Clinical Mental Health Counseling Student Handbook and Program Policies and Procedures Manual

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Master of Arts Degree Program in Clinical Mental Health Counseling

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Please Note: Effective May 25, 2014, this handbook will be made available to students in electronic (PDF) format only. All provisionally, conditionally, or unconditionally admitted students are required to read this document in full and abide by all guidelines and requirements presented in this handbook. Students are also encouraged to save a copy of this handbook for reference throughout their program of study, since updates are made periodically. Updated versions of this handbook are posted on the program website at: https://www.se.edu/gus/ma-cmhc/.

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Clinical Mental Health Counseling Student Handbook and Program Policies and Procedures Manual

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Master of Arts Degree in Clinical Mental Health Counseling

I. **PURPOSES OF THIS HANDBOOK:** This Clinical Mental Health Counseling Student Handbook and Program Policies and Procedures Manual has been developed to serve several functions for applicants, students, and candidates in the Clinical Mental Health Counseling (CMHC) Master or Arts Program. These functions include, but are not limited to, the following:

- **Guide and Orientation for Clinical Mental Counseling Graduate Students:** This manual is written to assist graduate students with an orientation to the CMHC Master's Degree Program. It serves as a guide regarding resources available to students at Southeastern Oklahoma State University (SE). It also provides information regarding expectations of students on personal, academic, and professional levels. In addition, academic expectations and requirements of students enrolled in the CMHC Master's Degree Program are clearly outlined and explained. Information included in this manual is covered as part of the New Student Orientation program required of all new students applying or admitted to the CMHC Master's Degree Program.

- **Program Policies and Procedures Manual:** This handbook serves as the sole Policies and Procedures Manual of the CMHC Master's Degree Program. Examples of issues addressed in this manual related to program policies and procedures include, but are not limited to, the following: student code of conduct, plagiarism policy, and behavioral expectations; ethical and legal awareness and compliance; program admission, retention, suspension, and dismissal procedures; tri-annual and emergency student review processes; student due process (appeals) policies and rights; classroom policies regarding recording and dissemination of program materials; etc.

- **Information and Policies Regarding the Counselor Clinical Training Sequence:** This manual provides detailed information regarding the clinical training sequence/field component of the CMHC Master's Degree Program. Students with questions regarding this clinical training component of the CMHC Degree Plan are encouraged to utilize this handbook as a resource in addition to speaking with instructors of courses that fall within CMHC Counselor Clinical Training Sequence.

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- **Repository of Program Forms and Handouts:** A variety of program forms and handouts pertaining to the CMHC Master's Degree Program are included in the appendices section of this handbook. These forms are also available on the program website (https://www.se.edu/gus/ma-cmhc/)

II. GENERAL INFORMATION ABOUT THE MASTER'S DEGREE IN CLINICAL MENTAL HEALTH COUNSELING AT SOUTHEASTERN OKLAHOMA STATE UNIVERSITY:

- **Welcome to the Southeastern Oklahoma State University Clinical Mental Health Counseling Master's Degree Program:** The faculty and staff of the Department of Behavioral Sciences at SE welcome you to the Master of Arts Degree Program in Clinical Mental Health Counseling. This degree program is designed to prepare professional counselors for the pre-master's educational and clinical training requirements of the Licensed Professional Counselor (LPC) license offered through the Oklahoma State Board of Behavioral Health Licensure (BBHL). Training in the CMHC Master's Degree Program is rigorous, structured, and constantly evolving to address the needs of mental health clients in today's society. Counselor Education faculty members in the Southeastern CMHC Program are dedicated to preparing high quality graduates to work in public and private sectors of the mental health community.

- **University Accreditation:** Southeastern Oklahoma State University is a member of the Oklahoma System of Higher Education and is accredited by The Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools, American Association of Colleges for Teacher Education, American Council on Education, National Commission on Accrediting, and the Council for Accreditation of Educator Preparation (formerly known as National Council for Accreditation of Teacher Education). Southeastern is also accredited by the Oklahoma State Board of Education with respect to the program of preparation for all elementary and secondary teachers' certificates which it offers, and the standard certificate for principals and superintendents. Through its accreditation efforts with The Higher Learning Commission and approved by the Oklahoma Regents for Higher Education, Southeastern is an institution of higher education granting the bachelor's and master's degrees.

- **Program Accreditation:** The Clinical Mental Health Counseling Program at SE is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) under the "Clinical Mental Health Counseling" specialty area. More information regarding this accreditation is available on the CACREP website at (www.cacrep.org).

- **New Student Orientation:** All students provisionally, conditionally, or unconditionally admitted to the Clinical Mental Health Counseling (CMHC) Master's Degree Program are required to attend the New Student Orientation prior to attending their first class.

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This orientation is typically conducted the day before classes begin each semester. The CMHC Program Coordinator will provide the date and time of each New Student Orientation session during initial advisement, and announcements will be posted in the Department of Behavioral Sciences. Lastly, students must provide a signed Statement of Understanding and Acknowledgment (See Appendix H) either at the end of the New Student Orientation or, if additional review time is necessary, within one (1) week of the orientation session. Students who have any questions about the content of the CMHC Student Handbook and Program Policies and Procedures Manual or wish to discuss any salient points there related may contact Dr. Jon Reid by email at jreid@se.edu.

Students who fail to submit a signed and witnessed Statement of Understanding and Acknowledgement to the CMHC Program Coordinator by the aforementioned deadline may have enrollment delayed.

- **Meet the Faculty:** The CMHC Master's Degree Program employs four core Counselor Education faculty members.

  Kathy McDonald, Ph.D. completed her PhD in Counselor Education from Sam Houston State University, Huntsville, TX. The thirty years she spent in elementary education initiated her interests in the effects of childhood trauma and the use of animal-assisted intervention in the schools. Dr. McDonald's background includes basic and advanced trainings through the National Organization for Victim's Assistance (NOVA) and working with children traumatized by homicide. Her therapy dog, Milo, provides both comfort and nurturing to students and clients.

  Jon K. Reid, Ph.D.: Dr. Reid received his doctoral degree in Family Studies from Texas Woman's University in Denton, Texas. He is a Professor of Counseling and Psychology, a Core Counselor Education Faculty Member, and the former Chair of the Department of Behavioral Sciences. Dr. Reid earned a Licensed Professional Counselor (LPC) in Texas (inactive), and Texas LPC Supervisor (inactive), a National Certified Counselor (NCC), and a Fellow in Thanatology (FT) (inactive): Death and Dying through the Association for Death Education and Counseling (ADEC). His research interests include thanatology--cultural differences in grief expression and mourning; Asian-American mental health and family life; meaning-in-life and religious/spiritual issues in grief counseling. He has enjoyed teaching summer courses in English and psychology in China over the last few years.

  Mastewal Mekonnen Seyeneh, Ph.D. received her Ph.D in the Counselor Education and Supervision program at Northern Illinois University. Dr. Mekonnen is an Assistant Professor in the Counseling program at Southeastern. Her counseling theoretical orientation is based on the principles of the person-centered approach; sometimes integrating motivational interviewing and solution-focused techniques based on the counseling needs and goals of her client(s). Dr. Mekonnen's research interests include but not limited to, school counseling and students' resilience development, multicultural counseling, diversity, and social justice, rehabilitation counseling, substance abuse and addiction, traumatized children and play therapy, and international education and partnership.

  Timothy Sneed is a Licensed Professional Counselor in Texas. He earned his graduate degree in

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community counseling from Southeastern Oklahoma State University in 2010. He earned his Ph.D. in counseling from Texas A&M University-Commerce in 2017. Timothy has spent the majority of his professional career providing counseling services for a community mental health center in Texas. Currently, he counsels for a private practice in McKinney specializing in couple counseling while pursuing licensure in marriage and family therapy. His professional interests include counselor development, theories of psychotherapy, psychopathology, couple counseling, as well as grief and bereavement. Timothy lives in Northeast Texas with his wife and children. He enjoys spending time with his family, outdoor activities, and traveling.

The Definition of Clinical Mental Health Counseling: The Counselor Education program at SE prepares counseling professionals for work in a variety of clinical mental health settings. Examples of such settings include community mental health centers, educational assistance programs (EAPs), inpatient psychiatric facilities, substance abuse treatment centers, interdisciplinary mental health treatment facilities, U.S. Department of Veterans Affairs (VA) hospitals and outpatient clinics, correctional facilities, business or industry settings, university counseling centers, or private/independent practice.

The CMHC Program exists within the larger context of the counseling profession. The counseling profession has many definitions. For example, at the 2010 American Counseling Association conference, delegates from "20/20: A Vision for the future of Counseling" provided the following definition: "Counseling is a professional relationship that empowers diverse individuals, families, and groups to accomplish mental health wellness, education, and career goals."

The American Mental Health Counselors Association (2010) further submits that, mental health counselors provide flexible, consumer-oriented therapy. They combine traditional psychotherapy with a practical, problem-solving approach that creates a dynamic and efficient path for change and problem resolution. Mental health counseling is a distinct profession, licensed in 50 states, the District of Columbia and Puerto Rico, with national standards for education, training and clinical practice.

Moreover, mental health counselors are uniquely qualified to provide high quality care at cost-effective rates. In addition, mental health counselors are highly skilled professionals who provide a full range of services including, but not limited to assessment and diagnosis; psychotherapy; treatment planning and utilization review; brief and solution-focused therapy; substance use and dependence treatment; psychoeducational and prevention programs; and crisis management.

*O*Net OnLine* (formerly the *Dictionary of Occupational Titles*), a U.S. Department of Labor sponsored website (https://www.onetonline.org/link/summary/21-1014.00) suggests that mental health counselors, "Counsel with emphasis on prevention. Work with individuals and groups to promote optimum mental health. May help individuals deal with addictions and substance abuse; family, parenting, and marital problems; suicide; stress management; problems with self-esteem; and issues associated with aging and mental and emotional health." *O*Net OnLine* also lists the following "tasks" of the mental health counselor:

- Maintain confidentiality of records relating to clients' treatment.
- Assess clients for risk of suicide attempts.
- Encourage clients to express their feelings and discuss what is happening in their lives, and help

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them to develop insight into themselves and their relationships.
- Collect information about clients through interviews, observation, and tests.
- Counsel clients and patients, individually and in group sessions, to assist in overcoming dependencies, adjusting to life, and making changes.
- Guide clients in the development of skills and strategies for dealing with their problems.
- Develop and implement treatment plans based on clinical experience and knowledge.
- Fill out and maintain client-related paperwork, including federal- and state- mandated forms, client diagnostic records, and progress notes.
- Prepare and maintain all required treatment records and reports.
- Evaluate clients' physical or mental condition based on review of client information.

The current version of the *Occupational Outlook Handbook* (available online at www.bls.gov/ooh), published by the Bureau of Labor Statistics, a branch of the U.S. Department of Labor, describes professional counseling as follows:

"Counselors work in diverse community settings designed to provide a variety of counseling, rehabilitation, and support services. Their duties vary greatly, depending on their specialty, which is determined by the setting in which they work and the population they serve. Although the specific setting may have an implied scope of practice, counselors frequently are challenged with children, adolescents, adults, or families that have multiple issues, such as mental health disorders and addiction, disability and employment needs, school problems or career counseling needs, and trauma. Counselors must recognize these issues in order to provide their clients with appropriate counseling and support.

Mental health counselors work with individuals, families, and groups to address and treat mental and emotional disorders and to promote mental health. They are trained in a variety of therapeutic techniques used to address issues such as depression, anxiety, addiction and substance abuse, suicidal impulses, stress, trauma, low self- esteem, and grief. They also help with job and career concerns, educational decisions, mental and emotional health issues, and relationship problems. In addition, they may be involved in community outreach, advocacy, and mediation activities. Some specialize in delivering mental health services for the elderly. Mental health counselors often work closely with other mental health specialists, such as psychiatrists, psychologists, clinical social workers, psychiatric nurses, and school counselors."

These definitions demonstrate that, as in any profession, the counseling profession involves role statements, codes of ethics, accreditation guidelines, competency standards, licensure, certification, and other standards of excellence (Van Zandt, 1990). The Southeastern CMHC Master's Degree Program strives to uphold and advance the clinical mental health counseling profession.

- **Clinical Mental Health Counseling Training as a Developmental Process:** Training in the CMHC Master's Degree Program is designed to be developmental in nature. This is the reason many courses have prerequisites and the Counseling Clinical Training Sequence is structured as it is. It is very important that students follow the recommended training sequences (See Appendix B) and visit with their advisor regularly as they progress into competent mental health professionals.

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- **The Importance of Self-Awareness among Counselors-in-Training:** Self-awareness among counselors-in-training is of the utmost importance. As such, many courses on the CMHC Degree Plan (See Appendix A) require some level of self-learning and introspection. For example, students in the COUN 5423: Counseling Pre-Practicum course are required to serve as clients during training sessions. In addition, students are required to participate as group members as part of the COUN 5530: Group Counseling Laboratory Experience. Students also complete many papers examining intrapersonal and interpersonal issues, such as the Counselor Identity Paper required of COUN 5133: Clinical Mental Health Counseling Orientation and Ethical Practice and the genogram assignment required in COUN 5563: Marriage, Couple, and Family Counseling. Students are encouraged to honestly evaluate themselves as part of their training to become a self-aware clinical mental health counselor. In addition, though not required, students are *strongly encouraged* to attend personal counseling during their graduate studies to learn more about themselves and the counseling process and to better empathize with their clients.

  In addition, due to the personal nature of subjects covered in all CMHC courses, many students disclose personal, social, or familial information during class discussions. All CMHC students are required to respect the confidentiality of student class disclosures, (as required of client disclosures). Any student who violates the privacy of information shared by another student in any forum will be subject to remediation through the ongoing student Progress Review Meetings held three times per year by the Graduate Counseling Coordinating Committee (GCCC) as explained in the section below entitled "Potential Interventions for Matters Uncovered in Ongoing Student Progress Review Meetings."

- **Differences between Clinical Mental Health Counseling and Other Mental Health Professions:** One way to understand the counseling profession is to consider it in the context of other mental health professions. Psychiatrists, psychologists, social workers, marriage and family therapists, substance abuse counselors, school counselors, and clinical mental health counselors are compared in the following chart to illustrate the similarities and differences among these professions:

Field of Study and Practice	Degree Required	Educational Requirements	Professional License/Certification Required for Independent Practice	Role of the Professional
Clinical Mental Health Counseling	Master's Degree	Approximately two or three years of graduate education	Licensed Professional Counselor (LPC)	Emphasizes the wellness model (see definition below); prevention; assessment and diagnosis; individual, family, couple, and group counseling; treatment; and psychotherapy

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School Counseling	Master's Degree	Approximately two years of graduate education	Certified School Counselor	Emphasizes the wellness model; prevention; classroom guidance; individual, group, and career counseling; psychoeducation; and, the American School Counselor Association (ASCA) National Model
Substance Abuse Counseling	Master's Degree	Approximately two years of graduate education	Licensed Alcohol and Drug Counselor (LADC)	Emphasizes assessment, diagnosis, psychoeducation, and the treatment of individuals, groups, and families struggling with issues of behavioral or substance dependence, which may occur in conjunction with other mental health disorders
Marriage and Family Therapy or Counseling	Master's Degree	Approximately two or three years of graduate education	Licensed Marital and Family Therapist (LMFT)	Emphasizes assessment, diagnosis, psychoeducation, and the counseling of individuals, couples, and families struggling with discord. Focus is placed upon the treatment of family systems rather than individual pathologies or interventions
Clinical Social Work	Master's Degree	Approximately two or three years of graduate education	Licensed Clinical Social Worker (LCSW)	Emphasis on medical/ pathology model; Focus is on linking clients with community resources, family preservation, and child protection; also provide individual, family, and group counseling, treatment, and psychotherapy
Clinical or Counseling Psychology	Doctoral Degree	Approximately five years of graduate education	Licensed Psychologist	Emphasis on medical/ pathology model and/or wellness model; psychological evaluation; assessment; diagnosis; treatment;

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Psychiatry	Doctor of Osteopathic Medicine (D.O.) or Allopathic Medicine (M.D.)	Four Years of Medical school training with residency in psychiatry	License to Practice Medicine (May be board certified in psychiatry, neuropsychiatry, or neurology)	Emphasis on medical/pathology model; psychiatric evaluation, assessment, and diagnosis; prescription of medications; neurosurgery; or, increasingly rarely, psychotherapy

- **What is the Wellness Model?** The wellness model of professional counseling proposes that an individual's mental health should be conceptualized as part of a "whole," considering mental, physical, social, spiritual, and relational health when working with individual clients.

  As opposed to the medical/disease model (which focuses on treating psychopathology), the wellness model considers the existence of any such pathology to be only one part of the whole person. Instead of focusing on "what is wrong," using the wellness model, the professional counselor assesses, formulates interventions, and provides counseling services based upon elements of the person, which are functioning in a healthy way. The wellness-based counselor works to use these healthy elements to assist the client in progressing in their overall functioning toward greater health (Mote, 2010).

- **What is the difference between a Master's and Doctoral Degree in Counseling?**
  Clinical mental health counseling, in conjunction with social work and marital and family therapy, has deemed the entry-level training curriculum as requiring a master's degree for independent practice (i.e., the Licensed Professional Counselor [LPC] credential). Therefore, individuals seeking to provide direct clinical mental health counseling services to clients typically do not complete graduate education beyond the master's degree.
  That being said, many professional counseling graduate programs do offer doctoral degrees in "Counselor Education and Supervision." Furthermore, CACREP offers accreditation to doctoral degree programs meeting rigorous training standards in Counselor Education and Supervision. The doctoral degree in Counselor Education allows the professional counselor to teach in a university and to have greater depth of clinical counseling experience, supervised training and experience in the delivery of clinical supervision, supervised training and experience in university teaching, advanced knowledge and experience in the conduct of quantitative and qualitative research, and greater expertise in the development and administration of comprehensive counseling programs. No license, aside from that of the LPC, exists for professional counselors who are trained at the doctoral level.

- **Membership in Professional Counseling Organizations, Associations, and Societies:**
  Students are strongly encouraged to become involved in professional counseling associations during and after their graduate studies. The flagship organization for CMHC students is the American Counseling Association (ACA). Headquartered in Alexandria, Virginia, just outside of Washington, DC, the American Counseling Association promotes public confidence and trust in the counseling profession so that professionals can further assist their clients and students in dealing with the challenges life presents. The American

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Counseling Association services professional counselors in the U.S. and in 50 other countries throughout Europe, Latin America, Asia, and the Caribbean. In addition, the American Counseling Association is associated with a comprehensive network of 20 divisions and 56 chartered branches in the U.S., Europe, and Latin America. The American Counseling Association also collaborates with several corporate and related organizations to enhance member services. Contact information for ACA includes the following:

- website: www.counseling.org
- Telephone: (800) 347-6647 x222
- Facsimile: (800) 473-2329
- Address: 5999 Stevenson Avenue, Alexandria, VA 22304

Several different membership options exist for counselors at all levels of training and experience. These levels include the following (see ACA website's membership section for more information):

- Student Membership: This membership option is available to counseling graduate students who are currently enrolled at least half-time in a college or university Counselor Education training program (such as the CMHC Master's Degree Program at SE). Student membership is offered at a significantly reduced rate in comparison to professional membership dues.
- New Professional: This membership option is available to individuals who have graduated with a master's or a doctoral degree in professional counseling within the past 12 months. New professional status is good for one year and dues are equivalent to that of student membership. This step is offered to help members with the many financial obligations they hold as they transition from counseling student to post-graduate LPC Candidacy.
- Regular Membership: This level of membership is for individuals whose interests and activities are consistent with those of ACA but who are not qualified for Professional Membership. This option does not apply to graduates of the CMHC Master's Degree Program. Regular membership dues are equivalent to those of a professional member.
- Professional Membership: This membership level is for individuals who hold a master's degree or higher in counseling or a closely related field from a college or university accredited by the Council for Higher Education (such as the CMHC Master's Degree Program at SE). Proof of academic credentials may be requested. Dues for professional membership are higher than those for students and new professionals. It is, however, extremely important for our graduates/ alumni to attain and maintain professional membership in ACA in order to support this crucial organization for our field. Please take the time to visit the ACA website (www.counseling.org) to see the many activities in which ACA is involved for the betterment of the field of professional counseling. These activities would not be possible without members from all over the country offering their support. All Counselor Education faculty members at Southeastern are professional members of ACA.

As graduate students, there are several benefits to joining professional associations, such as the ACA, as student members. As stated on the ACA website, student members have a strong voice in the American Counseling Association. And, that voice is growing every day as ACA seeks student input on products and services that will be in demand by these future professionals.

Today's students will be tomorrow's volunteer leaders of ACA. From a seat on the Governing

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Council to active roles on various committees, there are multiple ways for the needs and views of students to be heard. Below is a brief overview of some of the ways that student members may get involved with ACA.

- ACA Governing Council: A Student Representative sits on the ACA Governing Council, which meets several times each year. The Council actively engages and invites the Student Representative to participate in all governance, membership, and policy issues.

- Annual National Conference: Students can register for the annual ACA conference at a reduced student registration rate. Graduate students may gather at ACA conferences at a special Graduate Student Lounge, which represents a gathering place for students to network with peers from around the country and meet distinguished counselor educators, scholars, and authors.
- Divisions: Many divisions hold Graduate Student functions at the annual ACA conference. These functions range from meetings to employment networking receptions and mentor/mentee gatherings (see below for more information regarding ACA divisions and branches).
- The ACA Foundation: Through the ACA Foundation, ACA student members can enter the Graduate Student Essay Contest, apply for the Glen E. Hubele National Graduate Student Award, and apply for Graduate Student Grants (scholarships to attend the annual ACA conference). The ACA Foundation emphasizes supporting ACA student members while they are enrolled in graduate counseling programs.
- *Counseling Today*: In-depth articles of interest to students appear in a special feature of this monthly publication entitled, "Student Focus." This section appears in each issue of the monthly member newspaper *Counseling Today*. The articles are written by students, offering another valuable publishing opportunity and perspective.
- *Journal of Counseling and Development (JCD)*: Membership at all above described levels includes electronic access to *JCD*. This important peer-reviewed publication is the flagship journal for the field of professional counseling. More information regarding *JCD* is available in the section below entitled, "Tips for Being Successful in Graduate School."
- Student Liability Insurance: ACA endorses only one liability insurance carrier for ACA student members: The Healthcare Providers Service Organization (HPSO). ACA Student membership now *includes liability insurance for ACA student members enrolled and engaged in a master's degree counseling curriculum at a post- secondary institution at* ***no additional charge***. Coverage is solely offered while performing counseling services (e.g. practicum and internship) related to the master's degree counseling curriculum.
- Job Bank and Year-Round Career Support: At the annual ACA conference, in the monthly publication *Counseling Today*, and year-round through the Career Center on the ACA website, ACA provides a wide range of career support services to student members.
- Free Ethics Consultation: This service is available to students needing an independent ethics opinion (via telephone). This service is offered a limited number of times each year to individuals in all ACA membership categories. The service is available five days a week, with a 72-hour response time by a

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licensed counselor.

- ACA Research Center and Online Library: This is a student member's virtual connection to the *Educational Resources Information Center/Clearinghouse on Counseling and Student Services (ERIC/CASS) Digest*, ACA Conference presentations, and other articles of interest organized by topic to help students complete their studies.
- Other Resources are Available on the "Members Only" Section of the ACA website: Examples of such resources include subscription to *ACA eNews*, downloadable counseling podcasts, access to a variety of Weblogs, access to a variety of listservs (e.g., COUNSGRADS, a listserv devoted to the needs of counseling graduate students), media resources (e.g., guides to advocacy, mental health training resources, etc.), and digital access to issues of *Counseling Today* and *JCD*. Additional resources are also available.

- **Professional Organization Information (e.g., OCA, ACA, AMHCA, etc.):** Aside from ACA membership (discussed above), students are strongly encouraged to join one or more of ACA's 20 established divisions. These divisions enhance professional identity and are organized around specific interests and practice areas. The divisions provide professional strength and satisfy the diverse needs of the counseling community. Information regarding each is provided below:

  - Association for Assessment and Research in Counseling (AARC): The association website is: https://aarc-counseling.org/.
  - Association for Adult Development and Aging (AADA): The association website is: www.aadaweb.org.
  - Association for Child and Adolescent Counseling (ACAC): The association website is: http://acachild.org/
  - Association for Creativity in Counseling (ACC): The association website is: www.creativecounselor.org.
  - American College Counseling Association (ACCA): The association website is: www.collegecounseling.org.
  - Association for Counselors and Educators in Government (ACEG): The association website is: http://www.counseling.org/about-us/governance-bylaws/candidate-profiles/divisions-and-regions/military-and-government-counseling-association.
  - Association for Counselor Education and Supervision (ACES): The association website is: www.acesonline.net.
  - Association for Lesbian, Gay, Bisexual and Transgender Issues in Counseling (ALGBTIC): The association website is: www.algbtic.org.
  - Association for Multicultural Counseling and Development (AMCD): The association website is: www.multiculturalcounseling.org.
  - American Mental Health Counselors Association (AMHCA): The association website is: www.amhca.org.
  - American Rehabilitation Counseling Association (ARCA): The association website is: www.arcaweb.org.
  - American School Counselor Association (ASCA): The association website is: www.schoolcounselor.org.
  - Association for Spiritual, Ethical, and Religious Values in Counseling

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(ASERVIC): The association website is: www.aservic.org.

- Association for Specialists in Group Work (ASGW): The association website is: www.asgw.org.
- Counseling Association for Humanistic Education and Development (C-AHEAD): The association website is: www.c-ahead.com.
- Counselors for Social Justice (CSJ): The association website is https://counseling-csj.org/
- International Association of Addictions and Offender Counselors (IAAOC): The association website is www.iaaoc.org.
- International Association of Marriage and Family Counselors (IAMFC): The association website is: www.iamfconline.org.
- National Career Development Association (NCDA): The association website is www.ncda.org.
- National Employment Counseling Association (NECA The association website is: www.employmentcounseling.org.

In addition to the national associations and divisions, students are encouraged to join the Oklahoma Counseling Association (OCA) and its state divisions. Information regarding OCA and its divisions may be obtained from its website (www.oklahomacounseling.org) or by emailing the membership chair at membership@oklahomacounseling.org. A list of OCA state divisions includes the following:

- Counseling Association for Military, Oklahoma Veterans, and Families (CAMOVAF)
- Oklahoma Association for Addiction and Offenders Counselors (OAAOC)
- Oklahoma Association for Counselor Education and Supervision (OACES)
- Oklahoma Association for Lesbian, Gay, Bisexual, and Transgender Issues in Counseling (OALGBTIC)
- Oklahoma Association for Play Therapy (OAPT)Oklahoma Association for Multicultural Counseling and Development (OAMCD)
- Oklahoma Christian Counselor Association (OCCA)
- Oklahoma Mental Health Counselors Association (OKMHCA)
- Oklahoma School Counselor Association (OSCA)

Similar to ACA, the Oklahoma Counseling Association offers a variety of different membership categories. These categories include the following:

- Student Membership: using the same definition as the ACA student membership (provided above) with significantly discounted rates.
- Associate Membership: for individuals in a counseling-related employment role who hold less than a master's degree.
- Professional Membership: using the same definition as the ACA professional membership category (provided above).
- Retiree: for retired counselors in the state of Oklahoma.

Student membership in OCA provides a number of benefits as well. For example, OCA allows student and retired members to attend the Midwinter Conference at no additional charge (aside

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from membership). In addition, OCA membership offers the following to all categories of membership:

- Organizational leadership, assistance and communication
- Cooperation and involvement with The State Department of Education and The State Department of Mental Health and Substance Abuse personnel
- Organizational involvement and cooperation with college and university personnel
- Local, regional, and state meeting workshops as well as special interest sessions
- National Certified Counselor and Licensed Professional Counselor continuing education units
- Leadership, involvement, and support on the local, state and national legislative levels
- The OCA quarterly newsletter (*Counseling in Oklahoma*)
- A directory of OCA members including name, address and phone number, counseling specializations, and the regions where they live (to afford opportunities for local networking)
- An opportunity to present and/or participate in four annual state conferences
- Legislative updates via email per the Oklahoma Public Policy and Legislation Chairperson and a dedicated state lobbyist
- A community of positive individuals dedicated to supporting fellow Oklahoma counselors, students, and retirees

III. PROGRAM AND UNIVERSITY POLICIES AND RESOURCES:

- **Program Mission Statement:** The Master of Arts Degree Program in Clinical Mental Health Counseling provides an environment of academic excellence designed to prepare and empower graduate students seeking entrance into the field of clinical mental health counseling. The goal of this training program is to afford students the training and skills necessary to become competent, professional, and ethical in the delivery of Clinical Mental Health Counseling services. The program is based on the wellness model of mental health service delivery and prepares graduates to act in the best interest of the clients and general public they serve. By having access to cutting edge educational experiences, skilled clinical supervision, and a rigorous and nationally-recognized academic program of study, students are afforded the opportunity to acquire a comprehensive body of knowledge, professional skills, ethical foundations, and cultural competencies. This carefully structured training program prepares students for success, responsible citizenship, and lifelong learning in the field of clinical mental health counseling.

- **Program Training Objectives:** The Master of Arts degree in Clinical Mental Health Counseling provides training based upon the most current training competencies promulgated by the Council for Accreditation of Counseling and Related Educational Programs (CACREP, 2009). Therefore, students receive core, specialty, and clinical training in a variety of areas. These areas represent the program training objectives, and are covered in detail in the program of study required of this program. The program training objectives include in-depth training in the following knowledge areas:
  - Clinical Mental Health Counseling Professional Orientation and Ethical Practice

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- Social and Cultural Diversity
- Human Growth and Development
- Career Counseling and Development
- Helping Relationships
- Group Work
- Counseling Assessment
- Research and Program Evaluation

- **The Council for Accreditation of Counseling and Related Educational Programs (CACREP):** CACREP is a specialized accrediting body recognized by the Council for Higher Education Accreditation (CHEA), a national advocate and institutional voice for self-regulation of academic quality through accreditation. CHEA is an association of 3,000 degree-granting colleges and universities and recognizes 60 institutional and programmatic accrediting organizations. It exists, in part, to promote the highest standards of graduate preparation in the field of professional counseling.

  The Clinical Mental Health Counseling Program at SE is accredited by the Council for Accreditation of Counseling and Related Education Programs (CACREP) under the "Clinical Mental Health Counseling" specialty heading. More information regarding this accreditation is available on the CACREP website at (www.cacrep.org).

  For purposes of clarification, the School Counseling Master's Degree Program is not CACREP Accredited at this time. It is, however, accredited by the Council for Accreditation of Educator Preparation (CAEP) (formerly known as the National Council for Accreditation of Teacher Education).

- **Chi Sigma Iota (Counseling Academic and Professional Honor Society International):** In 2012, The CMHC Master's Degree program chartered the Sigma Epsilon Chapter of Chi Sigma Iota. Chi Sigma Iota is the Counseling Academic and Professional Honor Society. It serves as the preeminent honor society for counseling graduate programs in the United States and abroad. Membership in this society is prestigious and recognizable nationwide.

  According to the Chi Sigma Iota (CSI) website (www.csi-net.org), CSI is an international honor society that values academic and professional excellence in counseling. It promotes a strong professional identity through members (professional counselors, counselor educators, and students) who contribute to the realization of a healthy society by fostering wellness and human dignity.

  Chi Sigma Iota's overriding mission is to promote scholarship, research, professionalism, leadership, advocacy, and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling. Since it was founded, over 90,000 members who have been initiated into the society. Three-hundred sixty-one chapters have been chartered, and new chapters are being developed in the U.S. and other countries as counselor education programs commit to meeting national accreditation preparation standards. Members may be found in countries all over the world.

  Students must be invited for membership in Chi Sigma Iota. Required criteria for an invitation

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to join CSI requires that potential applicants must: (a) be enrolled in a counselor education programs leading to a graduate degree accredited by CACREP;
(b) be unconditionally admitted to SE's Clinical Mental Health Counselor Master's Degree Program; (c) have completed the equivalent of one academic term (9 graduate semester credit hours); (d) must have maintained a cumulative grade point average (GPA) of 3.50 or higher; and (e) must be deemed promising (using the best judgment of the membership and chapter faculty advisors) for endorsement as a professional counselor whose ethical judgment and behavior will be exemplary.

- **Minority Recruitment Policy:** The principles of ethnic diversity and equal rights are accepted and valued by the CMHC faculty members at SE. The program recognizes that embracing these principles serves as a genuine indicator of a program's commitment to equal opportunity. In this regard, the program views its role in the recruitment of minority students as a professional challenge and responsibility.

  The CMHC Master's Degree Program employs a variety of approaches for recruiting and retaining minority students. Examples of such efforts include the following:

  - Using established university affirmative action guidelines in the recruitment of students and the review of student applications.

- Utilizing the *ACA Code of Ethics* (2014) and the *Association for Multicultural Counseling and Development (AMCD) Multicultural Counseling Competencies* (1996) as guidelines for minority recruitment activities
- Involving campus minority student organizations, along with minority alumni of the department, in recruiting minority students
- Encouraging students to participate in active campus multicultural organizations such as the following:
  - The Black Student Association
  - The International Student Association
  - The Native American Council
- Using equitable admissions requirements and review processes (i.e., using multiple criteria)
- Seeking to employ minority faculty members
- Continuing to support a systematic university affirmative action program

- **Student Support Services:** The mission statement of SE Student Support Services, as presented on the official university website http://www.se.edu/dept/sss/ is as follows:

  Student Support Services develops and facilitates comprehensive support services designed to improve academic performance which leads to increased retention and graduation of eligible low-income, first generation college students and students with disabilities. We advocate for a welcoming physical and social environment which reflects the values of excellence, diversity, lifelong learning, academic integrity, and mutual respect.

  Student Support Services offers the following services: (a) Academic and Personal Counseling, (b) Career Counseling, (c) Cultural Events, (d) Disability Services, (e) Tutoring, (f) Financial Aid Assistance, and (g) a Variety of College Assistance Workshops.

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Students wishing to contact Student Support Services to seek assistance may visit the main office in the Glen D. Johnson Student Union, Room 305. Alternative contact information includes the following:

- Telephone Number: (580) 745-2254
- Facsimile: (580) 745-7470
- Website: http://www.se.edu/dept/sss/

- **University Counseling Center:** The University Counseling Center at SE offers a variety of mental health services to students currently enrolled in courses who have a valid SE student I.D. If at any time in the semester a student is dropped from the rolls of the University, the student is no longer eligible to receive the counseling services. Families of students and visitors are not eligible for services.

The Counseling Center serves many purposes including, but not limited to, the following:

- To provide a safe and therapeutic environment, which is comfortable, aesthetically pleasing, and accessible
- To maintain confidentiality according to professional standards and state statutes.
- To be proactive in responding to needs, interests, and concerns of a diverse student community
- To provide a continuum of professional and ethical therapeutic services
- To offer a variety of programs assisting students in maximizing their educational and social experiences at Southeastern
- To provide services that encourage the acquisition of skills in becoming proactive, socially responsible and accountable individuals
- To further the development of responsibility for lifelong health and safety both personally and globally
- To act as consultants and resources in promoting the holistic development of students
- To evaluate the effectiveness of the Counseling Center on an ongoing basis

Counseling Services are available to all Southeastern students during the academic year at no charge.

The Student Counseling Center is open for services Monday through Friday from 8:00 to 5:00 p.m. However, voicemail is available if students wish to leave a message. If students have an emergency after hours, they may call the Mental Health Services of Southeastern Oklahoma 24-hour crisis line at (800) 522–1090.

Students wishing to contact the Student Counseling Center to seek assistance may visit the main office in Glen Johnson Student Union, Suite 229. Alternative contact information includes the following:

- Telephone Number: (580) 745-2957
- Facsimile: (580) 745-7456

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- website: https://www.se.edu/student-wellness/

- **Student Wellness Services:** The Office of Student Wellness Services at SE offers a variety of medical services to students currently enrolled in courses who have a valid SE student I.D. If at any time in the semester a student is dropped from the rolls of the University, the student is no longer eligible to receive the Health Center services. Families of students and visitors are not eligible for services.

  A list of current services provided by the Office of Student Wellness Services at SE, are available at: https://www.se.edu/student-wellness/

  Students wishing to contact Student Wellness Services to seek assistance may Students wishing to visit the main office in the Glen Johnson Student Union, Suite 229. Alternative contact information includes the following:

  - Telephone Number: (580) 745-2988
  - Facsimile: (580) 745-7456
  - website: https://www.se.edu/student-wellness/

- **Student Identification Cards:** Once a student is admitted to the Office of Graduate and University Studies (see more information below), she, he, or they will be provided with an SE Student Identification (ID) Card. The Student ID is required to check out materials from the library, must be included in all interlibrary loan requests (see below), and allows free admission to certain university events (e.g., sporting events).

  The Student ID is an important identification tool and must be presented to University personnel upon request. Faculty or staff members may retain a student's university ID if a situation warrants. Failure to produce your ID card when asked by a university official may result in disciplinary sanctions. All students are expected to carry their Student ID with them at all times.

  Students need to acquire a Student ID card from the SE Campus Police Department.

  - Telephone Number: (580) 745-2727
  - Facsimile: (580) 745-7507
  - Physical Location: Corner of 3rd Avenue and University Boulevard

Campus Safety and University Emergencies: Any SE student who experiences an emergency may contact the Campus Police by telephone at (580) 745-2911 or 911. From on-campus, students may dial 2727. From off-campus, please dial (580) 745-

- 2727. Emergency call boxes are also located at several points throughout campus. https://www.se.edu/public-safety/ .

- The purpose of the Campus Police Department is to provide a safe environment for the University community, to protect life and property, to investigate crimes and accidents, and to furnish information

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and assistance as needed to support and promote the institutional programs.

Tobacco-Free Campus Policy: Southeastern Oklahoma State University became a tobacco-free campus on August 1, 2012. https://www.se.edu/human-resources/tobacco-free-campus/ .

Inclement Weather: In the event of severe weather that may impact on class or other scheduled events, call (580) 745-7272. This number will have a recording with any significant and relevant information for classes and other events. Students are encouraged to download the *911 Smartshield* app https://www.se.edu/se-alert-system/.

- **Nondiscrimination Policy:** To indicate institutional compliance with the various laws and regulations that require a Nondiscrimination, Equal Opportunity and Affirmative Action Policy, the following statement is intended to reflect that Southeastern Oklahoma State University will, in all manner and respects, continue to be an Equal Opportunity Employer, and offer programs of Equal Educational Opportunity. This institution, in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and other federal laws and regulations does not discriminate on the basis of race, ethnicity, color, national origin, sex, age, religion, disability, or status as a veteran of the Vietnam era, special disabled veteran, or any status protected under applicable federal, state, or local law or ordinance in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

  Furthermore, it is the policy of the CMHC Master's Degree Program to avoid discrimination against students based upon guidelines set forth by the *American Counseling Association (ACA) Code of Ethics*. Section C.5. (Nondiscrimination) of the *ACA Code of Ethics*, which indicates that, "Counselors do not condone or engage in discrimination against prospective or current clients, students, employees, supervisees, or research participants based on age, culture, disability, ethnicity, race, religion/spirituality, gender, gender identity, sexual orientation, marital/partnership status, language preference, socioeconomic status, immigration status, or any basis proscribed by law." (2014, p. 9).

- **Equal Opportunity Employer Compliance Information:** The CMHC Master's Degree Program complies fully with SE's "Nondiscrimination Equal Opportunity Affirmative Action Policy."

  > To indicate institutional compliance with the various laws and regulations that require a Nondiscrimination, Equal Opportunity and Affirmative Action Policy, the following statement is intended to reflect that Southeastern Oklahoma State University will, in all manner and respects, continue to be an Equal Opportunity Employer, and offer programs of Equal Educational Opportunity. This institution, in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and other federal laws and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.
  >
  > It is the policy of Southeastern Oklahoma State University to take every available

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opportunity to ensure that each applicant who is offered a position at the University will have been selected solely on the basis of qualification, merit, and professional capability alone.

It is further the policy of the University to be in voluntary compliance with any and all statutes, regulations, and executive orders, which deal with equal opportunity and nondiscrimination, regardless of whether such statutes, regulations, or executive orders are of federal or state origin.

The University subscribes to the fullest extent the principle of the dignity of all persons and of their labors. In order to insure complete equal opportunity, the University will actively recruit applicants for positions from all segments of the population locally and nationally.

- **American's with Disabilities Act (ADA) Compliance Statement:** SE has established an ADA Compliance Committee to ensure that all aspects of the ADA are addressed to the best effort possible for betterment of student learning.

  The ADA Compliance Committee is a cooperative effort to meet the needs of our students with disabilities, inform the University of disability issues, and acquaint our faculty and staff with the services and process for receiving services. The goal of this Committee is to achieve equal educational opportunities and full participation for students with disabilities and to increase every student's access to valued experiences, activities, and roles.

  By providing the following information, the Committee hopes to increase awareness and provide specifics that may help both the faculty and students with disabilities to access the appropriate services.

- **Student Disability Accommodation Policy:** The SE ADA Compliance Committee has established a published "Policy on Services for Students with Disabilities." This policy, states that, "Southeastern Oklahoma State University complies with the Americans with Disabilities Act and the Rehabilitation Act of 1973, Section 504 which states, "No otherwise qualified person with a disability in the United States…will, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance."

  Definition of a person with a disability: A "person with a disability" is someone with an impairment that substantially limits one or more major life activities.

  1.) The Campus Coordinator assumes responsibility for seeing that the University is properly interpreting federal regulations requiring that the University take such steps as are necessary to ensure that no student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of reasonable accommodations.
  2.) To request accommodations for any public program or service at Southeastern, contact either the Campus Coordinator or the department in charge of the program or service for assistance.

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3.) The ADA Compliance Committee is a required committee by the Oklahoma State Regents for Higher Education which consists of representatives from Council of Deans (1), Compliance Officer (1), Coordinator of Student Disability Services (1), Director of Safety and Security (1), Physical Plant (1), Campus Coordinator (1), Faculty (2), Student Government Association (1), Students (2), Campus Security (1).

Policy for Students: Students should complete the steps listed below well in advance of the anticipated need for services and accommodations to allow for a reasonable period of time in which to evaluate those needs and requests:

1.) Students must be admitted to and/or enrolled in the University to request accommodations.
2.) Students requiring accommodations should first contact the Coordinator of Student Disability Services located in the Student Union, Suite 204. All students should be prepared to provide documentation of disabilities and needs. Documentation is subject to verification by the University.
3.) Requests that require special funding, such as a need for specific software, adaptive equipment, memberships to the Recording for the Blind & Dyslexic (RFB&D), etc., will be assessed for possible resources that might already provide for the request, such as the Vocational Rehabilitation and Employment Service (Voc Rehab), the Tennessee Rehabilitation Center (TRC), Department of Assistive and Rehabilitative Services (DARS), Texoma Council of Governments (TCOG), RFB&D, Oklahoma Library for the Blind, etc. If not duplicating an available resource, the University will provide reasonable accommodations for the documented request.
4.) In conjunction with the Campus Coordinator and the faculty consultant, the Coordinator of Student Disability Services will make a case–by–case determination of the student's educational need for any requested auxiliary aids, accommodations, and/or other special services determined to be necessary. These services, and equipment (if deemed appropriate), will be provided at no cost to the student.

Grievance Procedures: Students who believe that they have experienced discrimination on the basis of a disability can seek resolution through the University's discrimination grievance procedure. Information and consultation on these procedures are available through the Office for Student Affairs (Administration Building, Room 205) or the Compliance and Safety Director. Administration Building 311 https://www.se.edu/ada/

- **The Family Education Rights and Privacy Act (FERPA):** FERPA is a federal act that represents a student's right to privacy with regard to his or her educational records. Students enrolled at SE have a series of rights in conjunction with FERPA that include the following:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Vice President for Student Services written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.

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- The right to request the amendment of the student's education records that the student believes to be inaccurate. Students may ask the University to amend a record that they believe is inaccurate. They should write the University officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southeastern Oklahoma State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue, SW
  Washington, DC 20202-4605

- The right to request that the specific University directory information pertaining to students not be published.

- **Financial Aid Information:** Students interested in applying for Financial Aid to assist with expenses associated with their graduate education should contact the Financial Aid Office at SE.

  Students wishing to contact the Financial Aid Office may visit the main office on the ground floor of the Administration Building or contact staff via:

  - Telephone: (580) 745-2186
  - Facsimile: (580) 745-7469
  - Email: financialaid@se.edu
  - website: https://www.se.edu/financial-aid/

- **Scholarship Opportunities:** Students interested in applying for scholarships to assist with expenses associated with their graduate education should contact the

Southeastern Foundation Office at SE. The Foundation exists for the sole purpose of supporting the activities of Southeastern Oklahoma State University by providing private funding, scholarships, and other assistance which will benefit the University and our students. The mission of the Southeastern Foundation includes acquiring, managing, and disbursing funds to the betterment of the University, its students, and faculty, as well as assisting in enhancing the educational advancement of our citizens.

Students wishing to contact the Southeastern Foundation Office may visit the main office in the Welcome Center, located at 425 W. University (corner of 5th Avenue and University Boulevard) or contact the Foundation at:

- Telephone Number: (580) 745-2442
- Facsimile: (580) 745-7468
- Email: southeasternfoundation@se.edu

- **Textbook Information:** Similar to a student's undergraduate education, virtually every course in the CMHC Master's Degree Program has required and recommended textbooks. Students may purchase textbooks at the SE Book Exchange Store. The SE Book Exchange Store is located on the corner of 5th Avenue and University Boulevard on the south end of campus. The telephone number is (580) 745-2961.

  The Book Exchange Store provides the opportunity for students to look up textbooks required of courses and to purchase them online. The Web link for this resource is se.bncollege.com. Students are ~~strongly~~ encouraged to look up books online prior to contacting professors to find out what books are required for a course.

- **Textbook Reserve Program:** SE offers a Textbook Reserve Program in an effort to meet the needs of its students. This program is designed to help offset the financial burden imposed on students by making available – free of charge -- required textbooks for basic courses.

  All students who are enrolled each semester are eligible to participate in the program. The textbooks for students on the Durant campus are located in the Henry G. Bennett Memorial Library. Inquiries should be made at the circulation desk. The textbooks may be checked out from the library staff at the front desk during regular hours: 7:30 a.m. - 10:00 p.m. Monday-Thursday; 7:30 a.m. - 5:30 p.m. Friday; 1:00 p.m.-5:00 p.m.
  Saturday; and, 3:00 p.m.-10:00 p.m. Sunday.

  Students must have valid SE Student ID card and books may be checked out for room use only. Textbooks may be checked out for a 2-hour period but may not be removed from the library or be checked out overnight.

  Students are encouraged to check the Textbook Reserve Program (TRP) website (apps.se.edu/textbook-reserve-program) for textbook availability. Students can check by course number, course title, or faculty name. For more information, students may contact the library at (580) 745-3172.

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Graduate Assistantship Opportunities: A graduate assistant (GA) is a position held by a graduate student who serves in a supportive role (assistantship) at SE while completing her, his, or their graduate education. The SE Department of Behavioral Sciences typically hires students to fill one or more GA positions each academic year. All graduate students unconditionally admitted to either the CMHC or School Counseling Master's Degree Program are eligible to apply for GA positions in the Department of Behavioral Sciences as they become available. Students must be enrolled in three to nine graduate credit hours each semester for the duration of their appointment to maintain a GA position (fall/spring semester).

A student employed as a GA at SE receives a monthly salary and a full or partial tuition waiver as available through the School of Education and Behavioral Sciences each academic year. A GA is expected to perform a variety of duties for faculty members in the Department of Behavioral Sciences and serve a prescribed number of office hours each week. Typically, a GA is assigned an office from which to complete his or her assigned work duties.

CMHC Students who are interested in applying for a GA position should contact the Administrative Assistant of the Department of Behavioral Sciences. Positions are filled in August or September of each year. For more information contact the Administrative Assistant via:

Telephone: (580) 745-2256
Facsimile: (580) 745-7421
Office Location: Russell Hall Room 302 (third floor)
Carol Sugg: csugg@se.edu

- **Tuition Questions:** Students who have questions regarding graduate school tuition rates should contact the SE Business Office. The Business office is located in the Administration Building 208.

  - Telephone Number: (580) 745-2851
  - website: https://www.se.edu/business-office/
  - website: https://www.se.edu/business-office/payment-options

- **Library Resources and Interlibrary Loan Procedures:** The Henry G. Bennett Memorial Library provides materials and services to meet the information needs of graduate and undergraduate students; face to face and online learners as well as faculty, staff, alumni, and community members. The collection includes over 191,468 volumes, 514,287 microforms, and 1773 current periodical subscriptions, as well as, selected newspapers, sound recordings, videos, and software. Additionally, as a selective U. S. Government depository, the library has holdings of, or links to, approximately 144,688 government documents and 17,076 Oklahoma documents in print, microfiche, maps/posters, and online.

  Databases containing abstracts and full-text articles from magazines and journals aid patrons in accessing scholarly information from any computer. The Library has access through its digital database subscriptions to over 50,216 full-text periodicals and over 18,969 electronic books are accessible through the catalog.

  The "Electronic Resources" section of the library website https://www.se.edu/library/ provides access to a number of Clinical Mental Health Counseling related journals. These

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resources may be utilized either on campus directly or off campus via the SE library proxy server. Useful resources for CMHC graduate students include, but are not limited to, the following databases:

- Academic Search Complete
- Elton B. Stephens Company Host (EBSCOhost; allowing for integrated searching of articles)
- Educational Research Information Clearinghouse (ERIC)
- FirstSearch
- Health Source - Consumer Edition
- Journal Storage (JSTOR)
- MedLine
- PsychARTICLES
- PsycINFO
- Wilson Select Plus

If the SE library does not hold a particular journal article or book desired by a student, she, he, or they may request that resource via Interlibrary Loan (ILL). Directions for requesting a book or journal article include the following:

- To search the SE catalog please access the library website www.se.edu/library. To request an interlibrary loan, access the ILL Article or Book request forms. https://www.se.edu/library/interlibrary-loan-2/

- One of the reference librarians can help verify the request.
- Normally it takes about two weeks to receive Books, and about one week for articles. Sometimes requests are filled sooner. Requests unfilled by the date indicated will be canceled. If you have an urgent need, contact the Interlibrary Loan Office (580-745-2931) about rush service.
- Although every effort is made to obtain Interlibrary Loan materials free of charge, some materials (especially photocopies) incur a cost. In most cases, the requester will be responsible for any cost incurred. Therefore, it is necessary to indicate the maximum charge that one is willing to pay. Few items can be acquired for less than $6.00. Items that cannot be acquired for free will be canceled if the actual price is greater than the amount approved on the request form. A blank amount is assumed to be $0.00.
- Libraries normally do not loan items published within the current year through Interlibrary Loan. Therefore, requests for publications less than a year old are rarely filled. Students should discuss with a librarian the possibility of ordering such items for the Libraries' collections.
- Interlibrary Loan is an agreement between libraries which may be rescinded at any time. The lending library may set limitations or restrictions on loans. If "For Library Use Only" or other restrictions are specified, they must be honored. Most libraries do not permit renewal of Interlibrary Loan items. For this reason, be sure to place requests so that requesters will not receive too many items at one time. Interlibrary Loan staff reserves the right to refuse Interlibrary Loan service to any patron who may jeopardize our agreements by violating lending libraries' stipulations.
- Some items are difficult to acquire and a few cannot be acquired. Foreign

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publications, items long out-of-print, and newly published items are especially problematic. Students should plan their research to allow additional time to acquire these items.
- Any charges will be posted to the student's library account. Amounts totaling $5.00 or more will block library use until paid. Amounts not paid within 90 days will be posted to the Business Office for collection.

Students wishing to contact or visit the Henry G. Bennett Memorial Library may use the following library contact methods:

- Reference Telephone Number: (580) 745-2935
- Circulation Desk Telephone Number: (580) 745-2932
- Interlibrary Loan Telephone Number: (580) 745-2931
- Main Library website: www.se.edu/library

- **University Computer Laboratories and Resources:** Computer laboratories are available for student use on the SE Campus in a variety of locations:

  - Biology 202
  - Computer Science Annex
  - Fine Arts 206
  - Fine Arts Midi Lab
  - Library
  - Library 2A
  - Math 104
  - Morrison 201
  - Russell 116
  - Student Union third floor
  - Science 115

  Detailed information regarding SE Computer Policies and Procedures is available at the following URL: https://www.se.edu/information-technology/.
  Information regarding connecting to SE wireless network is also available on this website.

- **Use of Student Email Account:** Upon completion of enrollment in the School of Graduate and University Studies, each CMHC student is assigned an SE student email address at the beginning of their first semester. The email account can be accessed at the following URL: webmail.student.se.edu. Student email access instructions are available on the information technology website (https://www.se.edu/information-technology/)

  Students are required to use this email account on a regular basis during their entire program of graduate studies. All emails sent by Counselor Education faculty members via Blackboard (see below) are automatically sent to the student's SE email account.
  Failure to regularly check your SE student email account is not an acceptable excuse for missed communications on behalf of the student.

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- **Use of the Blackboard Course Companion Website:** As a step toward incorporating technology into the classroom in the CMHC Master's Degree Program, all Counselor Education faculty members use Blackboard as an adjunct to traditional classroom instruction. Blackboard is a user-friendly Web-based program allowing 24/7 access to course materials, grades, syllabi, etc. The base page for Blackboard at SE is: https://blackboard.se.edu/

  This Web link provides basic information for logging onto the Blackboard Academic Suite, provides answers to many Blackboard frequently asked questions, and provides student Blackboard technical support.

  Students are encouraged to familiarize themselves early with the Blackboard Academic Suite, as it will be used on a regular basis throughout their graduate program of studies. Aside from the Web, students may contact the SE Blackboard Support team through the following alternative means:

  - Walk-in support: Russell Building, room 317A -- M-F, 8:00 a.m. - 4:30 p.m. (during regular campus work days).
  - Telephone support: (580) 745-3081 or (800) 435-1327 -- M-F, 8:00 a.m. - 4:30 p.m. (during regular campus work days).

Use of Campus*Connect*: Students taking graduate courses at SE must be familiar with the Campus*Connect* website. Campus*Connect* (https://campusconnect.se.edu/) allows students to access a variety of records pertaining to their studies at SE. Examples of features available to students via Campus*Connect* include the following:

- Verifying if there are any "holds" on the student's record (e.g., advising hold, business hold, admission hold, etc.)
- Viewing the student's current schedule of classes
- Viewing the student's unofficial transcript
- Dropping courses in which the student is enrolled
- Paying university-related bills online
- Accessing financial aid information including accepting federal financial aid awards online
- Verifying and updating demographic and personal contact information

Students experiencing problems with the Campus*Connect* system may contact the SE Registrar's Office by sending an email to registrar@se.edu.

- **Definition and Purpose of a Course Syllabus:** A syllabus is a document that a professor writes and distributes to students during the first class meeting to provide students with an overview of the requirements of a university course. Every course in the CMHC Master's Degree Program is based upon a structured course syllabus. A course syllabus represents *a contract between faculty member and student with regard to the requirements of a specific course*. Students are responsible for reading all syllabi in full and abiding by requirements spelled out in each course syllabus. Failure to read a course syllabus is not an acceptable excuse for students who do not fulfill course requirements, meet deadlines, comply with attendance policies, or otherwise fail to complete any requirements of a given course.

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These syllabi are often required for licensure applications (including for licensure in a different state, perhaps years in the future), for course transfers, for verification of continuing education requirements, and for potential future applications to doctoral programs or employment positions. *Therefore, students are strongly encouraged to maintain copies of all course syllabi from their Master's Degree in Clinical Mental Health Counseling for life.*

- **Use of APA Style (*The Publication Manual of the American Psychological Association*):** Students in the CMHC Master's Degree Program are required to complete all research papers, and other papers indicated in course syllabi, using guidelines presented in the most current version of the *Publication Manual of the American Psychological Association* (APA). A general orientation to APA Style is provided in COUN 5133: Clinical Mental Health Counseling Orientation and Ethical Practice.

  Students are strongly encouraged to purchase the current version of the *Publication Manual of the American Psychological Association* early in their program of study and familiarize themselves with APA style guidelines. The APA Publication Manual is a required textbook for COUN 5133 (mentioned above) and is a recommended textbook in nearly every other course on the CMHC Degree Plan (See Appendix A). Professional writing and thorough familiarity with the APA Publication Manual is a prerequisite to success in the CMHC Master's Degree Program at SE.

IV. PROGRAM OF STUDY:

- **The Clinical Mental Health Counseling Program Coordinator:** Dr. Jon Reid is the current CMHC Program Coordinator. As such, he is responsible for CMHC student advisement (see below for more information), receiving program applications, and recruitment and retention programs for prospective and current CMHC graduate students. Students are required to direct all advising questions to Dr. Reid. Dr. Reid may be contacted via the following methods:
  - Email: jreid@se.edu (preferred method of communication)
  - Telephone: (580) 745-2390
  - Facsimile: (580) 745-7421

- **The Graduate Advising Process:** When a student is provisionally admitted to the CMHC Master's Degree Program (i.e., has been admitted to the SE School of University and Graduate Studies; see Appendix D for more information on the definition of provisional admission), she, he, or they are assigned a graduate advisor. Currently, that advisor is the Coordinator of the CMHC Master's Degree Program.

  By definition, the role of a graduate-level advisor is to offer guidance with regard to the graduate student's course enrollment choices, paperwork requirements, career questions, etc. It is, however, *the student's responsibility to seek out this guidance* as necessary or desired. Students are expected to read all program materials (e.g., this handbook) to have questions answered prior to contacting their graduate advisor. The student is requested to make it a regular practice to first consult this handbook and the

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many Internet links associated with it prior to contacting the graduate advisor with questions. Nonetheless, the graduate advisor is available, by appointment, to answer questions of CMHC graduate students as they present.

When an advising "hold" is placed on the student's CampusConnect page, the student can still access their schedule by viewing options available on the page. Other "holds" on a student's record (e.g., admission hold, business hold, registrar's hold, etc.) must be addressed by the student (with the appropriate university entity) before she, he, or they can be enrolled in any courses. The CMHC Program Coordinator cannot lift any holds other than the advising hold.

Some advising must be conducted in a face-to-face format, whereas other advising needs may be addressed electronically or over the telephone. Therefore, students are encouraged to contact the CMHC Program Coordinator early to schedule face-to-face, email, or telephonic advising appointments. Faculty members may not be available for advisement during finals week. In addition, if a student requests or needs advisement during any interim break, the advisor may not be available or there may be a delay in the advisor's response, as faculty members do not hold office hours during such breaks.

Students should be aware that clinical-track courses have a course limit. It is the student's responsibility to seek enrollment in any course before it is full. Correspondingly, students are enrolled on a first-come-first-served basis upon student request and eligibility.

There are several other policies required of the SE School of Graduate and University Studies of which CMHC students should be aware. These include, but are not limited to, the following:

- Students have a six-year window within which to complete their graduate degree. The six-year window begins in the month and year the first graduate course is taken. This means that all 60 hours of the CMHC Degree Plan (See Appendix A) must be completed within six years of one another. Courses older than six years must be retaken for graduation eligibility or an appeal to have older courses counted may be granted by the Graduate School.

  Up to nine (9) graduate semester credit hours may be transferred and applied toward the CMHC Degree Plan from a regionally-accredited university. Any proposed transfer credits must be pre-approved to determine whether or not they are substantially content-equivalent to the course for which the student wishes to substitute. Any course a student wishes to take at another university must be reviewed and approved by the CMHC Program Coordinator and the Chair of the Department of Behavioral Sciences. In order to do so, the student must provide a syllabus from the proposed substitution course for review. Further, the course must be three graduate semester credits or four graduate quarter credits in length. No courses with an earned grade of a "D" or "F" may be transferred. Also, no courses taken for "pass/fail" or "satisfactory/unsatisfactory" credit may be transferred toward the CMHC Degree Plan. Lastly, it is the student's

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responsibility to ensure that the course taken at another university is transferred to the student's SE transcript to avoid any delays in graduation clearance. There are no guarantees that a course will be accepted for transfer. Therefore, students are discouraged from enrolling in or paying for a course from another university until official approval has been granted *and* written notice is provided by the CMHC Program Coordinator.

- Per the SE Residence Requirement, the last four hours (two courses) of graduate studies must be taken at SE. Therefore, no transfer credits will be accepted during the student's last four hours of coursework toward the CMHC Degree Plan.

- **The Clinical Mental Health Counseling Degree Plan:** The CMHC Degree Plan, included in Appendix A of this handbook requires 60 hours of graduate semester credit coursework. The Degree Plan is broken down into four areas of study including (a) core counseling courses (24 graduate semester credit hours); (b) Clinical Mental Health Counseling Specialization Courses (21 graduate semester credit hours); (c) One pre-approved elective course (3 graduate semester credit hours); and, (d) Counselor Clinical Training Sequence (12 graduate semester credit hours).

  The CMHC Degree Plan has been specifically tailored to align with CACREP training requirements and Oklahoma LPC licensure requirements. Several courses have prerequisites or co-requisites as explained below. Though the student's advisor will help with course sequence planning, it is ultimately up to the student to ensure that courses are taken in the proper sequence to meet the student's preferred graduation date.

- **Clinical Mental Health Counseling Course Descriptions, Prerequisites, Co-Requisites, and Tentative Schedule of Course Offerings:** The following is a list of all graduate counseling (COUN) courses offered in the CMHC Master's Degree Program along with the catalog description, any prerequisite or co-requisite requirements, and the typical semester or semesters that each course is offered:

  - **5133 CLINICAL MENTAL HEALTH COUNSELING ORIENTATION AND ETHICAL PRACTICE.** This course introduces studies that provide an overview of historical, contemporary, clinical, and training issues in the practice of clinical mental health counseling. The course also provides information related to the following aspects of clinical mental health counseling practice: (a) professional roles and responsibilities; (b) professional organizations; (c) state and national credentialing; and (d) counselor advocacy and self-care. Lastly, the student will be provided with an in-depth understanding of the current version of the American Counseling Association Code of Ethics and state professional counselor licensing act and regulations. (Prerequisite: Permission required). *This core counseling course is typically offered during the fall semester.*

    5243 HUMAN GROWTH AND DEVELOPMENT IN COUNSELING. This course introduces studies that provide an understanding of the nature and needs of persons at all developmental levels and in diverse cultural contexts. This course also provides a systematic study of human development emphasizing physical, personality, cognitive, moral, and

psychosocial developmental theories and issues, with an emphasis on facilitating optimal development and wellness over the lifespan. (Prerequisite: Permission required). *This core counseling course is offered three times per year in an on-line format.*

- **5283 ASSESSMENT IN COUNSELING.** This course introduces studies that provide an understanding of individual and group approaches to assessment and evaluation in a culturally diverse society. This course also provides an understanding of assessment in counseling through (1) an overview of basic counseling assessment concepts, (2) an understanding of test construction, (3) familiarity with instruments, and (4) an overview of test interpretation. It also provides a discussion of typical problems and approaches to individual and group testing in the areas of intelligence, aptitude, achievement, interest, and personality measurement. History, rationale, and ethical issues in the use of counseling assessment instruments are included. *This core counseling course is offered three times per year in an on-line format*.
- **5323 CAREER COUNSELING AND DEVELOPMENT.** This course introduces studies that provide an understanding of career development and related life factors. This course also provides an overview of career development theories, program planning, educational planning, assessment techniques, and applied career counseling processes, including those applicable to specific populations in a global economy. (Prerequisite: Permission required). *This core counseling course is offered three times per year in an on-line format*.
- **5333 INDIVIDUAL INTELLIGENCE TESTING IN COUNSELING.** This course provides an overview of the use of a variety of standardized intelligence tests with an emphasis on history, validity, reliability, administration, and interpretation issues surrounding the use of this branch of counseling assessment. (Prerequisite: COUN 5283, Permission required). *This course is not currently being offered.*
- **5343 PERSONALITY ASSESSMENT IN COUNSELING.** This course provides an overview of the use of a variety of standardized personality tests, with an emphasis on history, validity, reliability, administration, and interpretation issues surrounding this branch of counseling assessment. (Prerequisite: COUN 5283, Permission required). *This course is typically offered each spring semester.*
- **5373 PSYCHOPATHOLOGY AND TREATMENT PLANNING.** This course provides an exploration of etiology, classification, differential diagnosis, and prognosis issues surrounding the full spectrum of mental disorders. Included in this course is a comprehensive overview of the utilization of the current version of the Diagnostic and Statistical Manual of Mental Disorders in a culturally diverse society. Also, included is an overview of record keeping and treatment planning strategies required of today's mental health marketplace. (Prerequisite: Permission required). *This course is typically offered each fall semester and is required to be taken by CMHC students in an on-campus format*.
- **5423 COUNSELING PRE-PRACTICUM.** This course provides an overview of the basic counseling skills used by the professional counselor in working with children, adolescents, and adults. Included is a laboratory experience in which the student is

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trained in the application of counseling relationship-building and working-stage skills via role-play activities with other students in the class. (Prerequisite: Unconditional Admission to the Clinical Mental Health or School Counseling graduate program; Permission required). *This counselor clinical training course is typically offered each fall and spring semester*.

- **5443 THEORIES OF COUNSELING.** This course examines contemporary and alternative counseling theories that provide the student with models to conceptualize client presentation and that help the student select appropriate counseling interventions. Students will be exposed to models of counseling that are consistent with current professional research and practice in the field so they may begin to develop a personal model of counseling. (Prerequisite: Permission required). *This core counseling course is offered three times per year in an on-line format*.
- **5483 SOCIAL AND CULTURAL DIVERSITY ISSUES IN COUNSELING.** This course includes studies that provide an understanding of the cultural context of relationships, issues, and trends in a culturally diverse society. Also included is an overview of social and cultural theories, strategies, and roles to be applied by the pluralistic counselor to establish an environment for optimal client wellness and successful counseling outcomes. (Prerequisite: Permission required). *This core counseling course is offered three times per year in an on-line format.*
- **5503 CRISIS AND DISASTER COUNSELING.** This course provides an overview of crisis and disaster intervention strategies for the professional counselor. Issues addressed include, but are not limited to, crises of suicide, homicide, grave disability due to a mental illness, domestic violence, school violence, posttraumatic stress disorder, and vicarious trauma. The counselor's role in natural and human disaster intervention is also addressed. (Prerequisite: Permission required). *This core counseling course is offered three times per year in an on-line format.*
- **5523 GROUP COUNSELING.** This course includes studies that provide both theoretical and experiential understandings of group purpose, development, dynamics, theories, methods, skills, and other group approaches in a culturally diverse society. Issues of group counseling leadership, stages, skills, methods, and ethics issues are also examined. (Prerequisite: Conditional or unconditional admission to the Clinical Mental Health or School Counseling graduate program; Permission required; Required co-requisite: COUN 5530). *This course is typically offered each spring semester and is required to be taken by CMHC students in an on-campus format*.

  5530 GROUP COUNSELING LABORATORY EXPERIENCE. This laboratory experience provides direct experiences in which students participate as group members in a small group activity, approved by the program, for a minimum of 10 clock hours over the course of one academic term. (Prerequisite: Conditional or Unconditional admission to the Clinical Mental Health or School Counseling graduate program; Permission required; Required co-requisite: COUN 5523). *This course is typically*
- *offered each spring semester and is required to be taken by CMHC students in an on-campus format*.

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- **5543 COUNSELING PRACTICUM.** This course involves intensely supervised practice of professional counseling at a field site in the community. For this practicum experience, students provide a variety of individual, group, marriage, couple, and family counseling direct service activities to field-based clients. Students are required to complete a minimum of 100 hours of counseling-related services, 40 of which must include direct client contact activities. (Prerequisites: COUN 5123 or 5133 [depending on student's major], COUN 5423 with a grade of B or higher, and COUN 5443; Permission required). *This counselor clinical training course is typically offered each fall and spring semester*.
- **5563 MARRIAGE, COUPLE, AND FAMILY COUNSELING.** This course provides the student with an overview of the knowledge, skills, and practices necessary to address a wide variety of issues in the context of relationships and families. Historical, theoretical, and developmental issues in systems counseling are addressed, in addition to introducing the student to the basic skills of marriage, couple, and family counseling. (Prerequisite: Permission required). *This course is typically offered each spring semester*.
- **5573 PSYCHOPHARMACOLOGY IN COUNSELING.** This course provides an overview of commonly prescribed psychotropic medications in the field of professional counseling. The course assists the counselor in understanding his or her role in working with medical professionals in the concurrent treatment of mental health issues using an interdisciplinary approach. Also addressed in this course are medications and drugs of abuse included in the substance-related disorders section of the most current version of the *Diagnostic and Statistical Manual of Mental Disorders*. (Prerequisite: Permission required). *This course is typically offered each spring semester.*
- **5593 SUBSTANCE AND BEHAVIORAL ADDICTION COUNSELING.** This course provides an overview of assessment and treatment methods available for clients and their family members struggling with the full spectrum of substance-related disorders or behavioral addiction issues (e.g., gambling, sex, Internet, pornography addiction, etc.). (Prerequisite: Permission required). This *course is typically offered each fall semester.*
- **5613: COUNSELING CHILDREN AND ADOLESCENTS.** This course provides instruction in theories and techniques used in counseling children and adolescents. Specific instruction on conceptualization of childhood and adolescent problems with emphasis on appropriate interventions will be addressed. The focus will be directed towards developmental, as well as, remedial counseling approaches with accompanying skill development. *This elective course is offered three times per year in an on-line format.*
- **5623 HUMAN SEXUALITY IN COUNSELING.** This course focuses on sexual development and educational issues as applied to the field of professional counseling. Major emphases are placed upon becoming comfortable with one's own sexuality, assisting parents with providing sexual education to their children, providing education with regard to sexual matters, and diagnosing and treating sexual dysfunction. (Prerequisite: Permission required). *This elective counselor course is offered on an occasional basis.*
- **5633 GRIEF COUNSELING.** This course addresses the mental health, social, and cultural manifestations of grief arising from bereavement, along with

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counseling interventions. Course content also covers characteristics of grief throughout the life cycle, as well as, age-appropriate interventions. Course readings, class discussions, exercises, and assignments are designed to examine issues related to loss events, grief, and bereavement from academic, personal, and professional points of view. (Prerequisite: Permission required). *This elective counselor course is offered on an occasional basis.*

- **5643 RELIGIOUS AND SPIRITUAL ISSUES IN COUNSELING.** This course provides an introduction to studies related to the matters of religion and spirituality and their overlap with the delivery of professional counseling services. Also provided is an opportunity for students to examine their religious and spiritual belief systems and develop sensitivity to and respect for the religious and spiritual themes and goals in the counseling process as befits each client's expressed preferences. (Prerequisite: Permission required). *This elective counselor course is offered on an occasional basis.*
- **5653 LESBIAN, GAY, BISEXUAL, AND TRANSGENDER ISSUES IN COUNSELING.** This course examines current issues related to counseling gay, lesbian, bisexual, and transgendered clients. Issues addressed include affirmative counseling; identity development; homophobia and heterosexism; family and relationship issues; youth, aging, and the "coming-out" process; spirituality issues; HIV/AIDS, addiction, suicide, conversion therapies, and other issues; as well as ethical and professional issues in working with gay, lesbian, bisexual, and transgendered clients. (Prerequisite: Permission required). *This elective counselor course is offered on an occasional basis.*
- **5663 INTRODUCTION TO PLAY THERAPY.** This course is designed to assist counselors who work with children to understand the fundamental tenets of play therapy. Students will develop an effective philosophy of and approach to play therapy and an increased understanding of children's worldviews. In addition, play media will be utilized to enhance the counseling relationship and to promote self-understanding, personal growth, and development in children. (Prerequisite: Permission required). *This course is not currently being offered.*
- **5863 RESEARCH IN COUNSELING.** This course provides an understanding of research methods, statistical analysis, and needs assessment strategies in the field of professional counseling. This course is designed to assist the student in becoming a critical consumer of research methods such as qualitative, quantitative, single-case designs, action research, and outcome-based research studies. Students are also introduced to ethical and culturally relevant strategies for interpreting and reporting the results of research studies accurately and effectively. (Prerequisite: Permission required). *This course is offered three times per year in an on-line format.*
- **5873 COUNSELING CONSULTATION, ADMINISTRATION, AND PROGRAM EVALUATION.** This course provides an introduction to studies related to the provision of counselor consultation services, counseling administration, and program evaluation procedures. The course places special emphasis on effective application of current theories and practices related to these three critical roles of today's professional counselor. (Prerequisite: Permission required). *This course is typically offered each fall semester.*
- **5913 CLINICAL SUPERVISION IN COUNSELING.** This course serves as a

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didactic and experiential course for graduate and post-graduate students who wish to assume the role of clinical supervisor to pre- and post-graduate counselors-in-training. Goals include the assimilation and application of major theoretical/conceptual models and approaches to clinical supervision in a variety of settings. (Prerequisites: COUN 5923 with a grade of B or higher; Permission required). *This course is not currently being offered.*

- **5923 COUNSELING INTERNSHIP I.** This course requires the completion of a supervised internship experience in clinical mental health counseling, comprising of 300 clock hours of counseling-related experience, 120 of which must involve direct client contact. This course is intended to reflect the comprehensive work experience of a clinical mental health counselor at a field placement site. The student must be supervised on an individual and weekly basis by a university-approved site supervisor and must also attend weekly group supervision under the tutelage of a qualified university supervisor. (Prerequisites: COUN 5373, COUN 5523, and COUN 5543 with a grade of B or higher; Permission required). *This counselor clinical training course is typically offered each fall and spring semester.*
- **5933 COUNSELING INTERNSHIP II.** This course requires the completion of an advanced supervised internship in clinical mental health counseling, comprising of 300 clock hours of counseling-related experience, 120 of which must involve direct client contact. The course is intended to reflect the comprehensive work experience of a clinical mental health counselor at a field placement site. The student must be supervised on an individual and weekly basis by a university- approved site supervisor and must also attend weekly group supervision under the tutelage of a qualified university supervisor. (Prerequisites: COUN 5503, COUN 5573, and COUN 5923 with a grade of B or higher; Permission required). *This counselor clinical training course is typically offered each fall and spring semester.*

- **Recommended Sequences of Courses:** See Appendix B

- **Maximum Number of Courses Per Semester:** Per graduate school requirements, during the fall and spring semesters, it is recommended that students take no more than nine (9) graduate credit hours. Students, however, may take twelve (12) hours in consultation with the CMHC Program Advisor. The maximum number of graduate credit hours that may be taken during a 16-week semester is fourteen (14). Students are discouraged from taking on such a large course load. Further, students wishing to take fifteen (15) hours during a fall or spring semester must obtain the permission of the CMHC Program Advisor, the Chair of the Department of Behavioral Sciences, *and* the signature of the Dean of the Graduate School. Such permission will be granted only in exceptional circumstances.

  During the 14 week summer sessions, students may take no more than twelve (12) graduate credit hours.

- **Maximum Number of Courses that May be Taken While Provisionally and/or Conditionally Admitted to the CMHC Master's Degree Program:** Students who are provisionally admitted to the CMHC Master's Degree Program may take no more than nine (9) graduate credit hours before being conditionally or unconditionally

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admitted to the program.

- **Delivery Systems Used for Instruction:** 60% of courses in the CMHC Master's Degree Program are delivered on-line, with the remainder available via face-to-face classroom setting.

  Courses that are didactic in nature (typically involving tests, papers, presentations, etc., as opposed to direct clinical application) are typically presented using a variety of instructional methods. Examples of these methods include lectures, guest speakers, DVDs, and small and large group classroom activities and discussions.

  Courses in the Counselor Clinical Training Sequence of the CMHC Degree Plan (See Appendix A) are taught using applied, "hands-on," instructional methods. All four of the clinical courses involve videotaping of practice and supervised counseling sessions, and involve extensive personalized feedback from the course instructor. Confidentiality is at the hallmark of the Counselor Clinical Training Sequence (discussed later in this handbook).

- **Grading Policy:** Courses in the CMHC Graduate Program are graded using the "A," "B," "C," "D," and "F" grading schema. Graduate courses are more difficult than undergraduate courses, and the grading system is different. As such, the definition of each letter grade at the graduate level is as follows:

  - A letter grade of "A" (overall performance percentage of 90 or higher in the course) at the graduate level means that the students has demonstrated an "Excellent" or above-average performance in the course. This grade is calculated as a 4.00 grade point average (GPA) on the student's transcript.
  - A letter grade of "B" (overall performance percentage of 80-89) means that the student has demonstrated a "Good" or average performance in the course. This grade is calculated as a 3.00 GPA on the student's transcript.
  - A letter grade of "C" (overall performance percentage of 70-79) means that the student has demonstrated a "Poor" or below average performance in the course. This grade is calculated as a 2.00 GPA on the student's transcript. As stated in the CMHC Admission, Retention, Suspension, and Dismissal (ARSD) Policy (see Appendix D of this handbook), no student may earn three (3) or more "Cs" during his or her program of study or he or she will be suspended from the program for a period of one (1) calendar year.
  - A letter grade of "D" (overall performance percentage of 60-69) means that the student has demonstrated an "Unacceptable" or significantly below average performance in the course. This grade is calculated as a 1.00 GPA on the student's transcript. As stated in the ARSD Policy (Appendix D), if a student earns a "D" in any CMHC graduate course, he or she will be suspended from the program for a period of one (1) calendar year. Further, courses with an earned "D" grade do not count as completed on a degree plan for graduation purposes and must be retaken with a grade of "C" or higher.
  - A letter grade of "F" (overall performance percentage of 59 or lower) means that

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the student has demonstrated "Failed" performance in the course. This grade is calculated as a 0.00 GPA on the student's transcript. As stated in the ARSD Policy (Appendix D), if a student earns an "F" in any CMHC graduate course, he or she will be suspended from the program for a period of one (1) calendar year.

Students must maintain a 3.00 semester-by-semester *and* cumulative (overall) grade point average or they will be placed on Academic Probation or Suspension per University and program policy. No courses offered for "Pass/Fail" or "Satisfactory/ Unsatisfactory" credit (aside from COUN 5530: Group Counseling Laboratory Experience) may be applied toward to the CMHC Master's Degree at SE.

- **Incomplete Grade Policy:** Students wishing to receive an incomplete grade "I" in any course must meet the following criteria:

  - It is the student's responsibility to request that an incomplete grade be assigned and schedule an appointment with the professor to complete the required paperwork if the professor agrees to assign it.
  - A student must have completed 75% of the required work in any given course in order to be eligible to receive an incomplete grade.
  - No incomplete grade will be assigned unless a university-approved "Incomplete Grade Contract" is on file in the Department of Behavioral Sciences prior to the assignment of the grade, indicating the time-frame for completion of course requirements.
  - Once initiated, a student has a maximum of 12 months to complete the required work to convert the incomplete grade to a letter grade. It is the student's responsibility to complete and submit all required work and to contact the professor to request the change of grade once the required work has been evaluated.
  - If a student does not complete all required components of the Incomplete Grade Contract within the 12-month window, the incomplete grade ("I") will become permanent on the student's transcript. An incomplete grade does not count toward any requirements of the CMHC Degree Plan, nor will it be computed in a student's semester or cumulative graduate GPA at SE.

- **Course Transfer Policy:** addressed previously.

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- **Graduation Application Information and Requirements:** During a student's final semester of graduate studies, she, he, or they must apply for graduation. It is the student's responsibility to initiate this application prior to the published calendar deadline for applying for graduation that semester. The university calendar containing the deadline for applying for graduation is available on the university website at the following URL: https://www.se.edu/registrar/academic-calendar/. The application for graduation clearance (i.e., "Certification for Graduation" form) is available in the Office of Academic Affairs (Administration Building Room 307). Students are responsible for complying with all requirements and deadlines associated with this form and process.

Per SE graduate student policy, the following steps must be completed by the aforementioned deadline for a student to graduate (even if she, he, or they does not wish to attend the commencement ceremony). It is the student's responsibility to ensure all steps are completed (please note that these steps are subject to change by a variety of parties at SE; therefore, *it is best for the student start this process early*):

- First the student must (Administration Building, Room 307) obtain a Certification for Graduation form. A review of the student's file will be made at that time to ensure he or she has completed all requirements for the CMHC Master's Degree Program. At that time, the student will be informed of any deficiencies and if a hold will be placed on her, his, or their diploma (in which case it would be the student's responsibility to complete steps to have any holds lifted).
- If everything is in order, the CMHC Program Coordinator will sign the Certification for Graduation form and e-mail to the Graduate Office (Administration Building, Room 307).
- If the student is eligible for graduation, the Graduate Office will approve the student's graduation application and provide a Diploma Order Card and a Graduation Clearance Note.
- Next, the student must take the Graduate Clearance Note to the Financial Aid Office for clearance.
- After the Financial Aid Office has given the student clearance, she, he, or they must take the Graduate Clearance Note to the Business Office with the Diploma Order Card. After paying the graduate fee, the Business Office will issue the student a receipt for the Registrar's Office.
- Next, the student must take the Business Office receipt and the Diploma Order Card to the Registrar's Office.
- Upon completion of all above steps, the student will receive a letter from the Registrar's Office informing him or her of graduation practice, graduation time and date, and how to purchase a cap and gown (if the student desires to participate in the graduation ceremony). Students wishing to participate in the university commencement ceremony may contact the Campus Book Store (580-745-2690) regarding the purchase of graduation announcements, name cards, cap and gown, and other graduation items.

Graduating students will receive their official diploma in the mail approximately 8-10 weeks after graduation, if they have met all of the requirements for a Master of Arts

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(M.A.) Degree in Clinical Mental Health Counseling at Southeastern Oklahoma State University. *Please note that participating in the graduation ceremony does not, in and of itself, guarantee the conferment of a graduate degree*. If students have any questions about the graduation application process, they are encouraged to contact the Graduate Office at (580) 745-2200 or gradschool@se.edu.

- **Program Policy Regarding the Audio and/or Video Recording of Classes and the Security of Course Handouts and Other Program Materials:** The School and CMHC Master's Degree Programs prohibit the use of tape recorders and all other devices employed by students to record class lectures or other presentations unless they have the express consent of the professor. Students with a documented disability requiring the recording of classes or other presentations must present the required paperwork from the Office of Student Disability Services to the professor prior to commencing with any recordings.

  Students who have the express consent of a professor or a need to record due to a documented disability must make their own arrangements to record the class. Permission to record a class applies exclusively to the student who receives permission from the professor. Any permitted class recordings may not be accessed or utilized by any other individual. No replication of the recording may be made without the express permission of the professor. Furthermore, the student is mandated to destroy the recording after the test or other evaluation method associated with materials covered in the lecture or other presentation. If no evaluation method pertains to the recording, it must be destroyed within thirty (30) days, without exception.

- **Tips for Being Successful in Graduate School:** The following is a list of tips to help students in the CMHC Master's Degree Program achieve success in their graduate studies. They are based on the Counselor Education faculty members' collective experiences as former graduate students:

  - Understand that graduate courses are significantly more involved and difficult than undergraduate courses. Therefore, they require more time and commitment to earn a student's desired grade. Correspondingly, graduate school must be a high priority in the student's life.
  - Understand that you need to contribute to graduate school learning as much as you take from it. Graduate school is not about passing tests; rather, it is about learning skills and concepts that you will use throughout your professional career. Faculty members will provide the most effective learning environment; but, the success of a student's graduate education is ultimately up to the student.
  - Be respectful to yourself during your graduate studies. Be sure to practice self-care activities during your program of studies, as this will carry over into your work as a professional counselor. Be sure to use university resources (e.g., the Student Counseling Center, discussed above). Also, please do not "skip" class for reasons other than are required (e.g., personal illness, sick family member, etc.).
  - Be respectful to your peers during your graduate studies. Establish friendships

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with your peers as many will carry over into your professional work. When working on collaborative projects, be sure to contribute equally. Also, if you have a group project (e.g., group presentation) and you decide to drop the course, notify your classmates immediately. Do not leave your peers "in the dark" regarding your status as a co-presenter, as this is unprofessional and disrespectful.

- Be respectful to your professors during your graduate studies. For example, use proper titles when addressing faculty members (e.g., Dr. Staff, etc.), **turn off cell phones before classes begin, and avoid engaging in disrespectful behaviors in class (e.g., speaking disrespectfully to professors, sleeping in class, surfing the Internet on your laptop computer or Smartphone, texting during class, etc.). Also, use proper email etiquette when contacting faculty members.** For example, start emails with a proper greeting (e.g., Dear Dr. Staff), use proper grammar (e.g., full sentences, properly capitalized words, etc.), avoid text abbreviations or jargon (e.g., LOL, BTW, gonna, gotcha, etc.), and always end by including your full name. Faculty members need to know with whom they are communicating at all times, as we have many current and prospective students at any given time.
- Seek a variety of clinical experiences during your graduate studies. Students who learn the most are students who push beyond their "comfort zone" and take risks to learn more about themselves and their professional identity.
- Contact professors if personal or medical issues arise. If a family emergency occurs (e.g., death in the family) or if an extended and unavoidable absence is necessary (e.g., a medical absence), notify your professors as soon as possible. Faculty members will work with students as much as possible; but, cannot help unless they are notified. Also, contact your graduate advisor if you have any questions regarding the process of graduate studies (e.g., paperwork deadlines, course prerequisite requirements, etc.).
- Refer to this CMHC Student Handbook and Program Policies and Procedures Manual regularly. It contains the answers to many questions students may have all throughout their graduate program of study.
- Be sure to purchase all textbooks required of courses and do so by the first day of classes. Do not wait until the last minute as graduate courses move quickly, and it is difficult to catch up if a student falls behind. Also, be sure to complete all reading assignments before each class period.
- "Cramming" for tests does not work in graduate school. Please be sure to read, study, prepare, and conduct research activities on a regular basis rather than waiting until the last minute for tests, papers, presentations, etc.
- Be sure to keep and refer to each course syllabus regularly (see section above entitled "Definition and Purpose of a Course Syllabus").
- Read the sections below on plagiarism and Student Code of Academic Conduct and follow them closely.
- Carefully prepare papers for graduate courses and proof them well. Graduate students are held to a higher standard with regard to writing style, layout, grammar, and overall content of papers. Also, be sure to use proper APA Style (see section above) in preparing all papers. Be aware that students have access to the SE Writing Lab. Please contact the Learning Center at (580) 745-2990 or visit the office in the Henry G. Bennett Library, Room 102, for information

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regarding the SE Writing Lab.

- Avoid using websites such as Wikipedia, popular press magazines (e.g., *Time*, *Psychology Today*, etc.), newspapers, etc., as sources for your papers. These are not considered peer-reviewed resources and have a greater potential for bias or inaccuracy.
- Be sure to have regular access to a computer. An extensive amount of graduate work involves the computer. For example, students need to access the Blackboard Academic Suite (see section above) regularly as part of most course requirements. Also, most professors require that students submit their written assignments in either Microsoft Word or rich text format. Lastly, be sure to download the most current version of Adobe Reader (freeware). Many course handouts and university forms are provided in portable document format (PDF) requiring a PDF client, such as Adobe Reader.
- Refer to the Blackboard Academic Suite regularly for each of your courses. Important announcements, handouts, and other documents are posted regularly; and, it is up to the students to stay current. Also, be sure to check your SE Student Email Account regularly (discussed in section above), as that is where email messages from your professors and the University will be sent.
- Utilize university library resources regularly. The SE library contains numerous counseling and counseling related journals, books, and videos. Also, the "Electronic Resources" section of the library website (information provided in section above) provides unprecedented access to a variety of counseling-related academic materials.
- Join professional associations during and after one's graduate program of study. Examples of professional associations include the Oklahoma Counseling Association, the American Counseling Association, and the American Mental Health Counselors Association.
- Attend and participate in local, state, and/or national-level professional counseling workshops and conferences. An example is the Oklahoma Counseling Association (OCA) Midwinter Conference. This workshop, typically offered in February of each year, is free to student members of OCA.
- Access journals related to the American Counseling Association (ACA) and *use them regularly* in preparing papers in one's graduate courses. This point cannot be overemphasized.

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V. ADMISSION, RETENTION, SUSPENSION, AND DISMISSAL POLICIES:

- **The Graduate Counseling Coordinating Committee (GCCC):** The GCCC is a standing departmental committee comprised of four (4) members. These members include (a) the Coordinator of the CMHC Master's Degree Program; (b) the Coordinator of the School Counseling Master's Program; (c) a Core Counselor Education Graduate Faculty Member; and (d) a graduate faculty member from a department other than that of the Department of Behavioral Sciences at SE. The GCCC meets for face-to-face meetings a minimum of three (3) times each calendar year.

  The GCCC is charged with a variety of tasks related to functioning of the CMHC Master's Degree Program. Examples of these tasks include, but are not limited to, the following:

  - Reviewing and rendering individualized admission decisions pertaining to all applications to the CMHC and School Counseling Programs.
  - Verifying compliance issues pertaining to students admitted conditionally to the CMHC and School Counseling Programs.
  - Preparing new or modifying existing paperwork, policies, coursework, etc., pertaining to the CMHC and School Counseling Programs.
  - Addressing matters and rendering individualized decisions, recommendations, and requirements related to the Admission, Retention, Suspension, and Dismissal policies of the CMHC (see Appendix D) and School Counseling Programs.
  - Preparing remediation plans for students presenting with issues of concern with regard to the CMHC and School Counseling ARSD policies. Such issues may pertain to students admitted provisionally, conditionally, or unconditionally to either of the master's degree programs.

- **Standard Program Application Process**: Students wishing to apply to the CMHC Master's Degree Program must complete two (2) separate university applications (see Appendix C for the complete CMHC Program Application Packet). Initially, students must be admitted to the SE School of Graduate and University Studies. This application process may be completed online (http://www.se.edu/dept/gus/) or in person in the SE Administration Building, Room 307 (Office of Academic Affairs). The requirements for admission to the School of Graduate and University Studies include the following:

  - A completed and approved Application for Admission form for graduate study
  - One official transcript from each college or university attended, including graduate and undergraduate work, and documentation of a baccalaureate degree from an accredited institution of higher learning
  - Payment of an application fee: $20.00 for U.S. students and $55.00 for International students

  Once admitted to the Graduate School, students are eligible to complete an application for admission to the CMHC Master's Degree Program (Appendix C). Materials required in this application packet include the following:

  - Verification of Admission to the SE School of Graduate and University Studies

- Official Copies of All Undergraduate and Graduate Transcripts (not required for students whose most recent course work is from Southeastern).
- Completed Application Checklist
- Application for Admission to the Clinical Mental Health Counseling Program
- Statement of Personal/Professional Goals (specific guidelines apply)
- Consent to Release Information and Records Form
- Three Letters of Recommendation (It is strongly preferred that letters be sent via e-mail, directly from the recommender).

All CMHC Master's Degree Program materials must be submitted to the CMHC Program Coordinator. Once all materials have been received, they will be reviewed during the GCCC's next regularly scheduled meeting. The GCCC reserves the right to require any applicant to appear before the committee for a face-to-face interview for a variety of reasons (e.g., unfavorable letter(s) of recommendation, low GPA, responses provided on CMHC Program application form, issues presented at tri-annual student review meetings, etc.). Admission decisions are rendered at these meetings and students are notified of their admission status by e-mail within two (2) days of the meeting.

- **Program Prerequisite Requirements:** Aside from an earned baccalaureate degree from an accredited institution of higher learning, the CMHC Master's Degree Program at SE does not have any specific prerequisite requirements. We invite applicants from any field of study and believe that having variety in one's undergraduate background adds to the richness of the profession. Examples of undergraduate majors of current students include psychology, sociology, criminal justice, art, music, business, biology, English, communications, education, health, physical education, and recreation, etc.

- **Application Process for Individuals with a Master's or Doctoral Degree in Counseling or a Counseling-Related Field Seeking Additional Coursework at SE:** Students holding a graduate degree in any field other than counseling must apply for admission via the standard program application process presented in the preceding section. Students holding a graduate degree in counseling who wish to complete additional coursework to qualify for an application for Licensed Professional Counselor (LPC) licensure must complete and submit the following components of the CMHC Program Application Packet (See Appendix C):

  - Verification of Admission to the SE School of Graduate and University Studies
  - Official Copies of All Undergraduate and Graduate Transcripts
  - Application for Admission to the Clinical Mental Health Counseling Program
  - Statement of Personal/Professional Goals (specific guidelines apply)
  - Consent to Release Information and Records Form
  - Depending on the student's graduate GPA, age of graduate degree, and background information, students may be required to complete the Graduate Record Examination (GRE) General Test (information available at www.ets.org/gre) as defined by program admission criteria

  Any student wishing to take any course in the CMHC Counseling Clinical Training Sequence (See CMHC Degree Plan in Appendix A) may be required to complete any

preceding courses at SE (e.g., a student graduating with a master's degree in counseling from another university may not complete COUN 5923: Counseling Internship I without first taking COUN 5423: Counseling Pre-Practicum and COUN 5543: Counseling Practicum at SE). Exceptions are made for CACREP-accredited programs.

Counseling graduates of SE who have taken any courses in the CMHC Counseling Clinical Training Sequence (with a grade of "B" or higher) may not have to retake completed clinical courses, depending on when the course(s) were originally completed. As a standard policy, any returning SE student who completed COUN 5423: Counseling Pre-Practicum, COUN 5543 Counseling Practicum, COUN 5923: Counseling Internship I, *or* COUN 5933: Counseling Internship II longer than six (6) years prior to their reapplication, may be required to re-take the CMHC Counselor Clinical Training Sequence from the beginning (COUN 5423: Counseling Pre-Practicum). This policy has been established to ensure that the returning students have the proper clinical skill set to work with clients in the field for practicum and internship.

Ethical and Legal Awareness and Compliance: All students provisionally, conditionally, or unconditionally admitted to the CMHC Master's Degree Program are required to be aware of and to abide by the ethical and professional expectations of professionals preparing for entry into the field of Clinical Mental Health Counseling, as outlined by the current version of the *American Counseling Association Code of Ethics* (available at www.counseling.org), the current version of the *Code of Ethics of the American Mental Health Counselors Association* (available at www.amhca.org), the current version of the *Southeastern Oklahoma State University Student Code of Conduct* https://www.se.edu/student-life/wp-content/uploads/sites/37/2019/07/2019-2020-Student-Handbook.pdf the current version of the *Southeastern Undergraduate and Graduate Catalog* https://www.se.edu/registrar/academic-**catalogs**/ the *Clinical Mental Health Counseling Student Handbook and Program Policies and Procedures Manual* (this handbook), the syllabi from any courses in the CMHC Master's Degree Program of Study (including elective courses), and/or other generally accepted standards of the profession of Clinical Mental Health Counseling.

Although these documents will be covered in a variety of courses throughout the CMHC student's program of graduate study, students are responsible for ensuring compliance with these policies from the first day of classes in the graduate program. As stated in the *ACA Code of Ethics* (2014), Section F.5.a., "Students and supervisees have a responsibility to understand and follow the *ACA Code of Ethics*. Students and supervisees have the same obligation to clients as those required of professional counselors." (p. 13).

With regard to legal matters, as outlined in the CMHC Program Application (see Appendix C), students are required to report to the GCCC, within thirty (30) days of their knowledge, the following matters related to them at any point during their tenure as graduate students in the CMHC Master's Degree Program: (a) Any formal charge, complaint or conviction related to a criminal or quasi-criminal act, civil action, or civil litigation; (b) Any other charge or complaint by a regulatory body (e.g., licensure or certification board, pertaining to any profession) or professional organization (e.g., the American Counseling Association), including any corrective action(s) issued; (c) The placement of court-ordered temporary or permanent protective order, restraining order, or other similar contact restriction; (d) Any listing on a state or federal Sexual Offender

Registry; or, (e) Any sanction for a postsecondary academic violation of cheating, plagiarism, or other breach of student conduct at SE or any other college or university.

- **Faculty/Student Relationships:** As stated in the *ACA Code of Ethics* in Section F.10.d.: Nonprofessional Relationships, "Counselor educators avoid nonacademic relationships with students in which there is a risk of potential harm to the student or which may compromise the training experience or grades assigned." (2014, p. 15). Further, Section F.10.a.: Sexual or Romantic Relationships indicates, "Counselor educators are prohibited from sexual or romantic interactions or relationships with students currently enrolled in a counseling or related program and over whom they have power and authority. This prohibition applies to both in-person and electronic interactions or relationships" (p. 15).

  Correspondingly, all core Counselor Education faculty members at SE maintain responsibility for establishing clear and professional boundaries with students. This pertains to face-to-face, telephonic, and electronic communications and interactions. As such, students are asked to not send any personal or "mass" emails (particularly those of a religious or political nature) or include faculty members on bulk mailing distribution lists. In addition, students are prohibited from contacting faculty members via their personal telephone numbers (home or cellular) or personal email addresses; nor, may they send any text messages to faculty members. The *only* way students are permitted to contact faculty members (aside from office visits) is via their work telephone numbers or work email addresses.

  Lastly, it is the policy of the CMHC Master's Degree Program to prohibit any social networking between current students and CMHC Faculty Members. Students are asked to refrain from sending faculty members solicitations to join any social networks other than Linked-In. Students and faculty are also required to abide by Section H.6. of the *ACA Code of Ethics*, which addresses issues related to the use of social media with regard to virtual professional presence and client virtual presence (2014, p. 18).

- **Student Impairment:** As stated in Section F.5.b. of the *ACA Code of Ethics* (2014), "Impairment: Students and supervisees monitor themselves for signs of impairment from their own physical, mental, or emotional problems and refrain from offering or providing professional services when such impairment is likely to harm a client or others. They notify their faculty and/or supervisors and seek assistance for problems that reach the level of professional impairment, and, if necessary, they limit, suspend, or terminate their professional responsibilities until it is determined that they may safely resume their work." (p. 13).

  In addition to student impairment as defined above, nonacademic conditions may result in formal intervention by the GCCC if they are observed to impair the student's ability to work with others in classroom, pre-practicum, practicum, or internship settings. Examples include, but are not limited to, the following: (a) personal issues, untreated psychopathology, or personality-disordered behavior; (b) dysfunctional or disruptive interpersonal relationship issues; and/or, (c) personal attitudes or value systems that conflict with the ability to establish effective counseling relationships

(see *ACA Code of Ethics* for further information).

If a Counselor Education Faculty Member believes a CMHC student meets the ACA definition of student impairment or has demonstrated one or more of the aforementioned nonacademic conditions, he, she, or they are required to discuss the matter with the student; or, if the faculty member is not comfortable approaching the student directly, he or she must report the concerns to the GCCC. The GCCC will then address the matter as the committee deems fit. An emergency meeting of the GCCC may be convened to address such issues forthright.

Potential Sanctions or Remediation Strategies Concerning Student Ethical or Legal Issues: If a student is found by the GCCC to be in violation of any of the aforementioned guidelines for professional behavior, reports (or fails to report) legal issues or matters outlined above, meets the definition of "impaired student," or has demonstrated one or more of the aforementioned nonacademic conditions, appropriate remediation must occur. Examples of such remediation activities include, but are not limited to, the following:

- A required meeting before the GCCC to discuss the matter
- The required completion of a remediation plan with specific requirements as determined by the GCCC commensurate with the nature and seriousness of the personal and/or professional misconduct
- The refusal to endorse (see below for more information) a student for graduation, credentialing, or employment pending completion of any remedial activities or due to program suspension or dismissal
- The required completion of a research or personal reflection paper(s) addressing matter(s) of concern outlined by the GCCC
- Mandatory cessation of the student's clinical service delivery, in the case of courses in the CMHC Counselor Clinical Training Sequence
- Referral for recommended or mandated professional counseling services
- Referral for recommended or mandated psychological evaluation to determine fitness for the profession
- Temporary suspension from the program (necessitating reapplication to the School of Graduate and University Studies and the CMHC Master's Degree Program, which may require additional documentation verifying fitness for the profession as required by the GCCC)
- Expulsion from the program

- **The Clinical Mental Health Counseling Admission, Retention, Suspension, and Dismissal (ARSD) Policy:** This policy, available in full in Appendix D of this handbook, has been approved by the Department of Behavioral Sciences and all internal university and Oklahoma regent channels and became effective September 9, 2010. Students are required to read this ARSD policy in full at the start of their graduate studies.

  Students are reminded that Admission to the Master's Degree Program in Clinical Mental Health Counseling does not guarantee graduation. Success in academic coursework is only one component of becoming a successful counseling student. Nonacademic conditions may also affect a student's standing in the program as outlined in the aforementioned section.

- **SE Student Code of Conduct:** All students in the CMHC Master's Degree Program are required to abide by the *SE Student Code of Conduct*. A copy of the current version of the *SE Student Code of Conduct* is available on the SE Student Support Services website: https://www.se.edu/student-life/wp-content/uploads/sites/37/2019/07/2019-2020-Student-Handbook.pdf
  As provided in the *SE Student Code of Conduct*, examples of regulated student behaviors include, but are not limited to, the following:

  - Acts of Dishonesty. No student will commit acts of dishonesty, including but not limited to the following:
    - Cheating, plagiarism, or other forms of academic dishonesty.
    - Furnishing false information to any university official, faculty member, or office.
    - Forgery, alteration or misuse of any university document, record or instrument of identification.
    - Falsifying or participating in the falsification of any university record.
    - Any other acts of dishonesty which adversely affect the university pursuit of its objectives.
  - Public Law. All students are expected to conform to all local, state, and federal laws.
  - Personal behavior. Each student will maintain the highest standards of integrity, honesty, and morality and will obey the University rules and regulation.
  - Disturbing the Peace and Destruction of Property. No student or group of students will disturb the peace, injure any person, (including hazing), damage or remove university property, or disrupt the functions of the university including its teaching, research, administration, or disciplinary proceedings, public-service functions or other authorized university activity, or interfere with its faculty or staff in the performance of their duties. No student will encourage or in any way participate in the formation or prolonging of such a gathering. Should any of these conditions exist, students will be asked to leave the area. For their personal safety, it is suggested students return immediately to their place of residence so there can be no question concerning their behavior.
  - Alcoholic Beverages. The consumption or possession of alcoholic beverages on the campus, in university housing (to include sorority and fraternity housing,) or at any on campus event sponsored by or for student organizations or other activities for students is forbidden. Each university is authorized to develop and implement a policy regulating consumption of alcohol at officially sponsored off-campus events.
  - Controlled Substances. The use, possession, or distribution of narcotics or other controlled dangerous substances, or controlled substances except as expressly permitted by law, and the inappropriate use or abuse of prescription or over-the-counter medications is forbidden.
  - Payment of Accounts. Students will make satisfactory arrangements for the settling of University accounts promptly. Failure of a student to make satisfactory arrangements for the settlement of a University account by the due date will result in a late payment penalty. Continued failure to settle the account will result in either suspension or placing of a hold on the student's records. A student may neither re-enroll, receive a diploma, live in on-campus housing, nor obtain a transcript until the student has (1) cleared the account, and (2) paid the assessed

service charge to cover the administrative expense involved in placing the financial hold on the record.

- Weapons. The possession or firing of firearms, fireworks, explosives or weapons or imitations of weapons including but not limited to bows, knives, or guns by students is prohibited on campus, in any student residence, sorority, fraternity, approved private housing or university operated facility, except as they are used in officially approved university programs. University regulations and 21 O.S., Section 1277 prohibits the possession of concealed weapons on university property except in a vehicle and prohibits the removal of the weapon from the vehicle while on campus.
- Change of Address. Students must notify the Registrar's Office of their current address through Campus Connect. Failure to do so may result in disciplinary action.
- Computer Theft or Abuse. Theft or other abuse of computer time, including but not limited to the following, is forbidden:
  - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - Attempts to circumvent established security procedures or to obtain access privileges to which the user is not entitled.
  - Unauthorized transfer of a file.
  - Unauthorized use of another's identification and password.
  - Use of computing facilities to interfere with the work of other students, faculty member or university official.
  - Use of computing facilities to send obscene or abusive messages.
  - Use of computing facilities to willfully, publish, distribute or exhibit any obscene expression.
  - Use of computing facilities to interfere with normal operation of the university computing system.
- Failure to Comply. Failure to comply with the directive of a university official or law enforcement officer acting in the performance of his or her duties or failure to identify oneself to these persons when requested to do so may result in disciplinary actions.
  - Off Campus. Students may also be subject to university disciplinary action for actions committed off university property.

- **Plagiarism Definition and Policy:** Plagiarism demonstrated by students in the CMHC Master's Degree Program is not tolerated. To help prevent problems with plagiarism the following definition from the *Merriam-Webster Dictionary* is provided: "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source." Also referred to as committing literary theft, which involves presenting as new and original an idea or product derived from an existing source (Source: Plagiarize. (2014). *Merriam-Webster Online Dictionary*. Retrieved May 25, 2014, from www.merriam-webster.com/dictionary/plagiarize).

  Examples of acts of plagiarism include, but are not limited to the following:

  - Word-for-word or verbatim plagiarism, or an unacknowledged direct quotation of any length from any source (e.g., journal article, the Internet, etc.). Even one sentence not credited properly is, by definition, plagiarism.

- Having someone else (e.g., one's boyfriend, girlfriend, partner, friend, employee etc.) write a portion of a paper or other assignment, or conduct research for a paper or other assignment on your behalf.
- Submitting a paper or assignment (or portions thereof) prepared by another student as one's own.
- Knowingly permitting one's paper or other assignment to be submitted by another person as if it were the submitter's original work.
- Submitting a paper or other assignment that has been purchased over the Internet (e.g., via "paper mills").
- Submitting the identical or substantially the same paper or other assignment to fulfill the requirements for two or more courses without the approval of the instructors involved, or submitting the identical or substantially the same paper or other assignment from a previously completed course to fulfill requirements for another course without the approval of the instructor of the latter course.
- Lifting selected passages and phrases without proper acknowledgment, even if the entire sentence of another author is not copied verbatim. This is referred to as "paraphrasing" from a source and requires proper referencing of the original source per the requirements of the *APA Publication Manual* (discussed above).
- Presenting a verbatim section of a paper or other assignment as a *paraphrase* rather than placing it in quotation marks and citing it as a direct quotation per guidelines of the *APA Publication Manual*.
- Paraphrasing the text of a source while maintaining the basic paragraph and sentence structure. Simply replacing a word or two from another author's writing without proper citation per the *APA Publication Manual* is a form of plagiarism.
- Not citing "personal communications" properly (see guidelines provided in the *APA Publication Manual* for more information).
- Not including author citations presented in the *body* of one's paper or other assignment in the *reference page* of one's paper or other assignment, per guidelines of the *APA Publication Manual*.
- Violating procedures prescribed to protect the integrity of the paper or other assignment.
- Cooperation with another person in academic misconduct, either indirectly or as an intermediary agent or broker.
- Theft, attempted theft, malicious defacement, mutilation of library materials, or other academic resources in the preparation of a paper or other assignment.
- Submitting corrupted files for computer assignments whether intentional or unintentional.
- Including excessive direct quotations in the preparation of a paper, presentation, etc., even if cited properly. Rather, students should paraphrase properly using guidelines presented in the *APA Publication Manual*. Direct quotations should be used very sparingly, if at all.

- **Student Progress Review Policy for all Students in the CMHC Master's Degree Program:** All students provisionally, conditionally, or unconditionally enrolled in the CMHC Master's Degree Program are reviewed on a tri-annual basis by all core Counselor Education faculty members. The faculty members meet in January, May, and August, prior to pre-enrollment for the next semester. Issues reviewed include the following:

- Any academic concerns (e.g., low grades, cheating, plagiarism, etc.)
- Any other violations of the current version of the *SE Student Code of Conduct* (see above)
- Any clinical application concerns (e.g., performance abilities in any course in the CMHC Counselor Clinical Training Sequence)
- Any violations of the CMHC Admission, Retention, Suspension, and Dismissal Policy
- Any ethical concerns (per the current version of the *ACA Code of Ethics*)
- Any legal concerns per Oklahoma (or any other state or jurisdiction) Occupational Licensing Codes (e.g., the *Oklahoma LPC Act and Regulations* or any other registration, certification, or licensure code)
- Any civil or legal matters (e.g., criminal or quasi-criminal behavior, civil action, civil litigation, etc.; students are required to report such issues to the GCCC within 30 days per the required Application for Admission to the Clinical Mental Health Counseling Master's Degree Program form)
- Any interpersonal concerns (e.g., dysfunctional or disruptive interpersonal relationship issues with other students, staff, and/or faculty members in the program)
- Any concerns regarding possible student impairment (see section above and sections A.1.a., A.11.b, C.2.b., C.2.e., C.2.g., C.6.d., E.1.b., F.5.b., and I.1.a. of the 2014 version of the *ACA Code of Ethics* for more information; other sections of the *ACA Code of Ethics* may also apply)
- Any concerns regarding personal attitudes or value systems that conflict with the ability to establish effective counseling relationships (see sections A.1.a., A.2.c., A.4.a, A.4.b., A.11.a, A.11.b., A.11.c., A.11.d., B.1.a., C.5., C.6.a., C.6.d., D.1.a., E.5.b., E.8., and I.1.a. of the 2014 version of the *ACA Code of Ethics* for further information; other sections of the *ACA Code of Ethics* may also apply)
- Any other matters that arise with regard to any student's progress and development as a counselor-in-training in the CMHC Master's Degree Program at SE

The form used to document each student's review on a tri-annual basis is included in Appendix E of this handbook. Any matters uncovered during the tri-annual individual student reviews will be forwarded to the GCCC for formal review and possible intervention.

- **<u>Purpose of Ongoing Student Progress Reviews and Remediation Plans</u>:** The ultimate purpose of ongoing student reviews and, if deemed necessary, student remediation plans is twofold: (a) to help a student address personal issues affecting his or her ability to become the best counselor possible and (b) for the graduate training program to fulfill the "gatekeeping" responsibilities it holds for the public and the profession. This responsibility is clearly spelled out in the *ACA Code of Ethics*, Section F.9.: Evaluation and Remediation:

  "F.9.a. Evaluation of Students: Counselor educators clearly state to students, prior to and throughout the training program, the levels of competency expected, appraisal methods, and timing of evaluations for both didactic and clinical competencies. Counselor educators provide students with ongoing feedback regarding their performance throughout the training program.

F.9.b. Limitations
Counselor educators, through ongoing evaluation, are aware of and address the inability of some students to achieve counseling competencies. Counselor educators do the following:

1. assist students in securing remedial assistance when needed,
2. seek professional consultation and document their decision to dismiss or refer students for assistance, and
3. ensure that students have recourse in a timely manner to address decisions requiring them to seek assistance or to dismiss them and provide students with due process according to institutional policies and procedures." (2014, p. 15).

VI. DUE PROCESS (APPEALS):

- **Definition of Due Process:** Due process in higher education refers to the provision of a fair and just opportunity for students to explain and defend their actions against charges of misconduct or to challenge decisions made on their behalf with regard to university and/or program admission, retention, suspension, or dismissal decisions. In essence, due process provides the student with an established course of action and proceedings designed to safeguard his or her rights.

- **Academic Appeal Process for Decisions Rendered by the Graduate Counseling Coordinating Committee**: Students retain the right to appeal any decisions rendered by the GCCC related to (a) ethical issues or legal issues; (b) admission, retention, suspension, or dismissal issues; (c) *SE Student Code of Conduct* issues; or (d) issues uncovered in ongoing student progress review meetings. Students have one (1) calendar year (from the date the committee's decision, including any required remediation or other requirements or sanctions, as provided to the student in writing) to appeal any decisions rendered by the GCCC, or the decision of the committee will stand. The **preferred** steps of appeal are as follows:

- It is recommended that the student first discuss her, his, or their concerns with the Chairperson of the GCCC.
-
- If satisfactory resolution is not found with the Chairperson of the GCCC, it is recommended that the student discuss her, his, or their concerns with the Chair of the Department of Behavioral Sciences.
- If satisfactory resolution is not found with the Chair of the Department of Behavioral Sciences, it is recommended that the student discuss her, his, or their concerns with the Dean of the Graduate School.
- If satisfactory resolution is not found with the Dean of the Graduate School, it is recommended that the student file a formal appeal to the Graduate Council through the School of Graduate and University Studies.

If a student believes that she, he, or they has a conflict of interest with regard to any of the parties outlined in the above four-step process, she, he, or they may bypass that step in the review process. It should be noted that though discouraged, students always retain the right to appeal directly to the School of Graduate and University Studies without first speaking with any of the parties in the aforementioned preferred appeal process.

- **Student Grade Appeals:** If a student receives a grade in any graduate course that she, he, or they feels is unfair, biased, or in contravention of the requirements stipulated in the syllabus for that course, the student has the right to appeal said grade. Please note that students may not appeal any tests, papers, assignments, etc., *during* the tenure of a course. They may only appeal the final grade, which may be based on a particular test, paper, assignment, etc., once grades have been posted to the student's transcript. Students have one (1) calendar year from the date the final grade is assigned to appeal a course grade. The **preferred** steps of a grade appeal are as follows:

  - It is recommended that the student first discuss she, he, or their grade concerns with the faculty member who assigned the grade.
  - If satisfactory resolution is not found with the faculty member who assigned the grade, it is recommended that the student discuss her, his, or their grade concerns with the Chair of the Department of Behavioral Sciences.
  - If satisfactory resolution is not found with the Chair of the Department of Behavioral Sciences, it is recommended that the student discuss her, his, or their grade concerns with the Dean of the Graduate School.
  - If satisfactory resolution is not found with the Dean of the Graduate School, it is recommended that the student file a formal grade appeal through the School of Graduate and University Studies.

  If a student believes that she, he, or they have a conflict of interest with regard to any of the parties outlined in the above four-step process, she, he, or they may bypass that step in the review process. It should be noted that though discouraged, students always retain the right to appeal a grade directly to the School of Graduate and University Studies without first speaking with any of the parties in the aforementioned preferred appeal process.

VII. CLINICAL TRAINING COMPONENT:

- **Overview of the Clinical Training Sequence:** All students in the CMHC Master's Degree Program are required to complete the four-course Counselor Clinical Training Sequence. The courses comprising this sequence include the following:

  - COUN 5423: Counseling Pre-Practicum
  - COUN 5543: Counseling Practicum
  - COUN 5923: Counseling Internship I
  - COUN 5933: Counseling Internship II

  These courses, offered only during fall and spring semesters, must be taken in sequence (may not be taken simultaneously); and, students must earn a letter grade of a "B" or higher in each to progress to the next level. Also, students must earn a grade of a "B" or higher in the final course in order to receive approval for graduation clearance (see above for more information).

  This sequence has been carefully developed to move the student from closely supervised practice sessions to increasingly independent field work with actual clients. In addition to the grade requirement mentioned above, a variety of prerequisites are required for these courses. It is very important for the student to work closely with his or her advisor to ensure proper progress through this pivotal counselor training experience.

- **Professional Liability (Malpractice) Insurance:** All students are required to obtain professional liability insurance coverage during the time that they complete COUN 5543: Counseling Practicum, COUN 5923: Counseling Internship I, and COUN 5933: Counseling Internship II. The most common source of such insurance is that of the Healthcare Providers Service Organization, endorsed by both OCA and ACA. Students are eligible to apply for such coverage if they are members of either or both of these associations. Policy rates for student liability insurance are relatively affordable, and verification of ongoing coverage must be provided by students as a requirement for each of the aforementioned courses.

- **Requirements and Acceptability of Counseling Practicum and Internship Sites and Site Supervisors:** Although the instructor of each course will provide assistance, it is ultimately the student's responsibility to find an appropriate location and site supervisor for COUN 5543: Counseling Practicum, COUN 5923: Counseling Internship I, and COUN 5933: Counseling Internship II courses. Prior to commencing with clinical experiences in these courses, a properly executed Counseling Practicum or Internship Supervision Contract must be in effect. The CMHC Program requires specific credentials and experience of site supervisors, as explained in the Counseling Practicum or Internship Supervision Contracts. Furthermore, the university reserves the right to refuse to allow students to complete their clinical coursework at any site without prior notice and without cause.

- **Practicum or Internship Candidate Disclosure and Informed Consent Issues:** Details available in the specific course contracts.

- **Videotaping Requirements for Supervision:** All sessions performed for the purposes of individual or group supervision by the university supervisor for practicum or internship courses must be recorded via videotape. Audiotaping of sessions is not acceptable for practicum or internship courses. Prior to presenting any videotapes of counseling sessions, *students must provide a signed "Permission to Videotape" form*. If the client is a minor, or is otherwise unable to grant consent for videotaping, his or her parent or legal guardian must sign the Permission to Videotape form on his or her behalf.

- **Acceptable Forms of Individual and Group Supervision:** For university supervision, the sole form of supervision will be the individual or group review of videotaped counseling sessions. Formative, written feedback will be provided to students during the course of the semester.

VIII. OUTCOME ASSESSMENT MEASURES:

- **Purpose of Outcome Assessment Measures:** Faculty members in the CMHC Master's Degree Program are dedicated to preparing tomorrow's clinical mental health counselors in the best way possible. Faculty members are also committed to receiving feedback regarding the quality of their teaching. Correspondingly, a variety of student learning outcome measures and faculty evaluation tools are utilized. Results of these assessment tools are used for the purpose of constantly improving the quality of the CMHC Master's Degree Program. The following sections provide an overview

of several of these outcome assessment measures.

- **Counselor Preparation Comprehensive Examination (CPCE) Information:** All CMHC students are required to complete the CPCE for graduation eligibility. As stated on the Center for Credentialing and Education website, the CPCE is utilized by over 280 universities and colleges, including SE. The CPCE is designed to assess counseling students' knowledge of counseling information viewed as important by counselor preparation programs. Additionally, the CPCE:

  - Allows master's program comprehensive examinations to better meet psychometric standards.
  - Gives programs an objective view of the knowledge level of their students.
  - Allows programs to examine student functioning in various curricular areas.
  - Promotes longitudinal self-study.
  - Compares a program's results to national data.
  - Stimulates student integration of knowledge learned in separate courses.
  - Gives students comparative strength/weakness feedback.

  This examination must be taken during the student's final semester of graduate studies. The CPCE is administered at no charge to the student during the fall and spring semesters (typically October and March) in an attempt to assess the quality of the student's graduate education. *Please note that students who are scheduled to graduate during the summer session must complete the CPCE during the preceding spring semester, since it is not administered during the summer semester, to avoid any graduation delays.*

  Although the CPCE is a requirement for graduation, it is not used as a pass/fail examination at this time. Nonetheless, students are encouraged to do their best on the CPCE so that Counselor Education faculty members can determine both strengths and weaknesses of the CMHC training program and make continual program improvements. In addition, students receive their individual results on the examination, including subscales. This may assist students in determining what areas of their graduate studies to focus upon as they study and prepare for the National Counselor Examination (NCE) for Oklahoma or Texas LPC licensure.
- **The National Certified Counselor (NCC) Application Program for Graduate Students:** The National Certified Counselor (NCC) Application Program for Graduate Students provides an avenue for currently enrolled CMHC students and very recent graduates of the CMHC Master's Degree Program to begin the application process for National Certified Counselor (NCC) credential. It also allows the CMHC student an opportunity to complete the National Counselor Examination (NCE) during his or her final semester of graduate studies, rather than waiting until they are eligible to take the examination as part of their post-master's LPC licensure application process potentially years later. The NCE is the required licensure examination for LPC licensure in Oklahoma, Texas, and several other states.

  Application for the National Certified Counselor (NCC) Application Program for Graduate Students is entirely voluntary, and expenses are paid directly by students electing to participate. As explained on the National Board for Certified Counselors (NBCC) website, the National Certified Counselor (NCC) Application Program for

Graduate Students offers several advantages:

- A head start on the NCC credentialing process
- A lower NCC application fee (including the state licensure examination fee)
- Access to reduced rates on student liability insurance offered through NBCC
- Convenient on-campus testing site (as opposed to taking the examination in an urban test center)
- Increased professional identity and pride (as students pursue national board certification and state licensure simultaneously)
- A powerful career development tool as graduates who successfully complete the program, complete the NCC Application, and pass the NCE are eligible for immediate NCC certification upon graduation from the CMHC Program (the 3000 hours of supervised post-master's degree work is waived for CACREP graduates).

- **National Counselor Examination (NCE):** The NCE is a preeminent examination for individuals seeking licensure as an LPC. The purpose of the NCE is to assess knowledge, skills, and abilities viewed as important for providing effective counseling services. The NCE is designed to be general in nature. It is intended to assess cognitive knowledge which should be known by all counselors regardless of their individual professional specialties or aspirations.

  The NCE is ultimately used for two purposes: voluntary national counselor board certification and state counseling licensure. An Oklahoma LPC candidate must pass the NCE as part of his or her licensure application. In addition, satisfactory performance on the NCE is one of the criteria used by NBCC to identify professionals who may be eligible to become a National Certified Counselor (NCC).

  Information regarding the NCE is available on the NBCC website (www.nbcc.org). Information covered includes: (a) NCE content areas and work behaviors; (b) an overview of the examination format; (c) special accommodation information; (d) scoring information; and (e) information regarding examination results. NBCC provides a list of potential study guides for the NCE on its website.

- **Faculty Evaluations:** Near the end of each course in the CMHC program of study, students will have the opportunity to complete an anonymous faculty evaluation survey (results are presented as summary data with qualitative comments typed to prevent handwriting identification). The purpose of these surveys is to provide feedback to the instructor of each course with regard to the overall student experience. Students are encouraged to provide honest and thorough feedback when completing these evaluations. Information from the evaluation forms are utilized by faculty members to improve their courses and teaching styles.

- **Post-Graduate Surveys:** Upon graduation, students may be requested to complete exit surveys regarding their overall experience as students in the CMHC Master's Degree Program. In addition, longitudinal data is also sought from students who are one or more years beyond their dates of graduation. Employers of graduates may also be surveyed with regard to the quality of CMHC Program Graduates.

Similar to the other CMHC program outcome evaluations (discussed above), the purpose of these surveys is to provide feedback to the GCCC (identifying strengths and weaknesses) to find new and innovative ways to constantly improve the quality of the CMHC Master's Degree Program.

IX. PROGRAM ENDORSEMENT POLICY:

- **Consent to Release Information and Records Form:** As part of their application packet, all students are required to sign the "Consent to Release Information and Records" form under the witness of a qualified university official (i.e., a university faculty member, staff member, or administrator) or notary public. This signed document remains in effect during the student's program of graduate studies and for five (5) years following graduation from the program unless revoked in writing.

  Please note that although the student retains the right to refuse to sign this document or revoke permission pertaining to this document, any CMHC program applications will be placed on hold until a properly executed release is on file. The release form permits the GCCC to verify any information included in a student's application materials. Also, no letters of reference will be completed or telephone reference questions answered unless a properly executed release form is on file.

- **Endorsement Policy for Student Graduation, Credentialing, Employment, or Other Activities:** Endorsement, by definition, means "to approve openly; *especially*: to express support or approval of publicly and definitely" (Source: Endorse. *In Merriam-Webster Online Dictionary*. Retrieved September 25, 2014, from https://www.merriam-webster.com/dictionary/endorse)

  Per the *ACA Code of Ethics* (2014), "F.6.d. Endorsements: Supervisors endorse supervisees for certification, licensure, employment, or completion of an academic or training program only when they believe that supervisees are qualified for the endorsement. Regardless of qualifications, supervisors do not endorse supervisees whom they believe to be impaired in any way that would interfere with the performance of the duties associated with the endorsement." (p. 14).

  In the academic setting, endorsement includes, but is not limited to, the following activities:

  - Approving a student for graduation clearance once he or she has completed all academic requirements of the CMHC Master's Degree Program and has not demonstrated impairment as defined by the *ACA Code of Ethics*
  - Preparing a letter of reference for a student for employment, a credential (e.g., LPC), a doctoral program, etc.
  - Fielding a telephone call from a potential employer, credentialing body, institution of higher learning, etc., regarding a student's potential for success

  Thus, it is the ethical responsibility of faculty members to endorse only those students who possess the required skills, personal qualities, maturity, and mental capacities to engage in the requisite activities for their level of training and personal and

professional development.

Please note that any CMHC Faculty Member retains the right to refuse to endorse a CMHC student or graduate of the CMHC Master's Degree Program without cause or explanation. Furthermore, the GCCC has an ethical mandate to refuse to endorse any student who meets the *ACA Code of Ethics* (2014) definition for student impairment (Section F.5.b.), regardless of qualifications (Section F.6.d.), for graduation clearance.

- **Guidelines for Requesting a Letter of Reference or Recommendation from a Counselor Education Faculty Member:** Students requesting that a faculty member complete a letter of reference or recommendation on their behalf (i.e., professional endorsement), must first receive permission from that faculty member. *Students may not list any Counselor Education faculty members as references on any applications (e.g., for licensure, certification, employment, etc.) or other materials unless the following steps are followed*:

  - The faculty member must be asked in advance and provide verbal permission to be listed or serve as a reference. As stated above, faculty reserve the right to refuse to serve as a reference or prepare a written endorsement of any student.
  - A properly executed "Consent to Release Information and Records" form must be in the student's academic record (see above).
  - The student may be asked to provide the faculty member with a copy of her, his, or their résumé or curriculum vitae (CV) for reference purposes before the verbal or written reference or recommendation will be provided.
  - If the student requests that a form be completed (e.g., a letter of reference or recommendation), all student portions of the form must first be completed by that student before the faculty member can complete her, his, or their portion.
  - If a student needs a letter or form sent to a third party (e.g., another university, a potential employer, etc.), the student must provide full details regarding the purpose of the form (e.g., type of doctoral program student to which student is applying, type of job for which student is applying, etc.) so the faculty member can effectively and concretely address matters pertaining to that letter for the student's benefit.
  - If a student needs a letter or form sent by postal mail, she, he, or they must provide a pre-addressed, stamped envelope for the faculty member as a professional courtesy.

X. POST-GRADUATE INFORMATION:

Oklahoma Licensed Professional Counselor (LPC) Requirements and Information: *The CMHC Master's Degree Program is designed to prepare students for only one form of licensure (i.e., the Licensed Professional Counselor [LPC] license).* The CMHC Master's Degree Program is not expressly designed to prepare students for credentialing as a Licensed Marital and Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), Licensed Behavioral Practitioner (LBP; including the "Nationally Certified Psychologist" credential), Licensed Alcohol and Drug Counselor (LADC), Licensed Psychologist, Licensed Psychological Associate, or any other master's level mental health practice license in Oklahoma or Texas.

Students interested in obtaining their Oklahoma LPC license are required to complete a number of steps beyond the attainment of a master's degree in counseling. Requirements for the application are available at: https://www.ok.gov/behavioralhealth/Making_Application.html

Once a student's application has been approved by the Oklahoma State Board of Behavioral Health Licensure, the student is then referred to as an "LPC Candidate." During LPC Candidacy, the following activities must be completed within 60 months (five years) of the individual receiving LPC Candidacy approval by the Oklahoma State BBHL:

- Approval of the supervision agreement form (if not completed during original application)
- Approval of the on-site supervisor verification form (if not completed during original application)
- Successful completion of the National Counselor Examination (NCE)
- Successful completion of the Oklahoma Legal and Ethical Responsibilities Examination (OLERE)
- Successful completion of 3,000 hours of supervised clinical experience, under the tutelage of an Approved LPC Supervisor, at a ratio of 45 minutes of supervision for every 20 hours of practice

Once all of the above forms and activities have been completed to the satisfaction of the Oklahoma State BBHL, an LPC license may be granted to the LPC Candidate. It is then the responsibility of the LPC to maintain ethical and legal compliance, including completing yearly continuing education units (CEUs), to maintain one's occupational license.

Contact information for the Oklahoma State Board of Behavioral Health Licensure is as follows:

- Telephone: (405) 522-3696
- Facsimile: (405) 522-3691
- website: www.ok.gov/behavioralhealth/
- Address: Oklahoma State Board of Behavioral Health Licensure (BBHL), 3815 North Santa Fe, Suite 110, Oklahoma City, OK 73118.

- **Criminal or Civil Litigation History Statement:** CMHC applicants, students, or applicants should be aware that having a criminal or civil history indicative of moral turpitude *may* disqualify them from eligibility for LPC Licensure in the state of

Oklahoma. Specifically, the current Oklahoma LPC Application asks a series of questions under the heading of "Professional Misconduct." These questions concern an applicant's history in the area of ethics, civil matters, and criminal history. Furthermore, the fingerprints sets submitted as part of the LPC application packet are used to run a criminal background check. Prior to starting the CMHC graduate program, any student with a background containing ethical, civil, or legal records should first contact the Oklahoma State Board of Behavioral Health Licensure, via the means listed above, to discuss such matters prior to beginning or completing their graduate education.

- **Employment Opportunities for Clinical Mental Health Counseling Program Graduates:** Graduates of the CMHC Master's Degree Program work in a variety of clinical mental health counseling settings. Examples of such settings include community mental health centers, interdisciplinary mental health clinics, inpatient psychiatric units, alcohol and drug treatment facilities, university counseling centers, correctional facilities, and private practice. The placement rate of our graduates is very high and is indicative of the strong reputation of the CMHC Graduate Program.

  According to the most recent *O*Net OnLine* (formerly the *Dictionary of Occupational Titles*) Summary Report for 21-1014.00 - Mental Health Counselors (available at http://www.onetonline.org/link/summary/21-1014.00), graduates of the CMHC Master's Degree Program are expected to meet the following national "Wages and Employment Trends:"

  - Median Wages: see link above for latest figures.
  - U.S. Employment Positions (2012): 128,000 employees
  - Projected Growth of the Field (2012-2022): ▪▪▪▪ Much faster than average (22% or higher)
  - Projected Job Openings (2012-2022): 64,000
  - Rating: "Bright Outlook." These occupations are expected to grow rapidly in the next several years, will have large numbers of job openings, or are new and emerging occupations.

- **SE Career Management Center:** The Career Management Center at SE offers a variety of services to current SE students and graduates. For SE students and graduates (alumni) the center offers:
  - One-on-one career guidance services
  - On-campus and off-campus job listings
  - Periodic on-campus career and job fairs
  - Résumé review and interviewing skills assistance
  - Job listings from a diverse pool of professional, business, and industry employers, and schools/universities
  - The opportunity to have résumés and credential files sent directly to employers who request them
  - Career-related workshops and special events

  Contact information for the SE Career Management Center is as follows:
  - Telephone Number: (580) 745-2270
  - Facsimile: (580) 745-7486
  - website: https://www.se.edu/careers/

- **American Counseling Association Career Central:** ACA offers a wonderful benefit to students, new professionals, regular members, and professional members of this bedrock association. Specifically, members are allowed access to the ACA Career Central (https://www.counseling.org/careers/aca-career-central). This center offers a variety of resources, as well as job postings. Examples of resources listed on the website include the following publications (all available in PDF Format):

- Ace that Interview for a Counseling Job
- Counselor Résumés 101
- CAREER ONE STOP: Department of Labor website
- Dressing for that Counseling Job Interview
- Finding that First Job to Accumulate Hours Toward Licensure
- I Don't Want to Relocate
- Positive Things to Do While Waiting to Get a Job
- Salary Negotiations
- The Pre-Interview Screening Call

ACA Student Members who have career related question are encouraged to contact Ms. Danielle Irving at https://www.counseling.org/careers/aca-career-central

- **Student Loan Repayment Program Offered through the National Health Service Corps (NHSC):** Graduates of the CMHC Master's Degree Program who attain licensure as an LPC and national board certification as a National Certified Counselor (NCC; more information provided below) with a minimum of two years of post-graduate counseling experience are eligible to apply for the federally-sponsored NHSC Loan Repayment Program if they work in approved facilities located in nationally designated "health professional shortage areas" (HPSAs). Several employers in Durant and surrounding communities offer such opportunities.

  As stated on the NHSC website (https://nhsc.hrsa.gov/loan-repayment/index.html), the National Health Service Corps recruits primary care medical, dental and behavioral and mental and behavioral health providers who are dedicated to providing care to the nation's underserved people. In return, they can reduce or eliminate their health professions' student debt by providing care at a National Health Service Corps-approved site.

  - Must be working or applying to work at a site that is approved by or has applied to become approved by the NHSC.
  - Must have unpaid government or commercial loans for school tuition, reasonable educational and living expenses that are not consolidated with non-educational debts.
  - NHSC loan repayment applicants are committed to serve 2 years (full- time) or 4 years (part-time) at an approved site in a designated Health Professional Shortage Area.
  - Loan repayment applicants negotiate their salaries with the employing site independently of the NHSC Loan Repayment Program.

- **Ongoing Continuing Education Opportunities for Students and Graduates of the CMHC Master's Degree Program:** SE periodically offers a variety of professional counseling continuing education opportunities. For example, in most years, the Department of Behavioral Sciences offers the "Dr. Wayne A. Dixon Honorary Scholarship Workshop." Students and community practicum and internship supervisors often receive a discounted rate to attend this excellent training opportunity. In addition, continuing education in the areas of counseling ethics and clinical supervision is offered nearly every spring semester to help local practitioners meet licensure renewal requirements.

XI. CMHC STATEMENT OF UNDERSTANDING AND ACKNOWLEDGEMENT:

- **Contents of the CMHC Statement of Understanding and Acknowledgment:** All program applicants, students, and candidates are required to sign the "CMHC Statement of Understanding and Acknowledgment" verifying that the CMHC applicant, student, and/or candidate has agreed to fully comply with the following:

  - All components of the *Clinical Mental Health Counseling Student Handbook and Program Policies and Procedures Manual*;
  - Pertinent sections of the current version of the *SE Graduate Catalog*;
  - The most recent version of the *SE Student Code of Conduct*;
  - The current version of the *American Counseling Association Code of Ethics;*
  - the current version of the *Code of Ethics of the American Mental Health Counselors Association*;
  - Requirements of all course syllabi required of students in the CMHC Master's Degree Program (including elective courses).

  - **Requirements with Regard to the CMHC Statement of Understanding and Acknowledgement:** The CMHC Statement of Understanding and Acknowledgement must be signed and placed in the student's CMHC file during the student's first semester of studies (regardless of whether the student is provisionally, conditionally, or unconditionally admitted).

Appendix A

The Clinical Mental Health Counseling Degree Plan

Graduate Degree Plan
Master of Arts Degree
Clinical Mental Health Counseling

Southeastern Oklahoma State University

Name _____ Phone_____ Student ID#_____

Mailing Address_____City_____ State_____ Zip_____

Email Address _____ Date: _____

SE Course and Title	Planned	Completed	Grade Earned
Core Counseling Courses: (24 hours)			
COUN 5133: Clinical Mental Health Counseling Orientation and Ethical Practice			
COUN 5243: Human Growth and Development in Counseling			
COUN 5283: Assessment in Counseling			
COUN 5323: Career Counseling and Development			
COUN 5443: Theories of Counseling			
COUN 5483: Social and Cultural Diversity Issues in Counseling			
COUN 5523: Group Counseling			
COUN 5530: Group Counseling Laboratory Experience			
COUN 5863: Research in Counseling			
Clinical Mental Health Counseling Specialization Courses: (21 hours)			
COUN 5343: Personality Assessment in Counseling			
COUN 5373: Psychopathology and Treatment Planning			
COUN 5503: Crisis and Disaster Counseling			
COUN 5563: Marriage, Couple, and Family Counseling			
COUN 5573: Psychopharmacology in Counseling			
COUN 5593: Substance and Behavioral Addiction Counseling			
COUN 5873: Counseling Consultation, Administration, and Program Evaluation			
Elective Course: (3 hours) – *Selected based on interests and in consultation with assigned graduate advisor*			
COUN :			
Counselor Clinical Training Sequence: (12 hours) – Must be taken sequentially with an earned grade of a "B" or higher to progress to next course; Students must earn a "B" or higher in each of the following courses to graduate from the Clinical Mental Health Counseling Master of Arts Degree Program			
COUN 5423: Counseling Pre-Practicum			
COUN 5543: Counseling Practicum			
COUN 5923: Counseling Internship I			
COUN 5933: Counseling Internship II			

_____ _____ _____ _____

Graduate Student Date Graduate Advisor Date

_____ _____ _____ _____

Graduate Program Coordinator Date Graduate Dean Date

Appendix B

Recommended Sequences of Courses: Two-Year Programs of Study

Recommended Degree Plan Sequence "Two-Year Plan" For Students Enrolled in the Clinical Mental Health Counseling Degree Plan

Not recommended for students employed full-time

First Semester of Studies: FALL Start

Fall Semester #1: (12 hours)

- **COUN 5373: Psychopathology and Treatment Planning on-campus only** (Prerequisite for COUN 5923: Counseling Internship I)
- **COUN 5423: Counseling Pre-Practicum on-campus only** (Prerequisite for COUN 5543: Counseling Practicum)
- **COUN 5443: Theories of Counseling** (Prerequisite for COUN 5543: Counseling Practicum) (Fall 2)
- **Select one of the following:**
  - **COUN 5863: Research in Counseling (**Fall 1)
  - **COUN 5613: Counseling Children and Adolescents** (Fall 1) **Elective Option**
-

Spring Semester #1: (12 hours)

- **COUN 5133: Clinical Mental Health Counseling Orientation and Ethical Practice** (Prerequisite for COUN 5543: Counseling Practicum)
- **COUN 5523: Group Counseling** taken with **COUN 5530: Group Counseling Laboratory Experience on-campus only** (Zero credit co-requisite to COUN 5523; Both are prerequisites for COUN 5923: Counseling Internship I)
- **COUN 5543: Counseling Practicum on-campus only** (Prerequisite for COUN 5923: Counseling Internship)
- **Select one course below:**
  - **COUN 5573: Psychopharmacology in Counseling** (Prerequisite for COUN 5933: Counseling Internship II) (5573 could wait until Spring 2021)
  - **COUN 5623 Human Sexuality in Counseling** (on-campus spring 2020). **Elective Option**

Summer Semester (two 7-week terms available): (12 hours total; no more than two courses per 7-week term) (all of the following courses are available three times per year in an on-line 7-week format; Fall, Spring, Summer)

- **COUN 5863: Research in Counseling (**Summer 1)
- **COUN 5243: Human Growth and Development in Counseling (**Summer 1)
- **COUN 5283: Assessment in Counseling (**Summer 1) (Prerequisite for COUN 5343: Personality Assessment in Counseling)
- **COUN 5483: Social and Cultural Diversity Issues in Counseling** (Summer 2)
- **COUN 5503: Crisis and Disaster Counseling** (Summer 2) (Prerequisite for COUN 5933: Counseling Internship II)

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- **COUN 5613: Counseling Children and Adolescents** (Summer 2) **Elective Option.**
-

Fall Semester #2: (12 hours)

- **COUN 5593: Substance and Behavioral Addiction Counseling on-campus only**
- **COUN 5923: Counseling Internship I on-campus only**
- **COUN 5283: Assessment in Counseling** (Fall 1) (Prerequisite for COUN 5343: Personality Assessment in Counseling)
- **COUN 5873: Counseling Consultation, Administration, and Program Evaluation (**Fall 2)

- **Spring Semester #2: (12 hours)**
  - **COUN 5563: Marriage, Couple, and Family Counseling on-campus only**
  - **COUN 5343: Personality Assessment in Counseling**
  - **COUN 5933: Counseling Internship II**
  - **COUN 5323: Career Counseling and Development (spring 2)**

Total of 60 graduate hours required; which is 20 courses.

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Recommended Degree Plan Sequence "Two-Year Plan" For Students Enrolled in the Clinical Mental Health Counseling Degree Plan
Not recommended for students employed full-time

First Semester of Studies: SPRING start

Spring Semester #1: (12 hours)

- **COUN 5133: Clinical Mental Health Counseling Orientation and Ethical Practice** (Prerequisite for COUN 5543: Counseling Practicum) (Spring 1)
- **COUN 5443: Theories of Counseling** (Prerequisite for COUN 5543: Counseling Practicum) (Spring 2)
- **COUN 5423: Counseling Pre-Practicum on-campus only** (Prerequisite for COUN 5543: Counseling Practicum)
- **COUN 5523: Group Counseling** taken with **COUN 5530: Group Counseling Laboratory Experience on-campus only** (Zero credit co-requisite to COUN 5523; Both are prerequisites for COUN 5923: Counseling Internship I)
- **Elective Option:**
    - **COUN 5623 Human Sexuality in Counseling (on-campus spring 2020)**

Summer Semester (two 7-week terms available): (9 - 12 hours total; no more than two courses per 7-week term) (all of the following courses are available three times per year in an on-line 7-week format; Fall, Spring, Summer)

- **COUN 5243: Human Growth and Development in Counseling (**Summer 1)
- **COUN 5283: Assessment in Counseling (**Summer 1) (Prerequisite for COUN 5343: Personality Assessment in Counseling)

Select two of the following:

- **COUN 5443: Theories of Counseling** (Prerequisite for COUN 5543: Counseling Practicum) (Summer 2)
- **COUN 5483: Social and Cultural Diversity Issues in Counseling** (Summer 2)
- **COUN 5503: Crisis and Disaster Counseling** (Summer 2) (Prerequisite for COUN 5933: Counseling Internship II)
- **Elective Option:**
    - **COUN 5613: Counseling Children and Adolescents** (Summer 2)

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Fall Semester #1: (9 - 12 hours)

- **COUN 5373: Psychopathology and Treatment Planning on-campus only** (Prerequisite for COUN 5923: Counseling Internship I)
- **COUN 5543: Counseling Practicum on-campus only** (Prerequisite for COUN 5923: Counseling Internship I)

Select one or two of the following: (only one of these courses per 7-week term)

- **COUN 5863: Research in Counseling (**Fall 1)
- **COUN 5483: Social and Cultural Diversity Issues in Counseling** (Fall 2)
-
- **Elective Option:**
    - **COUN 5613: Counseling Children and Adolescents** (Fall 1)

- **Spring Semester #2: (12 hours)**
    - **COUN 5563: Marriage, Couple, and Family Counseling on-campus only**
    - **COUN 5343: Personality Assessment in Counseling**
    - **COUN 5923: Counseling Internship I**
    - **COUN 5573: Psychopharmacology in Counseling** (Prerequisite for COUN 5933: Counseling Internship II)

Summer Semester (two 7-week terms available): (9 - 12 hours total; no more than two courses per 7-week term) (all of the following courses are available three times per year in an on-line 7-week format; Fall, Spring, Summer)

- **COUN 5243: Human Growth and Development in Counseling (**Summer 1)

Select one of the following:

- **COUN 5503: Crisis and Disaster Counseling** (Summer 2) (Prerequisite for COUN 5933: Counseling Internship II)
- **COUN 5323: Career Counseling and Development** (Summer 2)
- **Elective Option:**
    - **COUN 5613: Counseling Children and Adolescents** (Summer 2)
    -

Fall Semester #2: (9 - 12 hours)

- **COUN 5593: Substance and Behavioral Addiction Counseling on-campus only**
- **COUN 5933: Counseling Internship II on-campus only**
- **COUN 5873: Counseling Consultation, Administration, and Program Evaluation (**Fall 2)

Total of 60 graduate hours required; which is 20 courses.

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Recommended Degree Plan Sequence "Two-Year Plan" For Students Enrolled in the Clinical Mental Health Counseling Degree Plan
Not recommended for students employed full-time
First Semester of Studies: SUMMER

Summer Semester (two 7-week terms available): (9 - 12 hours total; no more than two courses per 7-week term) (all of the following courses are available three times per year in an on-line 7-week format; Fall, Spring, Summer)

- **COUN 5243: Human Growth and Development in Counseling (**Summer 1)

Select one of the following:

- **COUN 5503: Crisis and Disaster Counseling** (Summer 2) (Prerequisite for COUN 5933: Counseling Internship II)
- **COUN 5323: Career Counseling and Development** (Summer 2)

Elective Option:

- **COUN 5613: Counseling Children and Adolescents** (Summer 2)

Fall Semester #1: (12 hours)

- **COUN 5373: Psychopathology and Treatment Planning on-campus only** (Prerequisite for COUN 5923: Counseling Internship I)
- **COUN 5423: Counseling Pre-Practicum on-campus only** (Prerequisite for COUN 5543: Counseling Practicum)
- **COUN 5443: Theories of Counseling** (Prerequisite for COUN 5543: Counseling Practicum) (Fall 2)
- **Select one of the following:**
  - **COUN 5863: Research in Counseling (**Fall 1)
  - **COUN 5613: Counseling Children and Adolescents** (Fall 1) **Elective Option**

Spring Semester #1: (12 hours)

- **COUN 5133: Clinical Mental Health Counseling Orientation and Ethical Practice** (Prerequisite for COUN 5543: Counseling Practicum) (Spring 1)
- **COUN 5443: Theories of Counseling** (Prerequisite for COUN 5543: Counseling Practicum) (Spring 2)
- **COUN 5423: Counseling Pre-Practicum on-campus only** (Prerequisite for COUN 5543: Counseling Practicum)
- **COUN 5523: Group Counseling** taken with **COUN 5530: Group Counseling Laboratory Experience on-campus only** (Zero credit co-requisite to COUN 5523; Both are prerequisite for COUN 5923: Counseling Internship I)

Summer Semester (two 7-week terms available): (9 - 12 hours total; no more than two courses per 7-week term) (all of the following courses are available three times per year in an on-line 7-

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week format; Fall, Spring, Summer)

- **COUN 5243: Human Growth and Development in Counseling (**Summer 1)

Select one of the following:

- **COUN 5503: Crisis and Disaster Counseling** (Summer 2) (Prerequisite for COUN 5933: Counseling Internship II)
- **COUN 5323: Career Counseling and Development** (Summer 2)
- **Elective Option:**
    - **COUN 5613: Counseling Children and Adolescents** (Summer 2)

Fall Semester #2: (12 hours)

- **COUN 5593: Substance and Behavioral Addiction Counseling on-campus only**
- **COUN 5923: Counseling Internship I on-campus only -** (Prerequisite for COUN 5933: Counseling Internship II).
- **COUN 5283: Assessment in Counseling** (Prerequisite for COUN 5343: Personality Assessment in Counseling) (Fall 1)
- **COUN 5873: Counseling Consultation, Administration, and Program Evaluation (**Fall 2)

- **Spring Semester #2: (12 hours)**
    - **COUN 5563: Marriage, Couple, and Family Counseling on-campus only**
    - **COUN 5343: Personality Assessment in Counseling**
    - **COUN 5933: Counseling Internship II**
    - **COUN 5323: Career Counseling and Development**

Total of 60 graduate hours required; which is 20 courses

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Recommended Degree Plan Sequence
"Four Year Plan" For Students Enrolled in the
Clinical Mental Health Counseling Degree Plan
First Semester of Studies: FALL

Fall Semester #1: (6 hours)

- **COUN 5373: Psychopathology and Treatment Planning on-campus only** (Prerequisite for COUN 5923: Counseling Internship I)
- **COUN 5283: Assessment in Counseling (**Fall 1)

Spring Semester #1: (6 hours)

- **COUN 5133: Clinical Mental Health Counseling Orientation and Ethical Practice** (Prerequisite for COUN 5543: Counseling Practicum)
- **COUN 5523: Group Counseling taken with COUN 5530: Group Counseling Laboratory** on-campus only (Zero credit co-requisite to COUN 5523)

- **Summer Semester** (two 7-week terms available):
  - **COUN 5243: Human Growth and Development in Counseling (**Summer 1)
  - **COUN 5443: Theories of Counseling** (Summer 2)

Fall Semester #2: (6 hours)

- **COUN 5423: Counseling Pre-Practicum**
- **COUN 5503: Crisis and Disaster Counseling** (Fall 2)

Spring Semester #2: (6 hours)

- **COUN 5563: Marriage, Couple, and Family Counseling on-campus only**
- **COUN 5573: Psychopharmacology in Counseling**

Summer Semester #2: (6 hours)

- **COUN 5863: Research in Counseling (**Summer 1)
- **COUN 5483: Social and Cultural Diversity Issues in Counseling** (Summer 2)

Fall Semester #3: (6 hours)

- **COUN 5593: Substance & Behavioral Addiction Counseling on-campus only**
- **COUN 5873: Counseling Consultation, Administration, & Program Evaluation (Fall 2)**
-

Spring Semester #3: (6 hours)

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- **COUN 5343: Personality Assessment in Counseling**
- **COUN 5543: Counseling Practicum**

Summer Semester #3: (3 hours)

Elective Option:

- **COUN 5613: Counseling Children and Adolescents** (Summer 2)

Fall Semester #4: (6 hours)

- **COUN 5323: Career Counseling and Development** (Fall 2)
- **COUN 5923: Counseling Internship I**

Spring Semester #4: (3 hours)

- **COUN 5933: Counseling Internship II**

Total of 60 graduate hours required; which is 20 courses

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Appendix C

The Clinical Mental Health Counseling Program Application Packet

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SOUTHEASTERN OKLAHOMA STATE UNIVERSITY
DEPARTMENT OF BEHAVIORAL SCIENCES

Dear Future Graduate Student,

Welcome to the Clinical Mental Health Counseling Master's Degree Program at Southeastern Oklahoma State University (SE)!

Your first step in beginning your graduate studies is to complete an application to the School of Graduate and University Studies at SE. You may contact the School of Graduate and University Studies at (580) 745-2200. You may apply in person in the Office of Academic Affairs (Administration Building, Room 307). Alternatively, you may apply for admission to the Graduate School at the following URL: https://www.se.edu/gus/ma-cmhc/

Once you have been granted admission to the School of Graduate and University Studies you may begin your application to the Clinical Mental Health Counseling Master's Degree Program. As the Clinical Mental Health Counseling Program Coordinator, I will be responsible for receiving your application materials. Please be sure to submit all of your materials directly to me using the following contact information: Mailing address: Dr. Jon Reid, Clinical Mental Health Counseling Program Coordinator, Department of Behavioral Sciences, Southeastern Oklahoma State University, 425 W. University Blvd Durant, OK 74701-3347; Office mailbox location: Russell also known as the John Massey School of Business 301 Telephone: (580) 745-2390; Fax: (580)745-7421; or e-mail, jreid@se.edu.

The following materials are required to complete your application packet:

1.) Verification of Admission to the SE School of Graduate and University Studies.
2.) Official Copies of All Undergraduate and Graduate Transcripts (undergraduate and graduate work completed at Southeastern is available to the GCCC on the CampusConnect system and does not need to be submitted as an official copy).
3.) Completed Application Checklist
4.) Application for Admission to the Clinical Mental Health Counseling Program (form included in this packet).
5.) Statement of Personal/Professional Goals (guidelines included in this packet).
6.) Consent to Release Information and Records Form
7.) Three Letters of Recommendation (from both academic and professional sources; see guidelines in this packet).

You are invited to learn more about the Clinical Mental Health Counseling Master's Degree Program at the following URL: https://www.se.edu/gus/ma-cmhc/

Thank you for your interest in our program. As the Clinical Mental Health Counseling Program Coordinator, I am available to answer any questions you may have about the program. Please contact me at (580) 745-2390 or via email at jreid@se.edu.

I look forward to hearing from you!

Jon K. Reid, Ph.D., NCC, Professor Clinical Mental Health Counseling Program Coordinator

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Southeastern Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

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SOUTHEASTERN OKLAHOMA STATE UNIVERSITY
CLINICAL MENTAL HEALTH COUNSELING MASTER'S DEGREE PROGRAM APPLICATION CHECKLIST

Student Name: _____

Please verify that the following documents are included in your completed application packet:

- ☐ A photocopy of your letter of admission to the Southeastern Oklahoma State University School of Graduate and University Studies
- ☐ Official/unofficial copies of all undergraduate and graduate transcripts (including verification of an earned baccalaureate degree from a regionally-accredited college or university) (Official copies of all transcripts must be provided to the Graduate School).
- ☐ A completed copy of this Application Checklist
- ☐ A completed and signed copy of the Application for Admission to the Clinical Mental Health Counseling Master's Degree Program
- ☐ A comprehensive, typed Statement of Personal and Professional Goals (see guidelines in this packet)
- ☐ A completed Consent to Release Information and Records form.
- ☐ Three letters of recommendation (from academic and/or professional sources; must be completed on the forms included in this packet)
- ☐ Please check this box if you have taken the GRE General Test and have requested that a copy of your scores be sent to Southeastern Oklahoma State University. Although the GRE is not required, applicants whose undergraduate grade point average (GPA) is below the minimum, may submit GRE scores for consideration.

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SOUTHEASTERN OKLAHOMA STATE UNIVERSITY
APPLICATION FOR ADMISSION TO THE
CLINICAL MENTAL HEALTH COUNSELING MASTER'S DEGREE PROGRAM

Please Note: Please type or print your responses on this form legibly. Please do not leave any items blank to avoid any delays in the processing of your application.

Date this form was completed: _____

Name: _____

Address: _____

Telephone Number: _____

Alternate Telephone Number: _____

Emergency Contact Information:

Name of Contact: _____

Relationship: _____

Telephone Number(s): _____

Preferred Email Address: _____

SE Student Email Address: _____

Southeastern Student Identification Number: _____

Baccalaureate Degree Information (Please note that an official copy of all undergraduate and graduate transcript(s) must be on file with the Graduate School. An unofficial copy of all transcripts are acceptable as part of this application; Although an earned baccalaureate degree from a regionally-accredited college or university is required, there are no required prerequisite undergraduate degree majors or courses):

Baccalaureate degree designation (e.g., B.A., B.S., B.G.S., etc.): _____

Baccalaureate degree major: _____

Baccalaureate degree ☐ Minor or ☐ Second major: _____

University from which degree was conferred: _____

City, State, and Country: _____

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Cumulative undergraduate Grade Point Average (GPA): _____

Graduate Degree Information (If applicable, an official copy of all graduate transcript(s) must be on file with the Graduate School. An unofficial copy of all transcripts are acceptable as part of this application; any graduate course work completed at Southeastern is already available on CampusConnect):

Graduate degree designation (e.g., M.A., M.S., M.Ed., MBA, etc.): _____

Graduate degree focus area: _____

University from which degree was conferred: _____

City, State, and Country: _____

Cumulative graduate Grade Point Average (GPA): _____

Optional: Graduate Record Examination (GRE) General Test Scores

Date exam taken or planned test date: _____

Verbal Reasoning score (if available): _____

Quantitative Reasoning score (if available): _____

Analytical Writing score (if available): _____

Please check the appropriate box next to each of the following questions (if any boxes are checked "yes," please explain on a separate document):

Yes	No	Matters of Personal/Professional Misconduct
☐	☐	I have previously been sanctioned for a postsecondary academic violation of cheating, plagiarism, or other breach of student academic conduct at any college or university.
☐	☐	I have been convicted in Oklahoma or any other state or jurisdiction of a crime against a child, adolescent, minor, person of diminished mental capacity, or an elderly individual.
☐	☐	I have been convicted in Oklahoma or any other state or jurisdiction of a felony or misdemeanor crime pertaining to domestic violence or stalking.
☐	☐	I have in the past or am currently bound by a temporary or permanent protective order, restraining order, or other similar contact restriction in Oklahoma or any other state or jurisdiction.
☐	☐	I have been convicted of a crime in Oklahoma or any other state or jurisdiction requiring that I be listed on any state and/or national Sex Offender Registry.

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☐	☐	I have been convicted, received a deferred sentence, received a deferred prosecution, or pleaded no contest or *nolo contendere* for a misdemeanor or felony crime, in Oklahoma or any other state or jurisdiction, other than a minor traffic offense.
☐	☐	I have received a suspended sentence, been placed on probation, or been paroled, in Oklahoma or any other state or jurisdiction.
☐	☐	I currently have felony or misdemeanor charges pending against me in Oklahoma or any other state or jurisdiction.

If you checked "yes" for any of the boxes above, please provide full details on a separate document (please note that marking "yes" on any of the above boxes does not automatically disqualify applicants from admission to the Clinical Mental Health Counseling Master's Degree Program).

PLEASE READ CAREFULLY

I agree to report to the Graduate Counseling Coordinating Committee, within thirty (30) days of my knowledge, the following matters related to me *at any point during my tenure as a graduate student* in the Clinical Mental Health Counseling Master's Degree Program: (a) Any formal charge, complaint or conviction related to a criminal or quasi-criminal act, civil action, or civil litigation; (b) Any other charge or complaint by a regulatory body (e.g., licensure or certification board, pertaining to any profession) or professional organization (e.g., the American Counseling Association), including any corrective action(s) issued; (c) The placement of court-ordered temporary or permanent protective order, restraining order, or other similar contact restriction against me; (d) Any listing on a state or federal Sexual Offender Registry; or, (e) Any sanction for a postsecondary academic violation of cheating, plagiarism, or other breach of student conduct at SE or any other college or university.

By signing below, I hereby verify that all information provided on this application form and in this application packet is accurate and truthful. Further, I authorize Southeastern Oklahoma State University to verify any information included in this application packet or contact any of my listed references or other pertinent parties to obtain further information necessary to thoroughly review all contents of my application packet. I understand that knowingly supplying false information on this application form, or withholding or failing to report post-application information or behaviors outlined in the preceding paragraph may result in the voiding of this application, dismissal from the Clinical Mental Health Counseling Master's Degree Program, or dismissal from Southeastern Oklahoma State University.

_____ _____

Applicant Signature Date

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Statement of Personal and Professional Goals Clinical Mental Health Counseling Master's Degree Program
Southeastern Oklahoma State University

In a separate document, please provide a typed statement which comprehensively addresses the following four content areas. Please note that this document should be carefully prepared and must be written with proper grammar and spelling. While there is no minimum length for this application item, typical statements are 3-5 pages in length (double- spaced):

1.) Provide an overview of your understanding of the role of the Clinical Mental Health Counselor (in your own words).

2.) Identify your career goals and objectives and their relevance to the professional practice of Clinical Mental Health Counseling.

3.) Identify and discuss your understanding of matters of client culture and diversity as they relate to your desired future work as a Clinical Mental Health Counselor.

4.) A large portion of your development as a Clinical Mental Health Counselor in training involves a willingness to look inward as you seek to help others through Clinical Mental Health counseling. Discuss your openness to personal and professional self- examination and positive and constructive feedback.

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CONSENT TO RELEASE INFORMATION AND RECORDS

I,_____, freely and voluntarily authorize and give my permission for access and/or release of any and all information and/or records of mine within the knowledge and/or possession of Southeastern Oklahoma State University ("SE"), whether created by SE or not, which were created as a result of my application to and attendance at SE, including but not limited to scholastic records, correspondence, reports, memoranda, or other documents. Said permission is granted in connection with my application(s) for admission to educational institution (including verification of materials supplied in conjunction with my application to SE or any of its degree programs), for employment and/or for obtaining professional licenses, certifications, or registrations. Additionally, I authorize SE, its faculty, and staff to answer any questions submitted to SE, its faculty and staff in connection with said applications, whether submitted through written and/or verbal means, including but not limited to telephone and/or electronic communications.

I, furthermore, release SE, its faculty, and staff from any and all liability in connection with their release of said information. I agree that a photocopy or electronic copy of this release will be given the same effect as the original. Furthermore, this release shall remain in effect for the entire time I am a student at SE, and for five (5) years following my graduation or termination of graduate studies at SE unless I request its termination in writing.

_____ _____

Signature of Student/Former Student

_____ _____

Printed Name of Student/Former Student

_____ _____

Date

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Southeastern Oklahoma State
University Graduate Counseling
Coordinating Committee
Master of Arts Degree in Clinical Mental Health
Counseling Department of Behavioral Sciences
425 W. University Blvd.
Durant, OK 74701-3347

LETTER OF RECOMMENDATION

Note: The Family Education Rights and Privacy Act of 1974 provides a student access to his/her educational record. The student retains the right to waive access to specific documents in his/her record as follows (please INITIAL next to the statement below to which you agree):

_____ I do waive my rights to access this document and any supplementary letters or comments in conjunction with my application in addition to any appeals or litigation associated with any decisions rendered regarding my application to or standing in the Clinical Mental Health Counseling Master's Degree Program pertaining to this letter of recommendation and any supplemental letters or comments herewith submitted by the recommender.

_____ I do not waive my rights to access this document and any supplementary letters or comments in conjunction with my application in addition to any appeals or litigation associated with any decisions rendered regarding my application to or standing in the Clinical Mental Health Counseling Master's Degree Program pertaining to this letter of recommendation and any supplemental letters or comments herewith submitted by the recommender.

Signature of Applicant

_____

Applicant

_____

(Please Print) Last Name First Middle Student ID #

This Letter of Recommendation shall be prepared by an individual* who is familiar with my professional potential at the:

_____ Academic level (may not be completed by a member of the Graduate Counseling Coordinating Committee)

_____ Professional level (e.g., former employer, supervisor, etc.)

* ***Applicants must have at least one letter from each category. References may not be completed by individuals who are related to the applicant by blood, law, marriage, committed relationship, or other personal friendship or relationship.***

1. How long have you known the applicant? _____

2. In what capacity? _____ Instructor _____ Supervisor _____ Other (specify) _____

3. How well do you know the applicant? ____ Very Well ____ Fairly well _____ Not Very Well ___ Do Not Know

4. Indicate your impression of the applicant on the characteristics below as compared to other applicants you have known.

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	Excellent	Good	Average	Poor	No Observation
Emotional maturity (e.g., performance under pressure, mood stability, proper self-care skills and practices)					
Self-awareness (e.g., knows own strengths and weaknesses)					
Potential success in forming effective and culturally relevant interpersonal relationships with others in individual contexts					
Potential success in forming effective and culturally relevant interpersonal relationships with others in group contexts					
Reliability (e.g., dependability, conscientiousness, etc.)					
Integrity, trustworthiness, ethical knowledge/accountability					
Judgment (e.g., common sense, social skills, etc.)					
Oral communication skills					
Written communication skills					
Clearly defined career goals					
Overall potential as a Clinical Mental Health Counselor					

5. Do you have any reason to doubt that this person has high ethical standards or a high level of integrity?

   Yes, No, Uncertain

6. Additional Comments: Please provide a description of the applicant's strengths and weaknesses. The most important information you can provide about this applicant is information that is not reflected in the applicant's transcript and test scores. Attach a separate letter or additional page if necessary.

7. Does this applicant have any psychological or social characteristics or habits which are undesirable in a professional counselor or which may interfere with her or his ability to succeed in a graduate program in Clinical Mental Health Counseling? If so, please explain.

8. Recommendation:

I believe this person's grades_____do or_____do not reflect his or her ability level.

If you have or were to have a master's program in this student's area of application, how would you view this person's application to your program?

___Admit _____Admit With Some Hesitation ____Admit With Strong Hesitation _____Do Not Admit

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Signature and Credentials: _____

Please write clearly:

Organizational Affiliation: _____

Title:_____ Date _____

Name (please print or type) _____

Address _____

_____

Telephone Number:_____

Email Address (please print clearly):_____

Your time in completing this form is greatly appreciated. Please scan and e-mail form to Program Coordinator Dr. Jon K. Reid at jreid@se.edu

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Appendix D

The Clinical Mental Health Counseling Admission, Retention, Suspension, and Dismissal Policy

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Master of Arts in Clinical Mental Health Counseling

Admission, Retention, Suspension, and Dismissal (ARSD) Policy

Program Admission Requirements

Admission to the Clinical Mental Health Counseling (CMHC) Master of Arts Program is a two- step process. First, prospective students must complete an application for admission to the Southeastern Oklahoma State University (SE) School of Graduate and University Studies. After being successfully admitted to the SE School of Graduate and University Studies, application must be made to the Graduate Counseling Coordinating Committee (GCCC) for acceptance into the CMHC Master's Degree Program. Please note that successful admission to the SE School of Graduate and University Studies does not guarantee that the prospective student will be admitted to the CMHC Master's Degree Program. Students may be admitted to the CMHC Master's Degree Program on a provisional, conditional, or unconditional basis. Students must be granted unconditional admission status to complete more than three (3) graduate-level counseling courses, unless they have been granted conditional admission status as defined below.

Provisional, Conditional, and Unconditional admission requirements are outlined as follows:

Provisional Admission Requirements for the CMHC Master's Degree Program:

Provisional admission to the CMHC Master's Degree Program requires the following:

1. At least a 2.75 cumulative undergraduate GPA or a 3.00 GPA in the last 60 hours of undergraduate coursework.
2. Successful admission (conditional or unconditional) to the SE School of Graduate and University Studies.

Conditional Admission Requirements for the CMHC Master's Degree Program:

Conditional admission to the CMHC Master's Degree Program requires the following:

1. Successful admission to the SE School of Graduate and University Studies
2. An earned baccalaureate degree from a regionally-accredited college or university
3. At least a 2.75 cumulative undergraduate grade point average (GPA) or a 3.00 GPA in the last 60 hours of undergraduate coursework
4. An earned GPA of 3.00 or higher on all graduate courses taken while provisionally admitted to the CMHC Master's Degree Program at SE
5. Formal application for admission to the CMHC Master's Degree Program. This application must include the application form included in the CMHC Application Packet, an official/unofficial copy of all college/university transcripts, and verification of a baccalaureate degree from a regionally-accredited college or university. Official copies of all transcripts must be on file with the Graduate School. Please note that there are no prerequisite undergraduate majors or courses required, or recommended for admission to the CMHC Master's Degree Program.
6. Completion of a Statement of Personal and Professional Goals following the specific

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guidelines outlined in the CMHC Application Packet.

7. Acceptable recommendations from three individuals who are qualified to rate the applicant's academic and/or professional potential and motivation for completing the CMHC Master's Degree Program. Recommendations must be completed on the forms included with the CMHC Application Packet. Preferred method for sending letters of recommendation are via e-mail directly to Program Coordinator. Alternate method is that letters be submitted in a sealed envelope with the recommender's signature over the seal. These recommendations must come from the following sources and may not be prepared by individuals who are related to the applicant by blood, law, marriage, or intimate personal relationship (past or present):
   a. An individual who knows the applicant on an academic level (may not be completed by a member of the GCCC).
   b. An individual who knows the individual on a professional level (i.e., a current or former employer or supervisor, not a co-worker).
8. Though the GRE is not required, Graduate Record Examination (GRE) General Test scores may be submitted for consideration.
9. Appropriate personal, interpersonal, emotional, and maturational fit for the profession of Clinical Mental Health Counseling, based upon the judgment of members of the GCCC.
10. All completed application packets to the CMHC Master's Degree Program must be submitted to the CMHC Program Coordinator for review at the next regularly scheduled GCCC Meeting. Preferred method for submitting packet is that it be scanned and e-mailed. Upon application review, if a student does not meet **one** of the above requirements for unconditional admission to the program, at the discretion of the GCCC, the student's grade point average on undergraduate and graduate courses, involvement in professional and/or community service-oriented endeavors, and other factors **may** be considered in order to waive one of the above requirements. This process will be considered on a case-by-case basis by the GCCC. A student who *does not meet more than one of the above required admission criteria will be denied* conditional or unconditional admission to the CMHC Master's Degree Program and will not be allowed to complete more than nine (9) graduate credit hours under the status of a provisionally admitted student.

    Students who are conditionally admitted to the CMHC Master's Degree Program will be given instructions, including a predetermined timeline, detailing what must be completed to be reconsidered for unconditional admission by the GCCC.

    Students may complete no more than nine (9) graduate credit hours while holding conditional admission status in the CMHC Master's Degree Program as they complete any and all requirements for unconditional admission status. Students admitted conditionally to the CMHC Master's Degree Program must maintain a minimum of a 3.00 GPA to remain in the program as they work to obtain unconditional admission status. (See further information in the Retention and Dismissal Conditions section that follows.)

Unconditional Admission Requirements for the CMHC Master's Degree Program:

Unconditional admission to the CMHC Master's Degree Program requires the following:
1. Successful admission to the SE School of Graduate and University Studies.
2. An earned baccalaureate degree from a regionally-accredited college or university.
3. At least a 2.75 cumulative undergraduate grade point average (GPA) or a 3.00 GPA in the last

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60 hours of undergraduate coursework.

4. An earned GPA of 3.00 or higher on all graduate courses taken while provisionally admitted to the CMHC Master's Degree Program at SE.
5. Formal application for admission to the CMHC Master's Degree Program. This application must include the application form included in the CMHC Application Packet, an official/unofficial copy of all college/university transcripts*, and verification of a baccalaureate degree from a regionally-accredited college or university. Please note that there are no prerequisite undergraduate majors or courses required, or recommended for admission to the CMHC Master's Degree Program. (*the Graduate School must receive an official copy of all transcripts).
6. Completion of a Statement of Personal and Professional Goals following the specific guidelines outlined in the CMHC Application Packet.
7. Acceptable recommendations from three individuals who are qualified to rate the applicant's academic and/or professional potential and motivation for completing the CMHC Master's Degree Program. Recommendations must be completed on the forms included with the CMHC Application Packet. Preferred method for sending letters of recommendation are via e-mail directly to Program Coordinator. Alternate method is that letters be submitted in a sealed envelope with the recommender's signature over the seal. These recommendations must come from the following sources and may not be prepared by individuals who are related to the applicant by blood, law, marriage, or intimate personal relationship (past or present):
   a. An individual who knows the applicant on an academic level (may not be completed by a member of the GCCC).
   b. An individual who knows the individual on a professional level (i.e., a current or former employer or supervisor, not a co-worker).
8. ~~8.~~ Though the GRE is not required, Graduate Record Examination (GRE) General Test scores may be submitted for consideration.
9. Appropriate personal, interpersonal, emotional, and maturational fit for the profession of Clinical Mental Health Counseling, based upon the judgment of members of the GCCC.
10. All completed application packets to the CMHC Master's Degree Program must be submitted to the CMHC Program Coordinator for review at the next regularly scheduled GCCC Meeting. Preferred method for submitting packet is that it be scanned and e-mailed. Upon application review, if a student meets or exceeds all above admissions criteria, he or she will be granted unconditional admission status in the CMHC Master's Degree Program. The unconditionally admitted student will be required to meet the Retention and Dismissal Conditions outlined below, on a semester-by-semester basis, to maintain unconditional admission status in the program.

Application Review Process:

All applications for admission to the CMHC Master's Degree Program will be reviewed by the GCCC at the next regularly scheduled meeting. The GCCC meets at least once during each academic semester (spring, summer, and fall) and other times as deemed necessary by committee members. The GCCC reserves the right to require any applicant to appear before the committee for a face-to-face interview for a variety of reasons (e.g., unfavorable letter[s] of recommendation, low undergraduate and/or graduate GPA, responses provided on CMHC Program application form, issues presented at tri-annual student review meetings, etc.). Following the review of a completed application, and possibly a face-to-face interview, each applicant will receive a letter from the chairperson of the GCCC informing him or her of the GCCC's admission decision and, for those admitted to the program, the name and contact

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information of the applicant's appointed advisor. The GCCC may choose to admit students unconditionally (all requirements are met at acceptable levels), admit students conditionally (requiring certain conditions to be met for later review of possible unconditional admission status), or deny admission. Students who are denied admission to the CMHC Master's Degree Program are not permitted to take any further graduate counseling courses and must wait one full calendar year prior to reapplying to either the CMHC or School Counseling Master's Degree Programs.

Students who have completed nine (9) graduate credit hours under provisional admission status (see requirements above), but who have not completed the necessary requirements for conditional or unconditional admission to the CMHC Master's Degree Program, will not be allowed to matriculate further in the program until conditional or unconditional admission is granted by the GCCC. Conditionally admitted students (see requirements above) may not complete more than nine (9) hours after the date conditional admission is granted prior to attaining unconditional admission status.

Grade Point Average (GPA) Requirements for Students enrolled in the CMHC Master's Degree Program

A GPA of 3.00 or higher on all graduate coursework completed at SE, or transferred in from another university (in compliance with SE transfer of credit and residency guidelines, and with prior approval of the CMHC Program Coordinator and the Chair of the Department of Behavioral Sciences), for the CMHC Master of Arts Degree is required for graduation. If a course is retaken, the last grade will be counted in the computation of the overall GPA. No grade of "D" or "F" will count toward the CMHC Master of Arts Degree and must be retaken. Students may not apply any "pass/fail" courses toward their Master of Arts Degree in Clinical Mental Health Counseling at SE. As per Graduate School policy, no more than two grades of "C" can be applied toward a Master's degree.

Retention and Dismissal Conditions

Retention and dismissal conditions for the CMHC Master's Degree Program are as follows:

1. Due to the critical nature of the clinical mental health counselor's role, continued enrollment in the program is predicated upon the student maintaining an appropriate level of social and emotional maturity, the ability to communicate effectively, and other personal attributes believed by the faculty to be necessary for success in the counseling profession.
2. Students are required to abide by ethical standards of the American Counseling Association, the American Mental Health Counselors Association, and other generally accepted standards of the profession. Further, students are strongly encouraged to become members of these professional organizations both during graduate school and following graduation.
3. Students must earn a grade of "B" or higher in each of the following four courses required of the CMHC Counselor Clinical Training Sequence to move forward in the sequence and to graduate from the CMHC Master's Degree Program: (a) COUN 5423: Counseling Pre- Practicum; (b) COUN 5543: Counseling Practicum; (c) COUN 5923: Counseling Internship I; and (d) COUN 5933: Counseling Internship II.

   Students granted unconditional admission status who fail to achieve and maintain an overall graduate GPA of 3.00 at any point during their graduate program of study will be placed on academic probation by the SE Registrar. A student who fails to achieve a 3.00 GPA during each term of enrollment while on graduate probation and achieve a cumulative graduate GPA of 3.00

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after completion of the next nine (9) hours of graduate coursework from the time at which the probationary status commenced will be placed on academic suspension by the SE Registrar for a period of one semester. After the mandatory period of academic suspension has been completed, the student will be required to apply and be approved for readmission to the SE School of Graduate and University Studies. Once readmitted to the SE School of Graduate and University Studies, the student may be allowed to re-enroll in graduate courses only after completing and signing a new Application for Admission to the Clinical Mental Health Counseling Master's Degree Program and upon approval of the GCCC. Failure to achieve a 3.00 cumulative graduate GPA during any subsequent semester of enrollment will result in a second period of academic suspension by the SE Registrar. If a student fails to achieve a 3.00 GPA during each term of enrollment while on a second term of graduate probation and achieve a cumulative graduate GPA of 3.00 after completion of the next nine (9) hours of graduate coursework from the time at which the second term of probationary status commenced will be automatically dismissed from the University (per the policy of the SE School of Graduate and University Studies).

4. Students granted conditional admission status who fail to achieve a 3.00 graduate GPA after the completion of nine (9) graduate semester hours will be immediately suspended from the CMHC Program and will not be allowed to pursue further graduate studies in the Clinical Mental Health or School Counseling Master's Degree Programs at SE for a period of no less than one (1) calendar year. After the mandatory period of academic program suspension has been completed, the student will be required to reapply to the SE School of Graduate and University Studies for graduate school readmission. Once readmitted to the SE School of Graduate and University Studies, the student may be allowed to re-enroll in graduate courses only after completing and signing a new Application for Admission to the Clinical Mental Health Counseling Master's Degree Program and upon approval of the GCCC. Once readmitted to the SE School of Graduate and University Studies and the CMHC Master's Degree Program, the student will be required to retake any courses in which he or she earned a "C," "D," or "F" before the GCCC will consider the student's application for unconditional admission status.
5. A student granted unconditional admission status who receives a grade of "C" in three (3) graduate courses will be immediately placed on CMHC Program suspension and will not be allowed to pursue further graduate studies in the Clinical Mental Health or School Counseling Master's Degree Programs at SE for a period of no less than one (1) calendar year. A student receiving a grade of "D" or "F" in any graduate course will immediately be placed on graduate suspension and will not be allowed to pursue further graduate studies in the Clinical Mental Health or School Counseling Master's Degree Programs at SE for a period of no less than one (1) calendar year. After the mandatory period of academic suspension has been completed, the student will be required to reapply to the SE School of Graduate and University Studies for graduate school readmission. Once readmitted to the SE School of Graduate and University Studies, the student may be allowed to re-enroll in graduate courses only after completing and signing a new Application for Admission to the Clinical Mental Health Counseling Master's Degree Program and upon approval of the GCCC. If readmitted to the SE School of Graduate and University Studies and the CMHC Master's Degree Program, the student must retake the course(s) in which he or she received the third "C" or any "D" or "F," and must maintain a cumulative graduate GPA of 3.00 or higher in that semester and all subsequent semesters until completion of the CMHC Master's Degree Program. These provisions apply to all courses taken, with the exception of duplicated courses (courses with the same prefix, number, and title), in which case only the most recent grade will be used in GPA calculations. No course(s) from another college or university in which a student has earned a grade of "C," "D," or "F" will be considered for transfer to the CMHC Degree Plan at SE.

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6. No student may graduate from the CMHC Master's Degree Programs with a cumulative GPA of less than 3.00.
7. A student who fails to meet the legal, ethical, and professional expectations of professionals preparing for entry into the field of Clinical Mental Health Counseling (before or during a student's program of study), as outlined by the codified legal statutes of Oklahoma or any other state or jurisdiction, the current version of the *Oklahoma LPC Act and Regulations*, the current version of the *American Counseling Association Code of Ethics*, the current version of the *Code of Ethics of the American Mental Health Counselors Association*, the current version of the *Southeastern Oklahoma State University Code of Student Conduct*, the current version of the *Southeastern Undergraduate and Graduate Catalog*, the current version of the *Clinical Mental Health Counseling Student Handbook and Policies and Procedures Manual*, the syllabi from any courses in the CMHC Master's Degree Program of Study (including elective courses), and/or other generally accepted standards of the profession of Clinical Mental Health Counseling may be: (a) required to attend a meeting with GCCC to discuss the matter; (b) required to complete a remediation plan with specific requirements as determined by the GCCC, commensurate with the nature and seriousness of the personal and/or professional misconduct or other issues; (c) subject to the refusal of the faculty to endorse (see below for more information) a student for graduation, credentialing, or employment pending completion of any remedial activities or due to program suspension or dismissal; (d) required to complete a research or personal reflection paper(s) addressing matter(s) of concern outlined by the GCCC; (e) required to cease the student's clinical service delivery, in the case of courses in the CMHC Counselor Clinical Training Sequence; (e) referred for recommended or mandated professional counseling services; (f) referred for recommended or mandated psychological evaluation to determine fitness for the profession; (g) temporarily suspended from the program (necessitating reapplication to the CMHC Master's Degree Program, which may require additional documentation verifying fitness for the profession as required by the GCCC); and/or (h) expelled from the program.
8. Courses taken from other institutions will not be transferable if taken during a period of suspension or dismissal from Southeastern Oklahoma State University.

Student's Right to Due Process:

Due process in higher education refers to the provision of a fair and just opportunity for students to explain and defend their actions against charges of misconduct or to challenge decisions made on their behalf with regard to university and/or program admission, retention, suspension, or dismissal decisions. In essence, due process provides the student with an established course of action and proceedings designed to safeguard his or her rights.

<u>Academic Appeal Process for Decisions Rendered by the Graduate Counseling Coordinating Committee</u>:

- If a student receives a grade in any graduate course that she, he, or they feels is unfair, biased, or in contravention of the requirements stipulated in the syllabus for that course, the student has the right to appeal said grade. Please note that students may not appeal any tests, papers, assignments, etc., *during* the tenure of a course. They may only appeal the final grade, which may be based on a particular test, paper, assignment, etc., once grades have been posted to the student's transcript. Students have one (1) calendar year from the date the final grade is assigned to appeal a course grade. The **preferred** steps of a grade appeal are as follows:

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- It is recommended that the student first discuss her, his, or their grade concerns with the faculty member who assigned the grade.
- The student can request an appointment with the GCCC if such an appointment has not already occurred, with regard to this specific concern.
- If satisfactory resolution is not found with the faculty member who assigned the grade, it is recommended that the student discuss her, his, or their grade concerns with the Chair of the Department of Behavioral Sciences.
- If satisfactory resolution is not found with the Chair of the Department of Behavioral Sciences, it is recommended that the student discuss her, his, or their grade concerns with the Dean of the Graduate School.
- If satisfactory resolution is not found with the Dean of the Graduate School, it is recommended that the student file a formal grade appeal through the School of Graduate and University Studies.

If a student believes that she, he, or they have a conflict of interest with regard to any of the parties outlined in the above five-step process, she, he, or they may bypass that step in the review process. It should be noted that though discouraged, students always retain the right to appeal a grade directly to the School of Graduate and University Studies without first speaking with any of the parties in the aforementioned preferred appeal process.

Please Note: Admission to the Master of Arts Degree Program in Clinical Mental Health Counseling does not guarantee graduation. Success in academic coursework is only one component of becoming a successful counseling student. Any of the following nonacademic conditions may result in formal intervention by the GCCC if they are observed to impair the student's ability to work with others in classroom, pre-practicum, practicum, or internship settings: (1) personal issues, untreated psychopathology, or personality-disordered behavior; (2) dysfunctional or disruptive interpersonal relationship issues; (3) personal attitudes or value systems that conflict with the ability to establish effective counseling relationships; and/or (4) failure to meet the ethical, legal, and professional expectations of professionals preparing for entry into the field of Clinical Mental Health Counseling (before or during a student's program of study), as outlined by the codified legal statutes of Oklahoma or any other state or jurisdiction, the current version of the *Oklahoma Licensed Professional Counselor (LPC) Act and Regulations*, the current version of the *American Counseling Association Code of Ethics*, the current version of the *Code of Ethics of the American Mental Health Counselors Association*, the current version of the Council for the Accreditation of Counseling and Related Educational Programs (CACREP) Training Standards, the current version of the *Southeastern Oklahoma State University Code of Student Conduct*, the current version of the *Southeastern Undergraduate and Graduate Catalog*, the current version of the *Clinical Mental Health Counseling Student Handbook and Policies and Procedures Manual*, the syllabi from any courses in the CMHC Master's Degree Program of Study (including

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elective courses), and/or other generally accepted standards of the profession of Clinical Mental Health Counseling.

Appendix E

Tri-annual Graduate Student Progress Review Form

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TRI-ANNUAL GRADUATE STUDENT PROGRESS REVIEW FORM

Student's Name: _____

Date of Review: _____

Student's Program Admission Status:
- ☐ Provisionally Admitted
- ☐ Conditionally Admitted
- ☐ Unconditionally Admitted

Student's Program Focus:
- ☐ CMHC
- ☐ School Counseling

Concerns presented by Counselor Education faculty member(s):

Yes	No	Issue(s) of Concern
☐	☐	Academic concerns (briefly explain): _____
☐	☐	Other violations of the current version of the *SOSU Student Handbook* (briefly explain): _____
☐	☐	Clinical application concerns (briefly explain): _____
☐	☐	Violation of ARSD policy (briefly explain): _____
☐	☐	Ethical concerns (briefly explain): _____
☐	☐	Legal concerns, per occupational licensing acts (briefly explain): _____
☐	☐	Civil or legal matters (briefly explain): _____
☐	☐	Interpersonal concerns (briefly explain): _____
☐	☐	Student impairment concerns (briefly explain): _____
☐	☐	Personal attitude or value systems concerns (briefly explain): _____

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☐	☐	Other matter(s) of concern (briefly explain): _____ _____

Reviewers (please initial):

_____Dr. Tim Sneed _____Dr. Kathy McDonald _____Dr. Mastewal Mekonnen Seyeneh
_____Dr. Jon Reid

____ Refer student matter to GCCC
____ Do not refer student matter to GCCC

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Action(s) Recommended by Graduate Counseling Coordinating Committee upon Referral

Based upon the concerns presented by the core Counselor Education faculty members in the SOSU Department of Behavioral Sciences (outlined on page 1 of this form), the following intervention(s) is/are recommended by the Graduate Counseling Coordinating Committee (GCCC; check all that apply):

☐ Concern(s) duly noted; no further action recommended at this time. Notes:

☐ Send letter of concern or reprimand (circle one) to student. Notes:

☐ Require student to appear before GCCC to discuss issue(s) of concern. Notes:

☐ Require student to complete a remediation plan individually tailored to student needs and commensurate with the nature and seriousness of his or her personal and/or professional misconduct or other issues: Notes:

☐ Deny Counselor Education faculty member endorsement of student for licensure, certification, or employment. Notes:

☐ Require student to complete a research or personal reflection paper individually tailored to student issues of concern. Notes:

☐ Recommend or require (circle one) student to cease any counseling service delivery activities as part of the "Counselor Clinical Training Sequence" of his or her degree plan. Notes:

☐ Recommend or require (circle one) student attend personal counseling to address specified issues of concern. Notes:

☐ Recommend or require (circle one) student to undergo a psychological evaluation (at his or her own expense) to help determine fitness for the counseling profession and/or program continuation. Notes:

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☐ Recommend or require (circle one) student to complete a period of suspension from graduate studies for personal reflection (necessitating reapplication to a specific master's degree program if sought by student). Notes:

_____

_____

☐ Deny program endorsement of student for graduation clearance pending completion of specific requirements. Notes:

_____

_____

☐ Expel student from master's degree program (expulsion applies to both degree programs regardless of the program to which student was previously provisionally, conditionally, or unconditionally admitted):

_____

_____

☐ Other course of action. Notes:

_____

_____

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Appendix F

Counseling Practicum/Internship Candidate Evaluation of Site and Site Supervisor

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Southeastern Oklahoma State University
Department of Behavioral Sciences
Clinical Mental Health Counseling

Statement of Understanding and Acknowledgment Regarding CMHC Program and Policies

I,_____, acknowledge that I have read the Clinical Mental Health Counseling Student Handbook and Program Policies and Procedures Manual in full.

_____ _____
Student Signature Date

In conjunction with this handbook, during the entire tenure of my graduate studies, including any periods of program absence, I agree to fully comply with the following:

- All components of the Clinical Mental Health Counseling Student Handbook and Program Policies and Procedures Manual;
- Pertinent sections of the current version of the SOSU Graduate Catalog;
- The most recent version of the SOSU Student Handbook;
- The current version of the American Counseling Association Code of Ethics.

_____ _____
Student Signature Date

I understand that the faculty members of the Southeastern CMHC Master's Degree Program have the right and responsibility to monitor my academic progress, my professional ethical behavior, and my personal characteristics; and, based upon that monitoring, to make decisions about my standing in the CMHC Master's Degree Program.

I understand that remediation may include the requirement of personal counseling or other requirements that I undertake at my own expense.

I understand that success in the sequence of clinical courses including, but not limited to, COUN 5423, 5543, 5923, and 5933 requires some skills different from those required for success in didactic courses; thus, success in didactic courses does not guarantee success in courses in the Counseling Clinical Training Sequence.

I also understand that the sequence of clinical courses involves the demonstration of increasingly complex counseling competencies and, consequently, that success in earlier course(s) in the sequence does not necessarily indicate success in later course(s) in the sequence.

I understand and acknowledge that Southeastern Oklahoma State University, the Graduate School, the Department of Behavioral Sciences, or any individual faculty or staff members in the Department of Behavioral Sciences will not provide any legal defense or pay for any legal expenses, including attorney's fees, in the event I am sued for any legally

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recognized tort or act of misconduct while completing counseling practicum, internship, or other related field experiences, nor will any of the aforementioned parties pay damages or other costs incurred by me in the event I am found liable.

I will hold Southeastern Oklahoma State University, the Graduate School, the Department of Behavioral Sciences, or any individual faculty or staff members in the Department of Behavioral Sciences harmless should they be joined in any lawsuit as a result of my conduct while completing my counseling practicum, internship, or other related field experiences. I hereby verify that I have been given a reasonable opportunity to review the aforementioned materials and requirements and have been given an opportunity to ask any questions I may have pertaining to said materials or requirements.

Further, I agree to fully comply with all requirements listed in this document.

_____ _____

Student Signature Date

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