

**COUNSELING MASTER'S  
DEGREE PROGRAM HANDBOOK**

**2023-2024 Academic Year**



**University of Holy Cross  
4123 Woodland Drive  
New Orleans, LA 70131**

*Revised August 20, 2023*

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, Telephone Number 404-679-4501)  
to award the Associate, Baccalaureate, Master' s, and Doctoral degrees

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  
the Council for Accreditation of Counseling and Related Educational Program (CACREP)  
(5999 Stevenson Avenue, Alexandria, Virginia 22304, 703-823-9800, ext. 301)  
[www.cacrep.org](http://www.cacrep.org)

**TABLE OF CONTENTS**

[ACCREDITATION](#) .....2

[TABLE OF CONTENTS](#) .....3

[GRADUATE COUNSELING FACULTY](#).....5

[GRADUATE STUDIES IN COUNSELING](#) .....7

    MISSION STATEMENTS .....7

[SCOPE AND PURPOSE](#) .....7

[MISSION AND PHILOSOPHY OF THE GRADUATE PROGRAMS](#) .....8

[KEY PERFORMANCE INDICATORS](#) .....8

[STUDENT LEARNING OUTCOMES](#) .....8

[NATURE OF GRADUATE WORK](#) .....9

[SPECIALTIES OFFERED](#) .....9

[ADMISSIONS AND REQUIREMENTS](#) .....9

[ADMISSION PROCEDURES](#) .....10

[EARLY ENTRY PROGRAM](#) .....10

[ACADEMIC REQUIREMENTS](#) .....10

[FOREIGN AND ESL STUDENTS](#) .....11

[FINANCIAL AID](#) .....11

[STAGES OF ADMISSION](#) .....11

[POLICIES](#) .....12

[LETTER OF GOOD STANDING](#) .....13

[COURSE LOAD](#) .....13

[GRADE POINT REQUIREMENTS](#) .....13

[PROCEDURES FOR DISMISSAL FOR OTHER THAN ACADEMIC REASONS](#) .....13

[SUBSTANCE ABUSE POLICY](#).....14

[TESTING PROCEDURE](#).....15

[READMISSION AFTER A POSITIVE DRUG TEST](#).....16

[APPEAL](#) .....16

[TIME LIMIT TO COMPLETE PROGRAM](#) .....16

<a href="#"><u>Top of Document</u></a>	4
<a href="#"><u>STUDENT RESPONSIBILITY</u></a>	16
<a href="#"><u>PERSONAL COUNSELING RECOMMENDED</u></a>	17
<a href="#"><u>PROFESSIONAL ASSOCIATION AFFILIATION</u></a>	17
<a href="#"><u>LIABILITY INSURANCE</u></a>	17
<a href="#"><u>TRANSFER CREDIT</u></a>	17
<a href="#"><u>MAJOR ADVISOR</u></a>	18
<a href="#"><u>PROGRAM OF STUDY</u></a>	18
<a href="#"><u>PREREQUISITES FOR PRACTICUM AND INTERNSHIP</u></a>	18
<a href="#"><u>ADMISSION TO PRACTICUM</u></a>	18
<a href="#"><u>ADMISSION TO CANDIDACY</u></a>	19
<a href="#"><u>ADMISSION TO INTERNSHIP</u></a>	19
<a href="#"><u>REQUIREMENTS FOR GRADUATION</u></a>	20
<a href="#"><u>COMPREHENSIVE EXAMINATION</u></a>	20
<a href="#"><u>FACULTY ENDORSEMENT</u></a>	20
<a href="#"><u>APPLICATION FOR GRADUATION</u></a>	20
<a href="#"><u>COMMENCEMENT</u></a>	21
<a href="#"><u>CERTIFICATION/LICENSURE REQUIREMENTS</u></a>	21
<a href="#"><u>DEGREE PROGRAMS</u></a>	22
<a href="#"><u>CLINICAL MENTAL HEALTH COUNSELING</u></a>	22
<a href="#"><u>MARRIAGE, COUPLE, AND FAMILY COUNSELING</u></a>	23
<a href="#"><u>SCHOOL COUNSELING</u></a>	24
<a href="#"><u>GENERAL SEQUENCE OF COURSE OFFERINGS</u></a>	25
<a href="#"><u>NAVIGATION OF DIGITAL DELIVERY OF COURSES</u></a>	27
<a href="#"><u>FORMS</u></a>	28
<a href="#"><u>GRADUATE COUNSELING ADMISSIONS INTERVIEW</u></a>	28
<a href="#"><u>APPLICATION FOR CANDIDACY</u></a>	30
<a href="#"><u>SUBSTANCE ABUSE POLICY AND FORMS</u></a>	31
<a href="#"><u>COMPREHENSIVE EXAMINATION REQUEST</u></a>	33

**GRADUATE COUNSELING FACULTY****Carolyn C. White, Ph.D., LPC-S, LMFT, NCC**

Professor of Counseling  
Dean of the College of Counseling, Education, and Business  
Chair, Department of Counseling and Behavioral Sciences  
Director of Graduate Counseling  
M.A. Degree Program Coordinator  
504-398-2149  
[cwhite@uhcno.edu](mailto:cwhite@uhcno.edu)

**Theodore P. Remley, Jr., J.D., Ph.D., LPC-S, NCC**

Professor of Counseling  
Ph.D. Degree Program Coordinator  
Practicum & Internship Coordinator  
[tremley@uhcno.edu](mailto:tremley@uhcno.edu)  
504-398-2255

**Roy A. Salgado, Jr., Ph.D., LPC-S, LMFT-S, NCC**

Professor of Counseling  
504-398-2169  
[rsalgado@uhcno.edu](mailto:rsalgado@uhcno.edu)

**Matthew Morris, Ph.D., LPC-S, LMFT-S**

Professor of Counseling  
504-398-2234  
[mmorris@uhcno.edu](mailto:mmorris@uhcno.edu)

**Thomas Fonseca, Ph.D., LPC-S, LMFT, NCC**

Professor of Counseling  
504-398-2297  
[tfonseca@uhcno.edu](mailto:tfonseca@uhcno.edu)

**Dottie Martin, Ph.D., LPC-S, NCC**

Professor of Counseling  
Practicum and Internship Coordinator  
504-398-2188  
[domartin@uhcno.edu](mailto:domartin@uhcno.edu)

**Patricia Anne Thomas, Ph.D., LPC-S, NCC**

Associate Professor of Counseling  
504-398-2146  
[pthomas@uhcno.edu](mailto:pthomas@uhcno.edu)

**Ouida Frazier-Smith, Ph.D., LPC-S, NCC**

Associate Professor of Counseling  
504-398-2335  
[ofrazier@uhcno.edu](mailto:ofrazier@uhcno.edu)

**Ryan P. White, Ph.D., LPC-S, NCC**

Assistant Professor of Counseling

Director of Thomas E. Chambers Counseling and Training Center

504-398-2319

[rwhite@uhcno.edu](mailto:rwhite@uhcno.edu)**Michaela Hartline, Ph.D., PLPC, NCC**

Assistant Professor of Counseling

504-398-2233

[mhartline@uhcno.edu](mailto:mhartline@uhcno.edu)

## **GRADUATE STUDIES IN COUNSELING**

### **SCOPE OF THIS HANDBOOK**

This handbook for master's students is designed to supplement the University of Holy Cross Catalog which may be accessed at <https://uhcno.smartcatalogiq.com/current/2022-2023/> and the University of Holy Cross Student Handbook, which may be accessed at <https://uhcno.edu/stulife>. As a result, many policies and procedures set forth in the catalog and student handbook are not repeated in this handbook, but are binding on master's students. In the event a policy or procedure in this handbook is in conflict with the University of Holy Cross Catalog or the University of Holy Cross Student Handbook, the catalog or student handbook provisions will prevail. However, this handbook may add additional requirements that are not stated in the catalog and 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.

### ***SCOPE AND PURPOSE***

In keeping with the stated philosophy of the University of Holy Cross, the Graduate Programs seek to provide opportunities for intellectual, psychological, and spiritual growth to foster individuals' contributions within a pluralistic society. The Catholic heritage of the university and the Christian understanding of service are integral to the philosophy of the Graduate Programs.

The Graduate Programs are specifically designed to enhance the students' knowledge, skills, and attitudes in their chosen academic arenas and to prepare them to accept professional responsibilities. Success in the Graduate Programs is based not only on completing the required

course work but also on demonstrating competencies and attitudes appropriate to the profession. Whether they counsel, administer, or teach, graduates of the Graduate Programs of the University of Holy Cross promote holistic development of each individual and the spirit of justice that brings social equity and global harmony.

### ***MISSION AND PHILOSOPHY OF THE GRADUATE PROGRAMS***

The Graduate Programs in Counseling incorporate the Mission and Philosophy of the University into their own statement of Mission and Philosophy. The various specialties in counseling nurture students into self-developing, competent professionals who can contribute to their communities both personally and professionally. The programs emphasize the whole person's development of spiritual, intellectual, cultural, and material values necessary to live responsibly, respect individuality, seek truth and peace, and foster justice in society. The programs emphasize the delivery of services through a sociocultural, systemic, developmental, wellness perspective. The Graduate Programs implement their philosophy into their mission through measurable objectives for teaching, research, and public service.

### ***KEY PERFORMANCE INDICATORS***

1. Students will demonstrate knowledge and skills in professional counseling orientation and ethical practice.
2. Students will demonstrate knowledge and skills in social and cultural diversity.
3. Students will demonstrate knowledge and skills in human growth and development.
4. Students will demonstrate knowledge and skills in career development.
5. Students will demonstrate knowledge and skills in counseling and helping relationships.
6. Students will demonstrate knowledge and skills in group counseling and group work.
7. Students will demonstrate knowledge and skills in assessment and testing.
8. Students will demonstrate knowledge and skills in research and program evaluation.
9. Students will demonstrate knowledge and skills in foundations, contextual dimensions, and practice in their chosen specialty area of Clinical Mental Health Counseling.
10. Students will demonstrate knowledge and skills in foundations, contextual dimensions, and practice in their chosen specialty area of Marriage, Couple, and Family Counseling.
11. Students will demonstrate knowledge and skills in foundations, contextual dimensions, and practice in their chosen specialty area of School Counseling.

### ***STUDENT LEARNING OUTCOMES***

Upon successful completion of the master's degree program in Counseling, graduates are expected to demonstrate the following:

1. practice of professional counseling skills within the scope of a multicultural and changing society;
2. ability to synthesize theoretical and empirical knowledge in the field of counseling;
3. ability to engage in critical thinking, decision making, and independent judgment;



4. skills to conduct and evaluate research in counseling and its related disciplines for its applicability to counseling theory;
5. practice of leadership skills in collaboration with members of the counseling profession;
6. ability to evaluate the impact of counseling theory and practice as it relates to assisting the client in achieving the optimal level of wellness;
7. acceptance of individual responsibility and accountability for personal and professional growth; and
8. the necessary academic and clinical skills to obtain professional licensure.

### ***NATURE OF GRADUATE WORK***

Course work at the graduate level serves mainly as a guide to independent study. Students are expected to demonstrate knowledge, skills, and attitudes appropriate to their respective professions rather than just to pass courses or simply comply with formal requirements. Graduate students are expected to exceed minimum requirements and assume responsibility in pursuing life-long learning that will best meet their professional needs.

### ***SPECIALTIES OFFERED***

The Chair of the Department of Counseling and Behavioral Sciences, through the Provost, administers the Graduate programs in Counseling. Upon admission the student must select one of the following areas of specialization:

#### ***Master of Arts (MA) in Counseling***

- Specialization in Clinical Mental Health Counseling
- Specialization in Marriage, Couple, and Family Counseling
- Specialization in School Counseling

These three specializations in the traditional degree options are accredited by the Council for Accreditation of Counseling and Related Education Programs (CACREP) through October 31, 2031.

### **ADMISSIONS AND REQUIREMENTS**

In accordance with Title VI of the Civil Rights Act and Title IX of the Education Amendments of 1972, the Chair of Counseling and Behavioral Sciences accepts applications for admission from students without regard to ethnicity, race, color, sex, age, disability status, or national origin.

## ***ADMISSION PROCEDURES***

Applicants must first be admitted to Graduate Studies. An application, all official transcripts, and proof of immunizations must be provided to the Office of Admissions, University of Holy Cross (UHC), 4123 Woodland Dr., New Orleans, LA 70131.

If you wish to apply to the online counseling master's degree program, please go to this web address: <http://uhcno.edu/apply/>. Under "Select Your Enrollment Status," click on "Graduate Student." Complete the application and submit the information. Request that transcripts from all universities you have attended be sent to the University of Holy Cross Admissions Office. To be considered for admission, it is critical that you have official transcript sent from all universities you have attended, whether or not you earned credits or earned degrees at those universities.

Also send the following items by email attachment to Dean Carolyn C. White at [cwhite@uhcno.edu](mailto:cwhite@uhcno.edu):

1. At least three letters of recommendation written by people qualified to evaluate academic potential and personal and professional promise. Letters should address the applicant's character, work ethic, ability to work with others, communication skills, and ability to complete master's-level academic work. These letters should be sent by email attachment to Dr. Carolyn White, Dean of the College of Counseling, Education, and Business at [cwhite@uhcno.edu](mailto:cwhite@uhcno.edu);
2. A two-page, double-spaced, typed letter of intent providing your background information, reasons for having selected the counseling profession, and future professional goals, particularly as related to the desire for a master's degree in counseling;
3. A current résumé; and
4. Although not required, if you have unofficial transcripts of degrees you have earned at other universities, please send those to Dr. White by email attachment as well.

## ***EARLY ENTRY PROGRAM***

Students who are following the *Early Entry degree track* may apply to the graduate program in counseling after completion of all of the requirements listed in the *Early Entry Curriculum* if they have an undergraduate GPA of at least a 3.0. If the student is accepted into the graduate program in counseling, the student will be given credit for certain courses taken at the graduate level (with a grade no lower than a B) toward the completion of the undergraduate Bachelor of Science in Social Counseling or Bachelor of Science in Addiction Counseling degree as well as the Master of Arts degree in Counseling.

## ***ACADEMIC REQUIREMENTS***

Admission to Graduate Studies at the University of Holy Cross is based on the evaluation of the applicant's personal, professional, and academic records by the Graduate Faculty. The university recruits qualified applicants from diverse sociocultural backgrounds who display professional

promise, intellectual achievement, personal character, and educational commitment. At a minimum, applicants are expected to have the following academic qualifications:

1. A baccalaureate degree from a university or college approved by a recognized regional accrediting agency in the United States or proof of equivalent training at a foreign university;
2. A record of undergraduate study that would be predictive of success in graduate studies, preferably in a field related to counseling, with a cumulative undergraduate grade point average of 3.0 or higher on a 4.0 scale;
3. Satisfactory academic standing at the last university or college attended.

### ***FOREIGN AND ESL STUDENTS***

A foreign or ESL (English as a Second Language) applicant must present evidence of satisfactory proficiency in reading, writing, and speaking English. The applicant may do so by presenting a satisfactory score on the TOEFL (normally 500). For information about TOEFL, the applicant should write to TOEFL, 1755 Massachusetts Avenue NW, Washington, DC 20036.

### ***FINANCIAL AID***

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

- Graduate Assistantships and Work Study 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.

### ***STAGES OF ADMISSION***

#### ***STAGE ONE: CONDITIONAL ADMISSION TO THE UNIVERSITY***

Students conditionally admitted must possess an undergraduate degree from an accredited college or university and may take a maximum of nine hours of graduate credit at the University of Holy Cross on a conditional basis. Conditional admission does not guarantee admission into any of the graduate programs and is limited to one semester.

Conditional basis constitutes the following conditions:

A minimum 3.0 undergraduate grade-point average.

- A conditional candidate may take a maximum of nine hours of graduate credits.

- Beginning candidates must attend the graduate orientation (one is held in the fall and one is held in the spring). Orientation sessions are held by video online for students admitted to the online MA degree option.
- No candidate may register for the next semester until he/she has been approved by the graduate counseling department for progression in the program.
- Conditional admission is limited to one semester.

### ***STAGE TWO: ADMISSION TO GRADUATE PROGRAMS***

Candidates cannot take more than nine hours until they have been accepted into the graduate program in Counseling. In order to be accepted, candidates must meet the following conditions:

- The graduate admission criteria must be completed. Please refer to the criteria listed above. Applications are considered once all required materials have been provided.
- Once the admission criteria are completed and screened by Graduate Counseling faculty, candidates who meet the above requirements will be invited to attend an interview process. For online MA degree applicants, interviews will be held by video online. Graduate Counseling applicants should submit their goal statement prior to the interview. Applicants can receive information regarding the interview process and the written statement from the chair of the department.
- Graduate program faculty will determine admission into the program.

The criteria for admission will be made on the basis of the following indicators:

1. Completed admissions criteria;
  2. Undergraduate grade-point averages;
  3. Three letters of recommendation;
  4. Results of writing sample, goal statement, and program interview;
  5. Recommendations from UHC instructors; and
  6. Available space for new students within the program (based on CACREP requirements for FTE).
- Candidates will be notified in writing by the Chair of the Department of Counseling and Behavioral Sciences regarding the results of their admission status. Those who are accepted will be allowed to register for the next semester.

### ***STAGE THREE: CANDIDACY***

Candidates remain in stage two status until they are accepted for Candidacy. Candidacy is primarily determined through academic achievement in graduate classes and demonstration of appropriate dispositions. See Candidacy requirements later in this Handbook.

## **POLICIES**

### ***LETTER OF GOOD STANDING***

Students enrolled in graduate programs at other institutions who wish to register for transfer credit must submit a letter of good standing and will not be required to submit complete transcripts. The letter of good standing must come from the Chair of the student's graduate program.

### ***COURSE LOAD***

To be classified as a full-time graduate student, one must register for at least nine (9) credit hours in a regular semester and at least six (6) credit hours in a summer term. An overload of three (3) semester hours may be approved by the Chair of the Department.

### ***GRADE POINT REQUIREMENTS***

An overall grade-point average of 3.0 or higher on a 4.0 scale is required for the maintenance of good standing in the graduate program. A passing grade for graduate students in counseling must be no lower than a B or S. A graduate student who obtains a C or lower in any course is automatically placed on **probationary status** and must repeat the course in the next semester it is offered, and earn a minimum grade of B in that course, or be dropped from the graduate counseling program. Students will be allowed to repeat a course only once and the course must be repeated at UHC. A maximum of two grades of C may be earned during the student's program of study. If a student receives more than two grades of C and has to repeat more than two courses in the program, the student will be dropped from the graduate program in counseling.

Graduate students whose semester average in course work is below 3.0 are placed on **probationary status** and are not allowed to register for more than six (6) semester hours during the following semester. To be removed from probationary status, the graduate student must complete six semester hours with an earned grade of not less than B and a cumulative grade-point average of 3.0 at the end of those six hours. If the graduate student is on probation for falling below a 3.0 overall GPA and is unable to remedy the deficient overall GPA at the end of six semester hours of the probationary period, the student will be dropped from the graduate program.

Subject to the review of the Graduate Counseling Faculty, students may be dropped from the programs for factors other than grade-point average without having a probationary period. 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.

### ***PROCEDURES FOR DISMISSAL FOR OTHER THAN ACADEMIC REASONS***

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

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

In the event of ethical or legal violations, students may be immediately placed on probation and may not continue in the program until a full investigation into the event(s) are completed and a determination of whether the student should be dismissed from the program is reached.

### ***SUBSTANCE ABUSE POLICY***

In order to uphold the highest standards of the counseling profession, the Graduate Counseling Program, within the Department of Counseling and Behavioral Sciences, promotes a drug-free environment. The Department has approved a substance abuse policy that requires all students to be drug tested if cause has been demonstrated.

A purpose of the University of Holy Cross, Graduate Counseling Program, within the Department of Counseling and Behavioral Sciences, is to transmit the ethical and human values of the Gospel and the values of the founders of the Marianites of Holy Cross to its students, to enrich their own lives, and to enable them to bring compassion and counseling in the Catholic tradition of Jesus and Mary, His Mother, to those committed to their care. The Graduate Counseling Program is committed to the provision of an environment that encourages the student to achieve this purpose.

The Department recognizes its responsibility to provide a healthy, spiritual environment where

students may learn and prepare themselves to become members of the counseling profession. It is also committed to protecting the safety, health, and welfare of its faculty, staff, and students and the people who come into contact with its faculty, staff, and students during scheduled learning/clinical experiences.

In order to uphold the highest standards of the counseling profession, the Graduate Counseling Program, within the Department of Counseling and Behavioral Sciences, has implemented a policy promoting a drug-free environment. The Department strictly prohibits the unlawful use, possession, sale or manufacture of any drug or controlled substance.

Graduate students in counseling must be free of chemical impairment during participation in any aspect of the counseling program including classroom and clinical settings. Abuse is a major problem that interferes with student learning and impairs judgment, interfering with the ability to provide safe and effective care. Treatment of substance abuse and addiction is critical to counselor education and practice.

A chemically impaired student is a person who, while in the academic or clinical setting, is under the influence of, or has abused either separately or in combination: alcohol, over the counter medication(s), illegal drugs, prescribed medication(s), or inhalants. Abuse of these substances causes symptomatology which interferes with the student's ability to fulfill role expectations.

**Purpose:**

The intent of the Substance Abuse Policy is to:

1. encourage ethical and human values
2. identify students who are chemically impaired
3. help all students in need to return to a competent and safe level of practice
4. assist students in achieving their goal of becoming a professional counselor
5. protect the student, clients, public, and profession from potential harm.

**Emphasis:** The emphasis of the entire policy is deterrence, education, and caring.

**Drug Testing:** Students within the Department will be subject to drug testing if cause has been demonstrated.

***TESTING PROCEDURE***

**When:** The Graduate Counseling Program, within the Department of Counseling and Behavioral Sciences, requires the student to submit to drug testing under any or all of the following circumstances:

- For cause (see policy)
- Part of a substance abuse recovery program

Refusal by a student to submit to testing will result in that student's suspension from the Graduate Counseling Program. Any student who tests positive for illegal drugs or controlled drugs (without a prescription) will be dismissed from the Graduate Counseling Program.

### ***READMISSION AFTER A POSITIVE DRUG TEST***

A student who is suspended or dismissed from the Graduate Counseling Program due to a positive drug test may be considered for readmission if the following conditions are met:

1. Submission to a drug test prior to readmission. This drug test will be at the student's expense. A positive drug test will result in ineligibility for readmission.
2. Submission to drug tests if cause has been demonstrated as requested by the Graduate Counseling Program after readmission to the clinical sequence. Another positive drug test could result in permanent dismissal from the Graduate Counseling Program.

**Cost:** The student is required to pay the fee when a drug test is required.

**Confidentiality:** All testing information related to the student is confidential. Drug test results will be received from the lab by the Chair of the Department of Counseling and Behavioral Sciences or designee and only the Chair or designated person will be allowed to review this information. Records will be maintained in a locked cabinet.

**For Cause:** Any student who admits to the unlawful use, possession, sale or manufacture of any drug or controlled substance or who exhibits any change in behavior that can be grouped into the areas of personality/behavior changes, classroom/clinical performance changes, and time and attendance changes. See the documentation of substance abuse for cause form at the end of this Handbook.

### ***APPEAL***

Subject to the review of the Graduate Counseling Faculty, students may be dismissed from the program for factors **other than grade-point average (GPA)**. 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 remains firm, the student may then appeal to the Director of Student Life and follow the University Appeal Procedure.

### ***TIME LIMIT TO COMPLETE PROGRAM***

A maximum of five (5) years from the first semester attended is allowed in order to complete the requirements for the master's degree graduate programs.

If the time limit is exceeded, the graduate student must apply for readmission and document in writing the reason(s) for a need of extension. Readmission is an extension and does not qualify the applicant to begin anew the five-year requirement.

### ***STUDENT RESPONSIBILITY***

Each student is responsible for knowing all pertinent requirements and regulations for the successful completion of the master's degree. Students should become familiar with this section



of the catalog, the *Counseling Master's Degree Program Handbook*, and the offerings and requirements of their areas of specialization. Students should be aware of the fee payment required as they make progress through their academic program. Students should consult the current Bulletin for information regarding specific fees.

### ***PERSONAL COUNSELING RECOMMENDED***

In order for graduate counseling students to increase self-awareness and to experience the process and benefits of counseling, students in the master's degree counseling program are encouraged to engage in personal counseling during the time they are enrolled in the master's degree program.

To ensure the privacy of counseling master's degree students, they will not be assigned to doctoral students as their counselors in the Thomas E. Chambers Counseling and Training Center during the time they are master's degree students.

### ***PROFESSIONAL ASSOCIATION AFFILIATION***

Memberships in the Association for Graduate Students in Counseling (AGSC), the American Counseling Association (ACA), and the Louisiana Counseling Association (LCA) are **required** for graduate counseling students. Students should budget this along with their other fees. Also, for purposes of early socialization into the profession, grants are sometimes available through the college organization (AGSC) for attendance at state conventions/conferences. Students are expected to attend workshops and seminars whenever possible that will enhance and complement their graduate studies. Membership in other professional organizations is also strongly encouraged. Students are encouraged to join the appropriate counseling organizations that represent their respective specializations: the American Mental Health Counselors Association (AMHCA) for students in the Clinical Mental Health Counseling specialization; the International Association of Marriage and Family Counselors (IAMFC) for students in the Marriage and Family Counseling specialization; and the American School Counselor Association (ASCA) and/or the Louisiana School Counselor Association (LSCA) for students in the School Counseling specialization.

### ***LIABILITY INSURANCE***

Liability insurance is required before students can begin their practicum experience in counseling. This insurance can be obtained through the American Counseling Association (ACA) at no additional charge to members. Documentation of proof of professional liability insurance will be requested for practicum applications and must remain active and on file throughout the student's practicum and internship.

### ***TRANSFER CREDITS***

Twelve (12) semester hours may be transferred for the Master of Arts Program in Counseling. Approval of all transfer credits must be obtained from the Chair of the Department. These courses must be verified by an official transcript from the institution where the courses were taken.

## ***MAJOR ADVISOR***

Each student is assigned a major advisor. The major advisor aids the student with his or her program of study and registration.

## ***PROGRAM OF STUDY***

The student works closely with the major advisor to develop a program of study that outlines the courses to be taken toward the Master's degree. The program is designed to meet both the goals and objectives for graduate study of the student and of the institution. The planned program of study must be approved by the student's major advisor and the Chair. Changes in the program of study can be made with the approval of the major advisor and the Chair of the department.

Clinical course sequence begins with COU 616 (Advanced Techniques) followed the next semester by COU 699 (Practicum). Each following semester, the student must be enrolled in an internship class (and actively seeing clients) until the student graduates. If the student is unable to follow COU 616 by COU 699 in the next semester, then COU 616 must be repeated in the semester prior to beginning Practicum (COU 699) and Internship (COU 701, 702, 703).

## ***PREREQUISITES FOR PRACTICUM AND INTERNSHIP***

**Prerequisites to enroll in Practicum:** Applications for internship placement will be approved only after you have completed the following courses:

- COU 600: Human Growth and Development;
- COU 601n: Introduction to Techniques in Counseling
- COU 602: Social and Cultural Foundations;
- COU 606: Theories of Counseling;
- COU 609: Ethics
- COU 616: Techniques of Counseling

**Prerequisite to enrollment in Internship:** Applications for internship placement will be approved only after you have completed COU 699: Practicum in Counseling.

## ***ADMISSION TO PRACTICUM***

To be admitted to practicum, students must have completed the required core courses and submit an application for practicum to the Practicum and Internship Coordinator. This application must be submitted the semester prior to beginning practicum. The courses required prior to practicum are: COU 600; COU 601n; COU 602; COU 606; COU 609; and COU 616. Students must also show proof of liability insurance.

In addition to the prerequisites of coursework, to be admitted into Practicum, students must attend the Practicum and Internship Orientation which is scheduled at the end of the semester prior to the student beginning Practicum. For students in the online degree option, the orientation will be held by video. This mandatory orientation is scheduled each semester during the last week of regular classes. If the student fails to attend the Orientation, he or she will not be allowed to register for Practicum for the following semester which may result in a delay in the student completing the program.

Practicum students provide counseling within the Thomas E. Chambers Counseling and Training Center (CTC) under the supervision of the Director of the CTC and licensed faculty supervisors. Students in the online degree option will provide counseling through the CTC through counseling sessions held by online video. Practicum placement requires that students commit to four hours of scheduled times within the CTC each week (in addition to seeing clients and charting) to learn the functioning of a working counseling center and to be present for walk-in clients.

### ***ADMISSION TO CANDIDACY***

Admission to Graduate Studies does not imply admission to candidacy for a degree. Students must file a formal petition with the Chair of the Department during their practicum semester. This application must be completed and signed by the student's advisor and submitted to the Chair of the Department in Counseling. To be considered for candidacy, the student must:

Be admitted to Graduate Studies;

- Be currently registered at the University of Holy Cross;
- Be currently in his/her practicum semester;
- Have a cumulative grade point average of 3.0 on a scale of 4.0;
- Have a positive recommendation from his/her major advisor and a consensus from the counseling program faculty; and
- Declare his/her counseling specialization.

### **Candidacy Application Due Dates:**

Summer - February 15

Fall - June 15

Spring - October 15

Students not recommended to candidacy will be informed in writing by the Chair of the Department of Counseling and Behavioral Sciences.

### ***ADMISSION TO INTERNSHIP***

Students should be aware that external internship sites often require legal background checks prior to accepting a student for internship. If students have anything in their records that would create a problem for them to pass a background check, it is the student's responsibility to let the department chair know. In the event that a student reports having something that would cause him/her to fail a background check, the department chair may request that the student agrees to let the site know (or have the Internship/Practicum Coordinator let the site know) so that the site can make the decision whether to accept the student for internship.

Students must apply for and plan with the Internship Coordinator the supervised intern experience the semester prior to completion of all course work in the specialized area. The student must have completed COU 699: Practicum prior to enrolling in internship.

In addition to the prerequisites of coursework, to be admitted into Internship, students must attend the Practicum and Internship Orientation which is scheduled at the end of each semester.

For students in the online degree option, the orientation will be held by video. This mandatory orientation is scheduled each semester during the last week of regular classes. If the student fails to attend the Orientation, he or she will not be allowed to register for Internship for the following semester which may result in a delay in the student completing the program.

Each semester students are in the clinical part of their programs of study and are engaged in counseling with clients, the students must be officially registered with UHC for internship (COU 701, COU 702, or COU 703). During internship, students are scheduled for 1 hour of individual supervision and 1 ½ hours of group supervision each week.

Students are responsible for knowing and adhering to all requirements contained in the Practicum and Internship Manual.

### ***REQUIREMENTS FOR GRADUATION***

A minimum of sixty (60) semester hours is required for the Master of Arts Degree in Counseling. Within the 60 semester hours, the Master of Arts Degree in Counseling requires a 100-hour Practicum (40 direct client contact hours), and a 600-hour Internship (240 direct client contact hours). In addition, the students must successfully complete a comprehensive examination as their final assessment. Students are required to pass all practicum, internship, and comprehensive assessments. If a student should fail to pass, he/she is required to repeat the practicum or internship the following semester. If a student should fail to pass the comprehensive examination, he/she will not be allowed to graduate and must re-take the examination the following semester. The student must be enrolled in the program the semester he/she takes the comprehensive examination. Students are allowed three attempts to pass the written comprehensive examination. If a student is unsuccessful after the third attempt, the student is dismissed from the program.

### ***COMPREHENSIVE EXAMINATION***

Students must be enrolled as a student the semester they complete the comprehensive examination. The National Board of Certified Counselors (NBCC) Counselors Preparation Comprehensive Examination (CPCE) serves as the comprehensive examination.

All graduate students in counseling must take the CPCE as the exit examination requirement. Students who do not pass the CPCE must retake it the next semester. After a failed attempt, graduate counseling faculty may develop a remediation plan for the student to assist the student in being successful when he/she re-takes the examination. After a student has taken the CPCE three (3) times without passing, he/she will be dismissed from the program and will not graduate.

### ***FACULTY ENDORSEMENT***

Ethically, graduate counseling program faculty may endorse students for employment only in the area(s) for which the students have been trained. Students requesting letters of recommendation to be placed in their placement files should notify faculty in advance of graduation.

### ***APPLICATION 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 the Application for Graduation by the due date published in the semester calendar and to pay the appropriate graduation fees.

### ***COMMENCEMENT***

Upon successful completion of course work, practicum/internship, and of the final assessment of the written and oral comprehensive examinations, the student is expected to attend commencement exercises.

### ***CERTIFICATION/LICENSURE REQUIREMENTS***

The state of Louisiana requires persons practicing the profession of counseling to be licensed by the Licensed Professional Counselor Board of Examiners. Licensure in the state is also available for those graduating with the specialization in Marriage and Family and interested in becoming Licensed Marriage and Family Therapists (LMFT). Licensure requirements include holding a graduate degree with specific academic requirements specified by the board. A minimum of two years post-Master's supervised practice is required by the board to become eligible for licensure, along with the respective national licensing exam, (i.e., the National Counselors Exam (NCE) and/or the National Marriage and Family Therapy license exam). The Graduate Programs in Counseling at the University of Holy Cross meet the academic requirements specified by Licensed Professional Counselor Board of Examiners in Louisiana.

National certification is available to counselors through the National Board of Certified Counselors (NBCC). Certification requirements include specific academic course work and passing the National Counselors Exam (NCE). The Graduate Programs in Counseling at University of Holy Cross meet the academic requirements specified by NBCC.

## DEGREE PROGRAMS

### MASTER OF ARTS IN COUNSELING SPECIALIZATION IN CLINICAL MENTAL HEALTH COUNSELING

COU	600	Human Growth and Development .....	3
COU	601n	Introduction to Techniques .....	3
COU	602	Social and Cultural Foundations .....	3
COU	605	Career and Lifestyle Development .....	3
COU	606	Theories of Counseling .....	3
COU	607	Theory and Practice of Group Counseling .....	3
COU	609	Professional Orientation/Ethics in Counseling .....	3
COU	610	Research Methodology and Program Evaluation .....	3
COU	615n	Diagnosis and Treatment of Mental Disorders .....	3
COU	616	Techniques of Counseling .....	3
COU	618	Appraisal in Counseling .....	3
COU	631	Marriage and Family Counseling .....	3
COU	635	Chemical Dependency from a Systems Perspective .....	3
COU	641	Clinical Mental Health Counseling .....	3
COU	650	Sexual Trauma .....	3
COU	699	Practicum .....	3
COU	701	Internship I .....	3
COU	702	Internship II .....	3
COU		Electives in Graduate Counseling .....	6
Total:			(60)

**MASTER OF ARTS IN COUNSELING  
SPECIALIZATION IN MARRIAGE, COUPLE, AND FAMILY**

COU 600	Human Growth and Development .....	3
COU 601n	Introduction to Techniques .....	3
COU 602	Social and Cultural Foundations.....	3
COU 605	Career and Lifestyle Development .....	3
COU 606	Theories of Counseling .....	3
COU 607	Theory and Practice of Group Counseling .....	3
COU 609	Professional Orientation/Ethics in Counseling .....	3
COU 610	Research Methodology and Program Evaluation .....	3
COU 615n	Diagnosis and Treatment of Mental Disorders .....	3
COU 616	Techniques of Counseling .....	3
COU 618	Appraisal in Counseling .....	3
COU 631	Marriage and Family Counseling .....	3
COU 635	Chemical Dependency from a Systems Perspective .....	3
COU 661	Counseling Couples .....	3
COU 662	Counseling Families.....	3
COU 663	Advanced Studies in Systems Theory.....	3
COU 699	Practicum .....	3
COU 701	Internship I .....	3
COU 702	Internship II .....	3
COU	Marriage and Family Elective.....	3

Total: (60)

**MASTER OF ARTS IN COUNSELING  
SPECIALIZATION IN SCHOOL COUNSELING**

COU 600	Human Growth and Development .....	3
COU 601n	Introduction to Techniques .....	3
COU 602	Social and Cultural Foundations.....	3
COU 605	Career and Lifestyle Development .....	3
COU 606	Theories of Counseling .....	3
COU 607	Theory and Practice of Group Counseling .....	3
COU 609	Professional Orientation/Ethics in Counseling .....	3
COU 610	Research Methodology and Program Evaluation .....	3
COU 615n	Diagnosis and Treatment of Mental Disorders .....	3
COU 616	Techniques of Counseling .....	3
COU 618	Appraisal in Counseling .....	3
COU 623	Foundations of School Counseling .....	3
COU 624	Contextual Dimensions of School Counseling .....	3
COU 625n	Crisis Intervention .....	3
COU 635	Chemical Dependency from a Systems Perspective .....	3
COU 662	Counseling Families .....	3
COU 699	Practicum .....	3
COU 701	Internship I .....	3
COU 702	Internship II .....	3
COU	Electives in Graduate Counseling .....	3
		Total: (60)



## GENERAL SEQUENCE OF COURSE OFFERINGS

Beginning Spring semester 2024, all courses will be offered online either synchronous or asynchronous. Synchronous courses will include weekly Zoom meetings and asynchronous courses will not include weekly Zoom meeting but will be totally online. Students who enroll in courses that include Zoom meetings will be accommodated and will be able to complete the courses without attending the Zoom meetings.

Course Number	Course Title	Fall	Spring	Summer
	<b>Master's Level Courses</b>			
COU 600	Human Growth and Development	x	x	
COU 601N	Introduction to Techniques in Professional Counseling	x	x	x
COU 602	Social and Cultural Foundations	x		x
COU 605	Career and Lifestyle Development		x	x
COU 606	Theories of Counseling	x	x	
COU 607	Theory and Practice of Group Counseling	x	x	
COU 609	Professional Orientation/Ethics	x	x	
COU 610	Research Methodology and Program Evaluation	x	x	
COU 615N	Diagnosis and Treatment of Mental Disorders	x	x	
COU 616	Techniques in Counseling (residency in spring for online students)	x	x	x
COU 618	Appraisal in Counseling	x	x	
COU 623N	Foundations and Contextual Dimensions of School Counseling			x
COU 624	Contextual Dimensions of School Counseling	x		
COU 625N	Crisis Intervention		x	
COU 631	Marriage and Family Counseling		x	
COU 635	Chemical Dependency from a Systems Perspective		x	
COU 641	Clinical Mental Health Counseling			x
COU 645	Counseling Military Personnel and their Families			x

COU 650	Sexual Trauma	x		
COU 661	Counseling Couples		x	
COU 662	Counseling Families	x		
COU 663	Advanced Studies in Systems Theory	x		
COU 699	Practicum in Counseling	x	x	x
COU 710	Internship in Counseling (3 credits each; total of 6 credits required)	x	x	x
	<b>PhD Level Courses</b>			
COU 806	Advanced Counseling Theories	x		x
COU 810	Advanced Diagnosis and Treatment of Mental Disorders	x	x	
COU 815	Doctoral Seminar in Clinical Studies (International institutes may be used for this course)	x	x	x
COU 816	Doctoral Seminar in Marriage and Family Counseling	x		
COU 818	Specialization Elective: Advanced Group Counseling		x	
COU 818	Specialization Elective (topics will vary when offered)			
COU 820	College Teaching	x	x	
COU 825	Counselor Supervision	x	x	
COU 830	Introduction to Program Evaluation and Statistics	x	x	
COU 833	Current Counseling Research	x		x
COU 832	Advanced Statistical Methods in 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		x	x
COU 845	Doctoral Practicum in Counseling	x	x	x
COU 846	Doctoral Internship in Counselor Education and Supervision (3 credits each; total of 6	x	x	x

	credits required)			
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 PhD students)	x	x	x
COU 853	Dissertation (6 credits)	x	x	x
COU 860	Advanced Program Evaluation		x	x

### NAVIGATION OF DIGITAL DELIVERY OF COURSES

The University of Holy Cross offers both synchronous and asynchronous online courses. The delivery of instruction/instructional material, as well as assignment submissions will be through our Learning Management System, 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 is no regularly-scheduled, in person meetings. Rather than adjusting your life to attend a three hour lecture each week, you are required to participate in weekly discussion post/groups convenient with your schedule.

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.

Students will be shared digital copies of the Program Handbook and Practicum and Internship Manuals on their individual Google Drive Account.

Distant learners will be have access to the digital database. Please feel free to visit the database by visiting <https://uhcno.libguides.com/c.php?g=1127860>.

## FORMS

### *GRADUATE COUNSELING ADMISSIONS INTERVIEW*

Applicant Name \_\_\_\_\_

Date \_\_\_\_\_

#### Graduate Applicant

**Is punctual**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	>15 min. late				on time

**Demonstrates professional behavior**

Appropriate behavior

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	Inappropriate behavior				

**Understands the philosophy and requirements of the graduate program questions**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	Not able to answer questions or restate philosophy/requirements			Able to answer or restate philosophy/requirements	

**Is open to self-examination and personal/professional self-development**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	Unable to cite examples of self-examination/development			Able to cite examples of self-examination/development	

**Expresses vocational goals/objectives relevant to the program goals/**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	Unable to cite clear goals/objectives			Able to cite clear objectives	

**Demonstrates oral/written proficiency**

sample,  
self

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	< 31 on writing sample, not able to clearly express self verbally			> 45 on writing able to clearly express verbally	

#### Admission Requirements

Undergraduate GPA \_\_\_\_\_

Letters of Recommendation: \_\_\_\_\_

1      2      3

Written Goal Statement \_\_\_\_\_

Interview with Graduate Counseling Faculty \_\_\_\_\_

Writing Sample \_\_\_\_\_

Areas not met: \_\_\_\_\_

#### ACTION

**Committee recommendation on admission to the Graduate Counseling Program:**

We recommend \_\_\_\_\_ **do not recommend** \_\_\_\_\_ **this graduate applicant for:**

\_\_\_\_\_ Conditional Admission  
\_\_\_\_\_ Admission

**Comments:** \_\_\_\_\_

**Committee does not recommend student for admission for the following reason(s):**

**Admission Program faculty Members Signatures:**

**Chair** \_\_\_\_\_ **Date** \_\_\_\_\_

## APPLICATION FOR CANDIDACY

Admission to a Graduate Studies does not imply admission to candidacy for a degree. Students must file this formal petition with the department chair during the course of their practicum semester. This application must be completed and signed by the student's advisor and submitted to the Director of Graduate Programs in Counseling. To be considered for candidacy, the student must:

- Be admitted to Graduate Studies;
- Be currently registered at the University of Holy Cross;
- Have completed the prerequisites for practicum and be currently in the practicum semester.
- Have a cumulative grade point average of 3.0;
- Have a positive recommendation from his/her major advisor and a consensus from the program faculty; and
- Declare his/her counseling specialization.
- Due dates: Midterm of practicum semester.

<i>LAST NAME</i>	<i>FIRST NAME</i>	<i>MIDDLE INITIAL</i>	
<i>STREET ADDRESS</i>	<i>CITY</i>	<i>STATE</i>	<i>ZIP</i>
<i>PHONE # ( ) _____</i>	<i>SPECIALIZATION: _____</i>		

**List all of the courses which have been successfully completed (no grade lower than a C). Attach additional pages or your unofficial transcript.**

<i>COURSE #</i>	<i>TITLE</i>	<i>SEMESTER</i>	<i>GRADE</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**List the courses that you still have to take to complete the degree:**

<i>COURSE #</i>	<i>TITLE</i>	<i>SEMESTER</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Current Overall GPA** \_\_\_\_\_

<i>Signature of Applicant</i>	<i>Date</i>	<i>Signature of Advisor</i>	<i>Date</i>
.....GRADUATE COUNCIL ACTION			
Approved _____	Not Approved _____ (Reason: _____)		Date _____
Chair _____			

## **SUBSTANCE ABUSE POLICY**

### **STUDENT RELEASE FORM**

Each student must sign a Substance Abuse Policy Release Form agreeing to adhere to the Substance Abuse Policy.

#### **Substance Abuse Policy Release Form**

I understand that I will be subject to drug tests if cause has been demonstrated at my expense while enrolled in the Graduate Counseling Program, within the Department of Counseling and Behavioral Sciences. A positive drug test or refusal to submit to testing will result in suspension from the Graduate Counseling Program.

By signing this document, I indicate that I have read, I understand, and I agree to the University of Holy Cross, Graduate Counseling Substance Abuse Policy.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Student's printed name

\_\_\_\_\_  
Date

**DOCUMENTATION OF SUBSTANCE ABUSE  
FOR CAUSE FORM**

**Some Signs of Substance Abuse**

	<b>Wide Mood Swings</b>
	<b>Irritability</b>
	<b>Withdrawn behavior</b>
	<b>Erratic behavior</b>
	<b>Slurred speech</b>
	<b>Staggered Gait</b>
	<b>Flushed face</b>
	<b>Dilated/pinpoint pupils</b>
	<b>Deterioration of class or clinical performance</b>
	<b>Inappropriate behavior</b>
	<b>Frequent absences for implausible reasons</b>
	<b>Noncompliance with Clinical Agency Policies and Procedures</b>
	<b>Deteriorating physical appearance</b>
	<b>Inadequate or “messy” paperwork/documentation</b>
	<b>Odor of alcohol</b>
	<b>Poor judgment, lack of concentration</b>
	<b>Dishonesty</b>
	<b>Missed appointments/classes/clinical days</b>
	<b>Boundary violations</b>
	<b>Direct observation of alcohol/drug use</b>
	<b>Admission by the student of alcohol/drug use while in class or in a clinical setting</b>
	<b>Conviction by a court, or being found guilty, of abusing a drug, alcohol or a controlled substance</b>

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Observed by:** \_\_\_\_\_



## COMPREHENSIVE EXAMINATION REQUEST

Name \_\_\_\_\_

Date \_\_\_\_\_

Comprehensive Examination Coordinator \_\_\_\_\_

Concentration:

Counseling:

Clinical Mental Health Counseling

Marriage, Couple, and Family Counseling

School Counseling

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## RESPONSE TO THE COMMITTEE

Date \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

Chair \_\_\_\_\_ Date \_\_\_\_\_