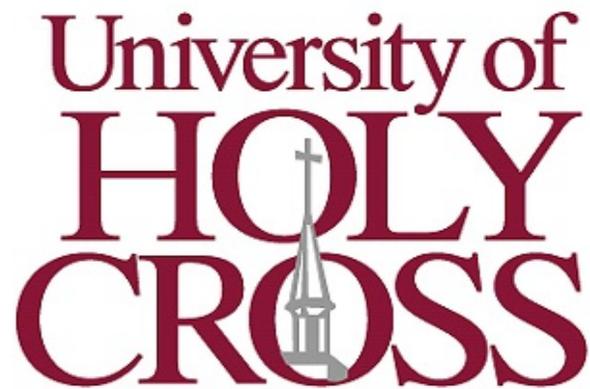


**COUNSELING MASTER'S
DEGREE PROGRAM HANDBOOK**

**2025-2026
Academic Year**



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

Revised August 2025

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

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
FULL-TIME FACULTY MEMBERS

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Dean of the College of Counseling, Education, and Business

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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>

MASTER PROGRAM DESCRIPTION

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. 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.

The Graduate Programs offer an MA in Counseling in three 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 accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) through October 31, 2031.

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 the counseling profession 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.

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.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 master's students. In the event that a policy or procedure in this handbook is in conflict with the University of Holy Cross Catalog or the University of Holy Cross Graduate Program Webpages, Catalog, or 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 Sciences 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 counseling and 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.

The Graduate Program in Counseling

Scope and Purpose of Graduate Programs

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. 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 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.

OBJECTIVES

Master Degree Program Objectives

In unison with the mission of the university and department, the Graduate Studies in Counseling program is designed and committed:

1. To provide a counseling master's degree program for a diverse student body.
2. To deliver a counseling master's degree program that meets the standards of the Council on Accreditation of Counseling and Related Educational Programs (CACREP).
3. To prepare master's degree-level counselors to provide professional counseling services in the specialty areas of clinical mental health counseling; marriage, couple, and family counseling; and school counseling.
4. To continually assess the counseling master's degree program and make adjustments if necessary to ensure students are receiving a high-quality educational experience.
5. To deliver a master's degree program in counseling 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.

Key Performance Indicators

1. Students will demonstrate knowledge and skills in professional counseling orientation and 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 practices in their chosen specialty area of Clinical Mental Health Counseling.
10. Students will demonstrate knowledge and skills in foundations, contextual dimensions, and practices in their chosen specialty area of Marriage, Couple, and Family Counseling.
11. Students will demonstrate knowledge and skills in foundations, contextual dimensions, and practices 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 seek professional licensure.

Specialties Offered

The Chair of the Department of Counseling and Behavioral Sciences administers the Graduate Programs in Counseling. Upon admission the student selects 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 are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) through October 31, 2031.

Students who wish to change their specialization are required to complete a *Change of Major* form. Students who plan to change their specialization should contact their advisor prior to submitting the form. Students must meet the requirements for their chosen specialization prior to completion of the program and graduation.

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 the counseling profession 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.

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 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.

Upon admission into the Graduate Counseling Program, students will be advised by the Chair of the Department. Current students will be provided a program of study once enrolled in COU601n. The program of study is designed to meet both the goals and objectives for graduate study for the student and the institution. Changes in the program of study can be made with the approval of the Chair of the Department.

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

POLICIES

Student Retention

Once students have been accepted into the master 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.

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 dismissed from the graduate program.

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 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 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).

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 dropped 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.

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.

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 being dropped from the program for academic reasons, students may be dismissed from the program for ethical violations or a lack of professional dispositions that indicate unsuitability for the counseling professional. The following procedure will be followed as 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 with the student, including a documented collaborative dialogue 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.

Time Limit to Complete the Program

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

If additional time is needed to complete the program, the student may apply for an extension. The student must submit documentation including the reason(s) the extension is needed. The allowance is an extension of the time limit and does not qualify the applicant to begin a completely new ten-year 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.

Receiving a leave of absence does not change the student's responsibility to complete the requirements for the master's degree graduate program within the five-year period.

Students must be enrolled for at least three (3) credit hours the semester in which 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 master 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 Association Affiliation

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.

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.

Liability Insurance

Students are required to obtain professional liability insurance prior to beginning their practicum semester. This insurance can be obtained through the American Counseling Association (ACA <https://www.counseling.org/membership/value-of-membership>) at no additional charge to student members. Documentation of proof of professional liability insurance will be required for practicum applications. Liability insurance must be maintained throughout the clinical experience and coursework, provided regularly to the Practicum and Internship Coordinator.

Program of Study

Upon admission into the Graduate Counseling Program, students will be advised by the Chair of the Department. Current students will be provided a program of study once enrolled in COU601n. The program of study is designed to meet both the goals and objectives for graduate study for the student and the institution. Changes in the program of study can be made with the approval of the Chair of the Department.

The 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

COU 710 (Internship) and actively providing counseling services for at least one approved internship site. This continues until the student completes all program requirements and graduates. If the student is unable to follow COU 616 with COU 699 the following semester, then COU 616 must be repeated.

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.), please notify the student's advisor immediately. Do not change courses without notification as seating for all courses is tracked.

Full-time University of Holy Cross professors have the authority to determine whether a student will be admitted to filled classes they are teaching. Students should contact the department chair Dr. Carolyn White at cwhite@uhcno.edu if they wish to enroll in a filled class.

Generally, full-time status for master students register for 3 courses (9 credits) each fall and spring semester and 2 course (6 credits) each summer semester. Depending on student's 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 master program, they must register for one or more credits each fall and spring semester and each summer term until they graduate.

Prerequisites to Enroll in Practicum

Applications for practicum placement will be reviewed for approval only if the following coursework has been completed:

1. COU 600: Human Growth and Development (current enrollment accepted)
2. COU 601n: Introduction to Techniques in Counseling
3. COU 602: Social and Cultural Foundations
4. COU 606: Theories of Counseling
5. COU 609: Professional Counseling Orientation and Ethics
6. COU 616: Techniques of Counseling

Admission to Practicum

To be admitted to practicum, students must have completed the prerequisite coursework and submit an application for practicum to the Practicum and Internship Coordinator. This application must be submitted the semester prior to beginning practicum. Students are also required to provide proof of liability insurance.

Students are also *required* to attend the Practicum and Internship Orientation at the end of the semester prior to entering practicum. The orientation is held by video on the Zoom platform. If the student fails to attend the orientation, he or she will not be allowed to register for practicum the following semester.

Students enrolled in practicum provide counseling services at the Thomas E. Chambers Counseling and Training Center (CTC). Students are supervised by the Director of the CTC and by licensed faculty members. The CTC is an online site which provides counseling services remotely by video, typically on the Zoom platform. There is an additional **required** orientation for the CTC that is held at the end of the semester prior to practicum, as part of the student's coursework in COU 616 Techniques of Counseling.

Prerequisites to Enroll in Internship

Applications for internship placement will be reviewed for approval only if the following coursework has been completed, in addition to all requirements for practicum:

1. COU 615n: Diagnosis and Treatment of Mental Disorders
2. COU 699: Practicum in Counseling

Admission to Internship

To be admitted to internship, students must have completed the prerequisite coursework and submit an application for internship to the Practicum and Internship Coordinator. This application must be submitted the semester prior to beginning internship, while the student is enrolled in practicum.

Students are also **required** to attend the Practicum and Internship Orientation at the end of the semester prior to entering practicum. The orientation is held by video on the Zoom platform. If the student fails to attend the orientation, he or she will not be allowed to register for internship the following semester.

External site placement is reviewed below under Internship Requirements. Students should be aware that external internship sites often require legal background checks prior to accepting a student for an intern position. If students have anything in their records that would potentially prevent them from passing a background check, it is the student's responsibility to inform the Chair of the Department.

Internship Requirements

Each semester of the post-practicum clinical experience, students must enroll in COU 710 Internship. Students are required to schedule 1 hour of individual university supervision and 1.5 hours of group university supervision each week, in addition to any requirements of their external internship site.

Students may only intern at sites which have been approved by the University and for which they have correctly applied. Students may choose a site from the list of currently approved internship sites. They may also submit a site for addition to the list of approved sites. To be approved, a site must meet all of the following criteria:

1. The site must provide an opportunity for the student to provide counseling services which meet all requirements for attaining direct hours.
2. The site must allow students to record (audio or visual) their interactions with while providing services. If a site does not allow for recording, students can register at the CTC as an additional site to meet this requirement.
3. The site must have an approved professional on-site who is willing to oversee the work of, and take responsibility for, the student. The on-site supervisor must meet periodically with the student and must monitor the intern's work at the site.

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

Requirements for Graduation

Students must complete a minimum of sixty (60) semester credit hours to complete the graduate program in counseling, including all required coursework for their chosen specialization.

Students must complete all requirements of practicum and internship to complete the graduate program in counseling. Practicum requires 100 hours (40 direct and 60 indirect) of counseling experience. Internship requires 600 hours (240 direct and 360 indirect) of counseling experience.

Students must pass a comprehensive examination in their final semester to complete the graduate program in counseling, described below.

Comprehensive Examination

Students must be enrolled as a student the semester that they complete the comprehensive examination, which is the exit exam requirement for the graduate program. Students who do not pass the comprehensive examination must retake it the next semester. After a failed attempt, graduate counseling faculty may develop a remediation plan for the student to help the student be successful when they re-take the examination. After three failed attempts, the Assessment Review Committee makes a decision about how the situation will be addressed, which students have the right to appeal.

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 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.

Commencement

Upon successful completion of course work, practicum and internship, and the comprehensive examination, the student is expected to attend commencement exercises. Commencement is scheduled for each May for students who have successfully completed the program in prior semesters during the academic year. All requirements must be completed prior to participating in May commencement activities. Students who participate in commencement activities must do so within one academic year of completing the graduate program requirements.

Please refer to the University of Holy Cross Catalog, under “Academic Policy.”

Certification and Licensure Requirements

The state of Louisiana requires persons practicing the profession of counseling be licensed by the Licensed Professional Counselor Board of Examiners. Licensure in Louisiana is also available for those graduating with the specialization in Marriage, Couple, and Family counseling and interested in becoming Licensed Marriage and Family Therapists (LMFT).

Licensure requirements include holding a graduate degree with academic requirements specified by the board.

Students are responsible for researching and understanding their state’s requirements for licensure. Each state will set their own requirements, which may include education, supervised experience hours, examinations, and additional application procedures. It is each master 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 ([Rules and Regulations](#)); American Counseling Association (<https://www.counseling.org/resources/licensure-requirements>) and Association of State Counseling Boards for state-by-state information on licensure. Students should contact their state’s licensing board to ensure they meet all necessary requirements. Students are responsible for ensuring the Graduate Program in Counseling at the University of Holy Cross meets all of the academic requirements specified by their state.

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 Program in Counseling at the University of Holy Cross meets the academic requirements specified by NBCC.

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.

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 6**	Marriage and Family Counseling Elective	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 710	Internship I & II	6
COU	Electives in Graduate Counseling	6
		Total: (60)

Below Curriculum Guide effective 2025-2026.

UHC Curriculum Guide for Master of Arts in Counseling Specialization in Clinical Mental Health <small>A Ministry of the Marianites of Holy Cross</small>									
Course	Description	Hrs	Gr.	Sem.	Course	Description	Hrs	Gr.	Sem.
COU 600	Human Growth and Development	3			COU 618	Appraisal in Counseling	3		
COU 601N	Introduction to Techniques of Professional Counseling	3			COU	MFC Elective	3		
COU 602	Social and Cultural Foundations	3			COU 635	Chemical Dependency from a Systems Perspective	3		
COU 605	Career and Lifestyle Development	3			COU 641	Clinical Mental Health Counseling	3		
COU 606	Theories of Counseling	3			COU 650	Sexual Trauma	3		
COU 607	Theory and Practice of Group Counseling	3			COU 699	Practicum in Counseling	3		
COU 609	Professional Orientation/Ethics	3			COU 710	Internship in Counseling I	3		
COU 610	Research Methodology and Program Evaluation	3			COU 710	Internship in Counseling II	3		
COU 615N	Diagnosis and Treatment of Mental Disorders	3			COU	Graduate Electives	6		
COU 616	Techniques in Counseling	3							

Total Curriculum

60

MASTER OF ARTS IN COUNSELING

SPECIALIZATION IN MARRIAGE, COUPLE, AND FAMILY 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 661	Counseling Couples.....	3
COU 662	Counseling Families.....	3
COU 663	Advanced Studies in Systems Theory	3
COU 699	Practicum	3
COU 710	Internship I & II	6
COU	Marriage and Family Elective	3

Below Curriculum Guide effective 2025-2026.

Total: (60)

 UHC Curriculum Guide for Master of Arts in Counseling Specialization in Marriage, Couple, and Family <small>A Ministry of the Marianites of Holy Cross</small> 									
Course	Description	Hrs	Gr.	Sem.	Course	Description	Hrs	Gr.	Sem.
COU 600	Human Growth and Development	3			COU 618	Appraisal in Counseling	3		
COU 601N	Introduction to Techniques of Professional Counseling	3			COU 631	Marriage and Family Counseling	3		
COU 602	Social and Cultural Foundations	3			COU 635	Chemical Dependency from a Systems Perspective	3		
COU 605	Career and Lifestyle Development	3			COU 661	Counseling Couples	3		
COU 606	Theories of Counseling	3			COU 662	Counseling Families	3		
COU 607	Theory and Practice of Group Counseling	3			COU 663	Advanced Studies in Systems Theory	3		
COU 609	Professional Orientation/Ethics	3			COU 699	Practicum in Counseling	3		
COU 610	Research Methodology and Program Evaluation	3			COU 710	Internship in Counseling I	3		
COU 615N	Diagnosis and Treatment of Mental Disorders	3			COU 710	Internship in Counseling II	3		
COU 616	Techniques in Counseling	3			COU	Marriage and Family Elective	3		

Total Curriculum

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 710	Internship I & II	6
COU	Electives in Graduate Counseling	3
		Total: (60)

Below Curriculum Guide effective 2025-2026.

 UHC Curriculum Guide for Master of Arts in Counseling Specialization in School A Ministry of the Marianites of Holy Cross 									
Course	Description	Hrs	Gr.	Sem.	Course	Description	Hrs	Gr.	Sem.
COU 600	Human Growth and Development	3			COU 618	Appraisal in Counseling	3		
COU 601N	Introduction to Techniques of Professional Counseling	3			COU 623N	Foundations and Contextual Dimensions of School Counseling	3		
COU 602	Social and Cultural Foundations	3			COU 624	Contextual Dimensions of School Counseling	3		
COU 605	Career and Lifestyle Development	3			COU 625N	Crisis Intervention	3		
COU 606	Theories of Counseling	3			COU 635	Chemical Dependency from a Systems Perspective	3		
COU 607	Theory and Practice of Group Counseling	3			COU 662	Counseling Families	3		
COU 609	Professional Orientation/Ethics	3			COU 699	Practicum in Counseling	3		
COU 610	Research Methodology and Program Evaluation	3			COU 710	Internship in Counseling I	3		
COU 615N	Diagnosis and Treatment of Mental Disorders	3			COU 710	Internship in Counseling II	3		
COU 616	Techniques in Counseling	3			COU	Graduate Electives	3		

Total Curriculum

60

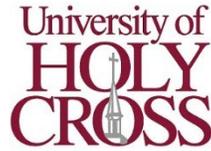
GENERAL SEQUENCE OF COURSE OFFERINGS

Beginning Spring semester 2025, 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.

COU	COURSE NAME	FA	SP	SU	NOTES
600	<i>Human Growth and Development</i>	X	X		
601	<i>Introduction to Techniques of Professional Counseling</i>	X	X	X	Best if attended synchronously
602	<i>Social and Cultural Foundations</i>	X	X		
605	<i>Career and Lifestyle Development</i>			X	
606	<i>Theories of Counseling</i>	X	X		FA offering is intensive (Fri, Sat, Sun)
607	<i>Theory and Practice of Group Counseling</i>	X	X		Best if attended synchronously
609	<i>Professional Orientation and Ethics in Counseling</i>	X	X As needed	X	
610	<i>Research Methodology and Program Evaluation</i>		X		
615	<i>Diagnosis/Treatment of Mental Disorders</i>	X			
616	<i>Techniques of Professional Counseling</i>	X	X	X	Best if attended synchronously
618	<i>Appraisal in Counseling</i>		X		
623	Foundations of School Counseling			X	
624	Contextual Dimensions and Practice of School Counseling	X			
625	Crises Intervention		X		
631	Marriage and Family Counseling		X		May be taken for CMH track
635	<i>Chemical Dependency from a Systems Perspective</i>		X		
641	Clinical Mental Health Counseling			X	
645	Counseling Military Personnel and Their Families			X	
648	Sexuality in Family Counseling			X	
650	Sexual Trauma	X			
661	Counseling Couples		X		May be taken for CMH track Best if attended synchronously
662	Counseling Families	X			May be taken for CMH track Also required for SCH track
663	Advanced Studies in Systems Theory	X odd years			Offered every EVEN Fall Best if attended synchronously

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664	Play Therapy Across the Lifespan	X	X		Interest dependent
699	Practicum in Counseling	X	X	X	Course is taken the semester immediately following COU616 Clinical Experience
710	Internship in Counseling	X	X	X	Formerly listed as 701 (Internship I) and 702 (Internship II) Clinical Experience – Minimum of two semesters
Legend			<i>Required for All Tracks</i> Core Courses (CACREP) CMH Track SCH Track MCF Track Pre-clinical/Clinical Courses		
Courses that are not part of the track requirements may be used as electives. This includes Study Abroad Institutes					



**COUNSELING MASTER'S
DEGREE PROGRAM HANDBOOK
2025-2026 Academic Year**

I have received, fully read, and understand the 2025-2026 COUNSELING MASTER'S 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.

Student Signature

Date

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