dissertation Committee Chair is listed as second author on the manuscript. Depending on the contributions of other dissertation committee members, the methodologist or the third committee member may be listed as coauthors.

## Submission of Dissertation to ProQuest

After the dissertation has been approved, the student will add the acknowledgments and dedication (if a dedication is desired) to the dissertation. The Dissertation Committee Chair will edit and approve the final dissertation document and this edited version will be placed by students in their portfolios and submitted to ProQuest for publication.

Instructions for submitting the dissertation to ProQuest for publication are as follows:

1. First convert your final dissertation document to a PDF file and save it.
2. Visit the ProQuest website at <https://www.etdadmin.com/uhcno>.
3. Create an account. Click on “Sign up and get started today.”
4. After you have created an account, then follow the “Submission Steps” located on the left side of the screen.
5. Under the tab, titled “Instructions” please make sure you have the items on hand which are required. The items you must have on hand include the following:
  - a. **A PDF copy of your dissertation/thesis.** This must be a single file. If your manuscript is in Word, you can submit it in Word and ProQuest will convert it into a PDF.
  - b. **Abstract.** Copy your abstract from your dissertation document into a separate file and have it ready to upload.
  - c. **Optional Supplementary files (images, data, etc.)** that are an integral part of the dissertation/thesis, but not part of the full text. You will not have any of these.
  - d. **Advisor and other Committee Members' Names**
  - e. **Subject Categories - 1 - 3** that best describe your dissertation/thesis' subject area. There is not a Counseling category, so under “Social Sciences,” choose “Social Research 0344.” If your dissertation is related to other areas listed, you can choose up to two more categories and enter them as well.
6. Then click on “Continue.”
7. Under the tab, titled “PQ Publishing Options,” select “Traditional Publishing.” At the bottom of the page, select “Yes” to the statement, “I want major search engines (i.e. Google, Yahoo) to discover my word through ProQuest.” Click on “Select and Continue.”
8. Under the tab, titled “ProQuest Agreement,” Click on “Accept.”
9. Under the tab, titled “Contact Information,” complete the required information (Contact Information, Current Address, & Permanent Mailing Address). Then click on “Save & Continue.”
10. Under the tab, titled “Dissertation/Thesis Details,” complete the required information specific to your dissertation (Language/Title/Abstract/Year Completed/ Degree Date/ Degree Awarded/ Department/ Primary Subject – Select Counseling Psychology – 0603/ Keywords/ Committee Members). Then click on “Save & Continue.”
11. Under the tab, titled “PDF,” upload your final dissertation document as a PDF File. ProQuest will convert the file if you upload it as a Word document, although it is recommended that you submit it as a PDF file to avoid formatting issues. At

- the bottom of the page, select “No” in response to the question, “Do you have any copyright permission documents to submit?” Under the tab titled “Supplemental Files (optional),” do not enter anything and at the bottom click on “Save & Continue.”
12. Under the tab titled “Notes to Administrator (optional),” do not enter anything and at the bottom click on “Save & Continue.”
  13. Under the tab titled “Register U.S. Copyright,” under item 1, select “No.” Under item 2, select “No, do not file for copyright – I am requesting that ProQuest not file for copyright on my behalf.” There is no need to register a copyright of your dissertation because it does not include any original material that is valuable. The copyright page you have in your document is sufficient to protect your work.
  14. Under the tab, titled “Order Copies,” you are required by the University of Holy Cross to send a hardcover copy to the Library of the university, which will cost you \$25. You will see a “1” in the first category. If you wish to order additional hardcover or softcover copies for yourself, you may do so on this page. At the bottom, click on “Calculate subtotal.” Then click on “Continue with order.”
  15. Under the tab titled “Pay for your order: Review submission summary,” there will be a submission summary for you to review before submitting your payment. If changes are needed, you can change the information at this time by selecting “Change.” Once everything is correct, click on “Continue.”
  16. Under the tab, “Pay for your order: Review order summary,” review the order summary, and once you have confirmed the total amount due is correct, click on “Confirm billing information.”
  17. Under the tab, “Pay for your order: Confirm billing information,” enter the required information to charge your credit card. Then click on “Enter credit card.”
  18. After payment has been submitted, you will receive an email with the receipt. Your dissertation will be submitted to the university for review.
  19. Once you have received an email from ProQuest showing confirmation of the submission of your dissertation, forward a copy of that email message to Dr. Ted Remley at [tremley@uhcno.edu](mailto:tremley@uhcno.edu).
  20. Take a deep breath because you’re now done with this task.

Students will post the acknowledgement of receipt they receive from ProQuest in their portfolios and will send a copy by email attachment to their Dissertation Committee Chair and to Dr. Remley at [tremley@uhcno.edu](mailto:tremley@uhcno.edu).

### **Completion of Final Steps**

After a student has completed the final steps listed above, the Dissertation Committee Chair will post on the listserv that the student has successfully completed the dissertation oral defense. The Department Chair will notify the university registrar that the student has completed all steps required for graduation.

**Portfolio Checklist**

	Submitted
<b>Applications/Forms</b>	
Signature Page of PhD Handbook	
Program of Study & Degree Completion Plan	
Dissertation Committee Application	
<b>Course Artifacts</b>	
Course Artifact COU 806	
Course Artifact COU 810	
Course Artifact COU 820	
Course Artifact COU 825	
Course Artifact COU 830	
Course Artifact COU 833	
Course Artifact COU 834	
Course Artifact COU 839	
Course Artifact COU 860	
Course Artifact COU 842 Leadership and Advocacy in Counseling	
<b>Dissertation Documents</b>	
Dissertation Proposal & General Exam	
IRB Approval	
Final Dissertation	
ProQuest Receipt	
<b>Student Experience</b>	
Curriculum Vitae	
Summary of Student Experience	
Statement of Career Goals	

**University of Holy Cross  
Counseling PhD Program**

**Dissertation Committee Appointment Form**

Name of Student:

I have met with my Dissertation Committee Chair and we have agreed that my committee will include the three faculty members listed below. I have asked the three faculty members to serve on my dissertation committee and they have agreed.

The dissertation chair may also serve as the methodologist. If the chair does not serve as the methodologist, one of the other committee members must have expertise in either qualitative or quantitative methods (depending on the dissertation study method chosen).

Name of Dissertation Committee Chair:

Name of second committee member:

Name of third committee member:

Which committee member will serve as the methodologist?

Post this form in your portfolio and send a copy to the PhD Program Coordinator.

Students may change committee chairs or committee members by discussing their interest in making changes with the chair and existing committee members and by securing agreement from new committee members to serve.

In the event the committee chair or committee members are changed, students must submit this form again to the PhD Program Coordinator and post an updated version in their portfolios.

Date:

Verification

I verify that I am the person who completed this form and I am posting the completed form in my portfolio and sending a copy by email attachment to the PhD Program Coordinator, Dr. Ted Remley, at [tremley@uhcno.edu](mailto:tremley@uhcno.edu).

### **Checklist: Steps & Responsibilities for PhD Degree Completion**

Each step toward completing the PhD degree in Counselor Education and Supervision is listed below. Doctoral students, faculty members who chair dissertation committees, and the PhD Program Coordinator can use this checklist to ensure all steps and responsibilities are completed. The steps listed generally are sequential. Detailed information about the steps are provided in the PhD Program Handbook.

<b>Step</b>	<b>Person Responsible</b>	<b>Notes</b>
Think about possible dissertation topics and in courses, choose topics for papers and projects that are related to possible dissertation topics.	Student	Students should begin thinking about dissertation topics prior to beginning classes and the process should continue until a dissertation topic has been selected and agreed upon by the student's dissertation committee chair.
Meet full-time faculty members and learn their areas of specialization and research interests.	Student	During their first semester in the program, students should request appointments with faculty members who are potential Dissertation Committee Chairs
Post a document in your portfolio for required doctoral course you complete.	Student	A document from each of the following courses must be posted in your portfolio: COU 806, 810, 820, 825, 833, 834, 839, and Leadership and Advocacy in Counseling.
Ask a full-time faculty member to chair your dissertation committee.	Student	By the end of the first or second semester in the PhD program, students must obtain agreement from a full-time faculty member to chair their dissertation committee.
Consult with the dissertation committee chair and ask two additional faculty members to serve on your dissertation committee.	Student	After consulting with the Dissertation Committee Chair, students must ask two additional faculty members to serve on their dissertation committee. Either the committee chair or one of the additional members must be identified as the methodologist.
Complete the dissertation committee appointment form found in the handbook, post it in your portfolio, and send a copy to the PhD Program Coordinator.	Student	

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Complete a dissertation concept paper (Chair Optional)	Student	If required by dissertation chair, students work with their dissertation chair to complete the concept paper. If a student has already completed a draft of Chapter 3, that document may serve as the concept paper.
Optional - Schedule a concept paper meeting with your dissertation committee.	Dissertation Committee Chair	After the chair has approved the concept paper or Chapter 3, the chair sends a copy of the concept paper to the other two committee members and schedules a meeting to discuss and approve the paper.
Enroll in COU 850: Research Seminar in Counseling is offered during the fall and spring semester.	Student	In this course, students complete draft of the first three chapters of their dissertation.
Once Chapters 1-3 of the dissertation are completed including appendices and references then the Dissertation Proposal Defense is scheduled, which includes the General Examination.	Dissertation Committee Chair	After the chair has approved the dissertation proposal document, the chair sends a copy of the proposal to the other two committee members and schedules the proposal defense. The defense is announced by the chair on the doctoral student listserv and faculty and students are invited to attend.
After the proposal has been approved, the Dissertation Committee Chair announces on the doctoral student listserv that the dissertation proposal defense has been passed.	Dissertation Committee Chair	
After completing final edits of the proposal, upload the approved dissertation proposal in your portfolio as the proposal. Students should also upload Chapter 2 as the General Examination.	Student	
An application to complete the study is submitted to the university Human Subjects Protection Review Committee, also known as the Institutional Review Board (IRB).	Student	

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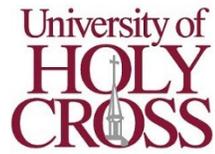
<p>After approval has been obtained from the Human Subjects Protection Review Committee, data is collected and analyzed.</p>	<p>Student</p>	
<p>After receiving approval from the Human Subjects Protection Review Committee, post the approved document in your portfolio.</p>	<p>Student</p>	
<p>Application to graduate is submitted.</p>	<p>Student</p>	<p>According to the date published by the college:</p> <ol style="list-style-type: none"> <li>1) Download and save this form - this works best on a laptop/desktop computer.</li> <li>2) Open saved form in Adobe (signature fields will not work in an internet browser).</li> <li>3) Complete the form, sign and send to the department chair for review and signature.</li> <li>4) Student will receive the form back via email from the department chair for student to upload to the online application for degree.</li> </ol>
<p>Write final two papers for your PhD portfolio, create your resume or CV, and post them in the portfolio and ensure all other portfolio documents have been posted. Ask the PhD Dissertation Committee Chair to grade the portfolio.</p>	<p>Student</p>	<p>Post the following three documents:</p> <ul style="list-style-type: none"> <li>• 1-2-page summary of the student’s experiences in the PhD program including new knowledge and skills that have been developed during the program</li> <li>• 1-2-page statement of the student’s career goals and plans for reaching those goals</li> <li>• A curriculum vitae (CV) or resume suitable for use when seeking employment</li> </ul>
<p>After receiving a request from the student, the Dissertation Committee Chair reviews the portfolio.</p>	<p>Dissertation Committee Chair</p>	<p>When the portfolio has been passed, the chair notifies by email message the student and the PhD Program Coordinator.</p>

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Chapters 1-3 are revised to reflect that the study has now been completed.	Student	Most future tense is changed to past tense.
Chapters 4 and 5 are completed.	Student	
Once full dissertation document is completed including appendices and references then the Dissertation Defense is scheduled.	Dissertation Committee Chair	After the chair has approved the dissertation document, the chair sends a copy of the defense to the other two committee members and schedules the dissertation defense. The defense is announced by the chair on the doctoral student listserve and faculty and students are invited to attend.
After the dissertation has been approved and the oral defense has been held, the Dissertation Committee Chair announces on the doctoral student listserve that the dissertation defense has been passed.	Dissertation Committee Chair	
Registrar is notified that student has completed the dissertation.	Department Chair	
Submit the dissertation to ProQuest.	Student	Follow the directions provided in this handbook.
Post in your portfolio a copy of the notification that the dissertation has been received from ProQuest and send a copy by email attachment to your Dissertation Committee Chair.	Student	Student will not be approved to graduate until all steps in this chart are completed.
After ascertaining that student has submitted the dissertation to ProQuest, the Dissertation Committee Chair notifies the PhD program coordinator and Department Chair by email that these steps have been completed and the Department Chair notifies the registrar that the student has completed all requirements for the PhD degree.	Dissertation Committee Chair	

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Registrar is notified that student has completed all requirements for the PhD degree.	Department Chair	
Attend the Graduate Celebration the Spring after completing the PhD degree.	Student	
Attend all commencement activities in May of each year (after you have completed your dissertation defense). Those completing degrees in August and December of each year should plan to attend commencement ceremonies the next May.	Student	



**COUNSELING DOCTORAL  
DEGREE PROGRAM HANDBOOK  
2025-2026 Academic Year**

I have received, fully read, and understand the 2025-2026 COUNSELING DOCTORAL DEGREE PROGRAM HANDBOOK. Whereas most of the content has been verbally summarized, I understand that it is my responsibility as a student to familiarize myself with its entirety. I understand that as a student of this program, I am expected to frequently refer to/review the handbook and act accordingly. It is also my understanding that the handbook, in part or in its entirety, can be modified at the discretion of the Counseling Department as is warranted.

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Student Signature

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Date

Electronic signatures, in counterparts, to this Agreement shall be considered a complete Agreement with original signatures.