



HARDING
UNIVERSITY

Department of
Mental Health and Wellness

**Professional School Counseling
Clinical Mental Health Counseling
Marriage, Couples and Family Counseling**

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Searcy, AR 72149

(501)-279-4500

Preface

Welcome and congratulations on your acceptance into the Mental Health and Wellness programs of Harding University.

As an educator and professional counselor, I have worked with people from a variety of backgrounds. If there is one professional lesson that I have learned time and again, it is this: All people, if given the opportunity, can learn! We have a responsibility to educate students from all backgrounds, and, here at Harding, we are particularly proud of our graduates and the lives that they impact every single day. Our graduate programs are known for graduating leaders who are successful administrators, counselors, and human service professionals who have their sights on providing excellent care.

In addition to teaching, the faculty also introduces students to a myriad of career opportunities. Many professors work with students, both undergraduate and graduate, in research, presenting findings at conferences, applying for scholarships, and serving the community through outreach programs. In this way, Harding University's mission is carried out on a daily basis.

Please read through this handbook and keep it handy as a reference. However, as always, please feel free to contact us if you have specific questions. Again, welcome and we look forward to helping you fulfill your vocational goals.

Sincerely,

Dr. Todd Patten, Ed.D., NCC, LPC-S
Department Chair, Mental Health and Wellness

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Introduction

The Mental Health and Wellness Student Handbook is designed to be used with the Harding University Graduate Catalog and the Harding University Student Handbook. These official documents are revised periodically. It is the student's responsibility to obtain the latest editions of these documents. This handbook is designed to be a reference for students enrolled in the program, but is not intended to take the place of syllabi and academic advising.

Mission Statements

University Mission Statement: "The integration of Faith, Learning, and Living by the Development of Christian Scholarship, the Promotion of Christian Ethics, the Development of Lasting Relationships, the Promotion of Wellness, and the Promotion of Citizenship within a Global Perspective."

College of Education Mission Statement: "Touching hearts and challenging minds through Christ by preparing professionals for Christian service to children, families, and communities."

Mental Health and Wellness Mission Statement: "The mission of Harding's Mental Health and Wellness Programs is to prepare counselors to provide caring, compassionate and competent counseling services in a variety of settings to a diverse population."

Descriptive of Multicultural and Global Perspectives: "The plan for integrating multicultural and global perspectives into this course is guided by appropriate ethical standards including, ACA, ASCA, AAMFT that deal with multicultural and global education, as well as students with disabilities and other special needs. Our plan largely targets the learning of multicultural and global perspectives in terms of pertinent information of individual uniqueness. The entire program is infused with this information and texts for the program emphasize the importance of social and cultural context on counseling."

Objectives

Upon successful completion of the program, all students will be expected to:

1. Students will demonstrate an understanding of the history of professional counseling as well as the ethical practice of the profession in a variety of interdisciplinary settings.
2. Students will demonstrate an understanding of how issues of diversity influence help seeking behavior as well as how to effectively help a diverse client population.

3. Students will demonstrate an understanding of the normal course of human development and how deviations can influence behavior.
4. Students will demonstrate an understanding of the role of career in wellness.
5. Students will demonstrate knowledge of and the skill to apply counseling approaches to client need.
6. Students will demonstrate knowledge and skill to provide group counseling to a variety of client populations.
7. Students will demonstrate the knowledge and ability to select and administer appropriate assessment instruments to assist in client care.
8. Students will demonstrate the ability to read and understand research as well as conduct research necessary to better serve their clients.

For those students enrolled in the Clinical Mental Health Counseling specialty area:
Students demonstrate an ability to provide evidence based CMHC services to diverse clientele in a broad range of clinical settings

For those students enrolled in the Marriage, Couples and Family Counseling specialty area:
Students demonstrate an ability to provide evidence based MCFC services to diverse clientele in a broad range of clinical settings.

For those students enrolled in the Professional School Counseling specialty area:
Students demonstrate an ability to provide evidence-based School Counseling services to diverse student clientele in a broad range of educational & community settings

Program Descriptions

The entry-level 60-hour Professional School Counseling degree offered by the Department of Mental Health and Wellness is designed as a practical program preparing entrance-level professionals to become competent professional school counselors. Practice is given in utilizing current counseling principles in real-world settings through practicum and internship experiences. Candidates are equipped with strategies including cognitive, affective, behavioral or systemic interventions that address wellness, personal growth, and crises. This base will provide candidates with competencies (as defined by CACREP, ACA and ASCA) designed to positively impact a variety of people across K -12.

Courses meet current course requirements for K-12 licensure/practice for school counseling in public or private schools, including higher education, as approved by the Arkansas Department of Education.

NOTE: Licensure as a Professional School Counselor in some states (excluding Arkansas) requires teacher licensure in addition to this degree.

The entry-level 60-hour Clinical Mental Health Counseling degree offered by the Department of Mental Health and Wellness prepares candidates in advanced knowledge and skills to become leaders and practitioners in the field of professional counseling/psychotherapy. Practice is given in utilizing current counseling principles in real-world settings through practicum and internship experiences. Candidates are equipped with strategies including cognitive, affective, behavioral or systematic interventions that address wellness, personal growth, crisis and mental health including pathology. This program will provide candidates with competencies (as defined by CACREP and ACA) designed to positively impact a variety of people across the lifespan.

This program provides training in clinical counseling including advanced work in the current DSM, psychopharmacology, addictions counseling, individual and group counseling, including families. The program includes classroom and field experiences that develop competency in advanced counseling/psychotherapy practice.

This degree can lead to professional credentialing as a Licensed Professional Counselor and Clinical Mental Health Counselor and prepares candidates for professional counseling practice in a variety of settings including but not limited to school based mental health, community, clinical mental health, private practice and ministry.

The entry-level 60-hour Marriage and Family Counseling/Therapy degree offered by the Department of Mental Health and Wellness prepares candidates in advanced system knowledge and skills for individual and family-based counseling. Clinical training focuses on the use of current counseling principles and models with diverse clientele in multiple practicum/internship placements. Candidates are equipped with competencies (as defined by CACREP and ACA) and clinical strategies including systemic, behavioral, affective, and cognitive interventions that address a broad range of clinical issues and contexts. Training will include advanced clinical work in relational, family, and group counseling. It also includes a focus on the assessment, diagnosis and treatment of disorders identified in the current DSM.

This degree can lead to professional credentialing as a Licensed Marriage and Family Therapist and Licensed Professional Counselor, in the state of Arkansas, and prepares candidates for counseling practice in a variety of settings including but not limited to school based mental health, community, private practice and ministry.

The Department of Mental Health and Wellness provides a blanket professional liability insurance policy providing coverage for full-time faculty as well as students enrolled in practicum, internship, courses requiring client contact, and university-related counseling activities. This coverage only extends to the Department of Mental Health and Wellness approved activities and does not extend to outside student/faculty employment or volunteerism.

Faculty

Jenene Alexander, Ed.D., NCSP, LPC Director of Clinical Mental Health and Professional School Counseling Professor of Education		
Marc Fager, Ph.D., LPC-S Director of Field Placement Associate Professor of Education		
Justin Moore, Ph.D., LPC-S/LMFT-S Director of Marriage, Couple and Family Counseling/Therapy Professor of Education		
Todd Patten, Ed.D., LPC-S, NCC Chair of Mental Health and Wellness Professor of Education		
Kevin Shelby, Ph.D., LPC-MHSP Memphis site Assistant Professor of Education		
Karl Wendt, Ph. D., LPC NWA Professional Center Associate Professor of Education		
Ervin E. (Gene) Wright II, Ph.D, LPC-S, NCC Director of Clinical Experience Associate Professor of Education		
Assisting Faculty		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Klay Bartee, Ph.D., LPC Ian Bradshaw, Ed.S, LPC Kristy Brown, MS. Sue Bunn, MS. Suzanne Casey, Ph.D. LMFT, LPC </td> <td style="width: 50%; border: none;"> Lew Moore, PhD., LMFT-S, LPC-S Riley Pate, MA, LPC, LMFT Beth Robinson, Ed.D, LPC Jared Walters, Ed.S . David White, Ph.D, LPC Winter, Yielding, EdS., LPC </td> </tr> </table>	Klay Bartee, Ph.D., LPC Ian Bradshaw, Ed.S, LPC Kristy Brown, MS. Sue Bunn, MS. Suzanne Casey, Ph.D. LMFT, LPC	Lew Moore, PhD., LMFT-S, LPC-S Riley Pate, MA, LPC, LMFT Beth Robinson, Ed.D, LPC Jared Walters, Ed.S . David White, Ph.D, LPC Winter, Yielding, EdS., LPC
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ADMISSIONS

Admission to Harding University is determined on an individual basis with the following criteria considered: (1) academic preparation, (2) character, (3) educational interests and (4) academic potential. Effort is made to admit all students who qualify and who can benefit from the unique educational program and opportunities available at Harding irrespective of their religious faith, national origin, sex, race or color. When applying, students should be aware of the distinct purpose of Harding University and be willing to commit themselves to upholding institutional values.

Applicants for the MS in Professional School Counseling degree programs must:

1. Hold a baccalaureate degree from a regionally accredited institution with a cumulative grade point average of 2.50 or more, or 2.75 on the last 60 hours, attested by official transcript(s); OR an earned master's degree from a regionally accredited college or university, attested by an official transcript.
2. Earn the required score on one of the following entrance exams or hold a current teaching license:
3. PRAXIS II Examinations, earning at least the Arkansas cut-off score for licensure (Principles of Learning and Teaching and Specialty area)
4. Miller Analogies Test, minimum target score of 380 GRE general exam, minimum score of 900 in combined verbal and quantitative scores on the GRE tests taken prior to August 1, 2011. On GRE tests taken on or after August 1, 2011, the required score for the combined verbal and quantitative will be 286.

Applicants for the MS Clinical Mental Health Counseling and Marriage and Family Counseling/Therapy degree programs must:

1. Have a cumulative grade point average of 2.50 or more, or 2.75 on the last 60 hours, attested by official transcript(s); OR an earned master's degree from a regionally accredited college of university, attested by an official transcript(s).
2. Successfully complete the Miller Analogies Test (MAT) with a minimum score of 385 or the Graduate Record Examination (GRE) with a minimum score of 900 in combined verbal and quantitative scores on the GRE tests taken prior to August 1, 2011. On GRE tests taken on or after August 1, 2011, the required score for the combined verbal and quantitative will be 286. When requesting the score from the Educational Testing Service please reference Harding University code 6267.
3. Abide by the university Code of Conduct. Counseling students must also abide by the Graduate Policies and Procedures.

Application Procedure

1. An application form for admission may be obtained online at <https://www.harding.edu/mhw>, completed through GradCAS
2. GradCAS applications must be accompanied by a \$40 application fee which is not refundable and will not apply against the general registration fee if the applicant enrolls.
3. Applications must provide satisfactory references from three non-related individuals attesting to the applicant's professional or academic performance, including one related to professional ability in the degree area to which the student is applying.
4. Applicants must complete a personal interview with the professional counseling faculty. The interview will include a writing prompt and assessment of the candidate's professional objectives, professional commitment, level of self-awareness, and compatibility with the counseling program.
5. Applicants must have on file a signed copy of the Limitations of Supervision Statement of Understanding.
6. Applicants must include a professional resume.

Other Program Requirements

Upon acceptance into the program, students must consult with the director of their program or assigned advisor concerning the required course of study, register for classes online through Campus Pipeline each semester, and complete financial registration with the Business Office online. Leveling courses, if required, will not be included within the semester hour requirements for any entry level specialty Master of Science degree.

Admission to a Mental Health and Wellness program does not guarantee retention. At least one semester before the initial practicum semester in the Clinical Mental Health or Professional School program, requests for admission to field placement must be made by filing the required application forms with the director of field experiences.

Applications must be submitted by week 9 of the semester preceding field placement.

Transfer and International Students

Correspondence credit will not apply toward the master's degree. Students may transfer semester hours from other accredited graduate schools, subject to the approval of the chair of graduate studies in education. Counseling students may transfer a maximum of 9 semester hours in which they have a grade of "B" or higher. All coursework to be transferred must be completed before a student's last semester.

Students who (1) speak English as a second language, and have (2) not previously completed an undergraduate degree from an accredited American college or university must meet a minimum score on a nationally recognized test of English language proficiency such as the TOEFL or IELTS. However, in lieu of these exams, professional programs in the health sciences may assess such students with an interview and/or a writing exam.

Minimum TOEFL scores acceptable for admission to the university are 550 (paper-based test), 213 (computer-based test), or 79 (Internet-based test). The minimum IELTS score is 6.0. Scores must not be older than two years prior to the date of application to the university. Please note that individual programs may have more stringent minimum requirements.

Degree Requirements

Requests for degree may be submitted prior to a student's final semester but must be submitted no later than the first week of the final semester. The graduation fee must be paid to the Business Office the last semester before graduation.

Licensure Information

The Master of Science (MS) in Professional School Counseling degree fulfills current course requirements for K-12 licensure/practice for school counseling in public or private schools as approved by the Arkansas Department of Education. Please note: Licensure as a Professional School Counselor in some states (excluding Arkansas) may require teacher licensure in addition to this degree.

The Master of Science (MS) in Clinical Mental Health Counseling degree fulfills requirements for licensing as a clinical mental health counselor/psychotherapist. Students who complete the program are eligible to take the National Counselor Examination (NCE) offered by the National Board For Certified Counselors (NBCC) in order to qualify for National Certified Counselor status. They are also eligible to become members of the American Counseling Association (ACA) and the American Mental Health Counselors Association (AMHCA).

The Master of Science (MS) in Marriage and Family Counseling/Therapy degree fulfills requirements for licensing as a Marriage and Family Therapist. Additionally, students are able to meet the requirements for licensure as a Licensed Professional Counselor in Arkansas with an additional 4 hours of coursework. Students are also eligible to become members of the American Counseling Association (ACA), the International Association of Marriage and Family Counselors (IAMFC) and the American Association for Marriage and Family Therapy (AAMFT).

Students seeking licensure as a Licensed Professional Counselor or Licensed Marriage and Family Therapist in Arkansas can contact the Board of Examiners in Counseling at:

Arkansas Board of Examiners in Counseling
101 East Capitol, Suite 202
Little Rock, AR 72201

Phone: (501) 683-5800

Email:

Website: <https://abec.statesolutions.us/>

Students seeking licensure as Professional School Counselors in Arkansas can contact the Arkansas Department of Education at:

Arkansas Department of Education
4 Capitol Mall
Little Rock, AR 72201
Phone: (501) 682-4475
Website: <https://ade.arkansas.gov/>

Advising

Upon admission into any program within the Department of Mental Health and Wellness, students will be assigned an advisor from among the faculty members within the program. This faculty member will be their advisor for the duration of degree study unless the student requests a change of advisor in writing. It is the responsibility of the student to schedule regular meetings with their advisor to monitor their progress in the program. Newly admitted students should seek out their advisors immediately upon receipt of their acceptance notice from the Department of Mental Health and Wellness. Information related to courses of study, sequencing of courses, scheduling, practicum reservations, internships, and other pertinent information is available through the advisor. Faculty advisors will assist students in submitting their Degree Plan of Study by the end of the first semester of enrollment. Students should reserve a place in the practicum at the time they submit their completed plan of study. Information about advisors' telephone numbers and office hours can be obtained by calling the Program at (501) 279-4500 between the hours of 9 a.m. and 4:00 p.m.

Curriculum

Professional Counseling is defined by the American Counseling Association as “The application of mental health, psychological, or human development principles, through cognitive, affective, behavioral or systematic intervention strategies, that address wellness, personal growth, or career development, as well as pathology.” Thus, students are required to develop certain knowledge, values, attitudes, and skills in several areas of competency as prescribed by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The Professional Counseling: Clinical and School Counseling curriculum may lead to eligibility to be certified as a Professional School Counselor. Those seeking licensure as a Professional Counselor may be required to take additional coursework totaling 60 hours as prescribed by Arkansas Board of Examiners in Counseling.

Master of Science – Professional School Counseling

To earn this degree, a student must successfully complete the following 60 semester hours of coursework.

COUN 6000 Practical Use of the DSM	3
COUN 6010 Counseling Theories	3
COUN 6020 Techniques of Counseling	3
COUN 6030 Legal and Ethical Issues in Counseling	3
COUN 6040 The Counseling Professional	3
COUN 6050 Career Counseling	3
COUN 6060 Individual and Group Assessment	3
COUN 6070 Crisis, Abuse & Trauma Counseling	3
COUN 6080 Advanced Human Growth & Development	3
COUN 6100 Group Counseling	3
COUN 6110 Multicultural Counseling	3
COUN 6120 Addictions Counseling	3
COUN 6130 Human Sexuality and Sex Counseling	3
COUN 6140 Family and Relationship	3
COUN/EDFD 6520 Research Methods	3
COUN 6601 Professional School Counseling I	3
COUN 6602 Professional School Counseling II	3
COUN 6470 Counseling/Therapy Practicum	3
COUN 6680-6681 Internship: Professional School Counseling	6
	60

Master of Science– Clinical Mental Health Counseling

To earn this degree, a student must successfully complete the following 60 semester hours of coursework.

COUN 6000 Practical Use of the DSM	3
COUN 6010 Counseling Theories	3
COUN 6020 Techniques of Counseling	3
COUN 6030 Legal and Ethical Issues in Counseling	3
COUN 6040 The Counseling Professional	3
COUN 6050 Career Counseling	3
COUN 6060 Individual and Group Assessment	3
COUN 6070 Crisis, Abuse & Trauma Counseling	3
COUN 6080 Advanced Human Growth & Development	3
COUN 6100 Group Counseling	3
COUN 6110 Multicultural Counseling	3
COUN 6120 Addictions Counseling	3
COUN 6130 Human Sexuality and Sex Counseling	3
COUN 6140 Family and Relationship	3
COUN 6460 Clinical Mental Health Counseling & Practice	3
COUN/EDFD 6520 Research Methods	3
COUN Elective	3
COUN 6470 Counseling/Therapy Practicum	3
COUN 6480-6481 Internship: Clinical Mental Health Counseling	6
	60

Master of Science – Marriage and Family Counseling/Therapy

To earn this degree, a student must successfully complete the following 60 semester hours of coursework.

COUN 6000 Practical Use of the DSM	3
COUN 6010 Counseling Theories	3
COUN 6020 Techniques of Counseling	3
COUN 6030 Legal and Ethical Issues in Counseling	3
COUN 6040 The Counseling Professional	3

COUN 6050 Career Counseling	3
COUN 6060 Individual and Group Assessment	3
COUN 6070 Crisis, Abuse & Trauma Counseling	3
COUN 6080 Advanced Human Growth & Development	3
COUN 6100 Group Counseling	3
COUN 6110 Multicultural Counseling	3
COUN 6130 Human Sexuality and Sex Counseling	3
COUN 6200 General Systems Theories	3
COUN 6220 Postmodern and Communication Based Models	3
COUN 6230 Relational Counseling/Therapy	3
COUN 6240 Modern Models of Counseling/Therapy	3
COUN/EDFD 6520 Research Methods	3
COUN 6470 Counseling/Therapy Practicum	3
COUN 6680-6681 Internship: MFC/T & Counseling	6
	60

Supervised Experiences

Pre Practicum Policy: Pre-Practicum Policy and procedure: In the semester preceding a student is scheduled to begin practicum, students will be evaluated by faculty regarding their readiness to begin their practicum experience. Faculty will evaluate each student based on specific criteria including counseling skills, knowledge, and disposition. Each student will be evaluated collectively by the faculty. Based on the faculty evaluation students will fall into one of two categories. First, students meet the requirements to begin practicum. Students in this category will be allowed to begin securing field placement sites immediately.

In the second category, a student does not meet requirements to begin practicum. Students in this category will have an interview with faculty for further follow up and evaluation of the student. At this time, a plan with specific goals for remediation will be developed with the intent to allow the student to begin practicum upon successful resolution of the concerns outlined in the plan. A follow up interview with the faculty will be held to determine students' readiness.

Harding University's Department of Mental Health and Wellness requires all candidates for a Master's degree in counseling to complete a supervised counseling practicum and internship experience. At the master's level the requirement is a supervised 9 hour sequence of practicum and internship. The first semester begins with a 200-hour practicum (COUN 6470) in which practicum students are expected to gain initial experiential familiarity with counseling and guidance responsibilities, primarily by way of

observation and counseling practice, guided learning of site practices and procedures, and guided participation in site activities. The second and possibly third semester, which constitutes the internship (COUN 6480/COUN 6481 or 6280/6281-MFCT), requires 600 hours of supervised counseling/guidance and related responsibilities with clients.

In summary, a minimum of 200 hours is required for practicum, and a minimum of 600 hours is required for internship for completion of the clinical experience. Internship may either be taken in one semester for six credit hours (600 hours of experience) or split into two three credit hour classes over two semesters (300 hours of experience per semester). In addition to the required total amount of hours listed here, each entry level specialty area has specific requirements regarding the type and sequence of clinical hours necessary for degree/licensure completion. This information is outlined in the Field Experience Handbook.

In the Clinical Mental Health Counseling and Professional School Counseling specialties, obtaining a field site is a joint responsibility of the faculty and the student. Counseling faculty will assist prospective counseling students in obtaining potential practicum/internship sites. However, it is the students' responsibility to research possibilities for a potential practicum/internship. The student is responsible for contacting the university faculty for guidance as needed. If the student has been unable to obtain a field site after several interviews, he or she should contact the faculty for further assistance. Ultimately, it is the responsibility of the student to find their field placement and this should be done immediately prior to the start of the semester in which they plan to take practicum/internship.

In the Marriage, Couple, and Family Counseling specialty, practicum and internship placements are assigned each semester. Students will rotate between assigned placements over a three-semester sequence covering a 12-month period.

The Field Placement Handbook is available on the Handbooks page of our web site: www.harding.edu/mhw.

Professional Associations

The Mental Health and Wellness Program trains its students to the standards set forth by The American Counseling Association (ACA) and The American School Counseling Association (ASCA). Also, students seeking licensure as a Marriage and Family Therapist should consider the standards set forth by The American Association of Marriage and Family Therapists (AAMFT) as relevant to the state they are seeking licensure. As such, students are encouraged to become members of the appropriate professional organization as an important step in establishing their professional identity.

Chi Sigma Iota is the international honor society of professional counseling. CSI was created for counselors-in-training, counselor educators, and professional counselors whose career commitment is to research and service through professional counseling. CSI's mission is to promote scholarship, research, professionalism, leadership and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling. Harding University's chapter of CSI is Alpha Pi Chi. Students are eligible for membership once they have completed 9 semester hours of study in Counseling and have earned a 3.5 GPA or better. Students will be contacted once they are eligible for membership.

Professional Organization Links:

Chi Sigma Iota: <http://www.csi-net.org/>

ACA: <http://www.counseling.org/>

ASCA: <http://www.schoolcounselor.org/>

AAMFT: <https://www.aamft.org/>

Tuition and Financial Assistance

Tuition for students in the Mental Health and Wellness programs for 2021 is \$587 (tuition + tech fee) per hour.

Counseling is a high needs area, and loan repayment programs are also often available.

Financial aid is available to most Harding Graduate Students in the form of Federal and Private Loans, graduate assistantships, veteran's programs, and vocational rehabilitation programs.

These funds are administered wholly or in part by the Office of Financial Aid Services. Requests for information and assistance should be directed to Harding University, Box 12282, Searcy, AR, 72149-2282; Telephone: (501) 279-4257 or 1-800-477-3243 (toll free); or email finaidgrad@harding.edu. Please contact this office for additional information.

Additional funds may be available at times, please consult your advisor for details.

Personal Counseling

On Campus- Counseling resources and services are available at no cost to the student. A staff of six professional counselors is available to confidentially answer personal questions and provide counseling services as needed. Our goal is to assist students as a part of the University's mission to promote student success in all areas of life. Help or

information regarding any of your concerns is available at counseling@harding.edu, 501-279-4347, or located in McInteer 313.

Note: Limitations on counseling service for distance or telehealth.

Due to state-by-state licensure regulations for counseling, Harding University Counseling Center can only serve Arkansas residents with this resource. Information regarding other service options is available at the Counseling Center 501-279-4347. <https://www.harding.edu/student-life/counseling-center>

Off Campus- Please see your advisor for additional counseling options outside of the University.

Career Center

The Career Center staff is available to help graduate and professional students with their job search or applications for further graduate or post-graduate study. Job search-related offerings include resume review, interview preparation and job search training. Services related to graduate applications include essay review, application proofreading, and documentation timeline preparation. All of the services of the Career Center are available to students and alumni at no cost. The Career Center is located in the Student Center, Room 239.

Faculty Endorsement

Department faculty members welcome the opportunity to assist students in obtaining employment, licensure and further graduate education. Most faculty members support students' efforts to obtain employment through writing letters of recommendation, endorsements, and the like. Students are encouraged to approach faculty members to solicit an endorsement, however, please provide appropriate forms, notifications, or necessary documentation in a timely fashion. Faculty members reserve the right to decline a student's request.

Retention Policy

The Professional Counseling faculty adhere to the Ethical Standards of the American Counseling Association (ACA, 2014) which state:

F.9.b 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.

If retention issues arise, the Counselor Education Faculty will be directed by the following retention procedures. These procedures (informal, formal) are described in the following paragraphs.

Informal Procedures

Whenever possible, faculty attempts to resolve issues with students by meeting with them individually to discuss concerns (e.g. occasional late work, inconsistent participation, etc.). If the concerns are of a more serious or frequent nature or if the individual meeting cannot resolve the concerns the following process will be initiated:

- (1) Faculty members will meet with the student and complete a Graduate Student Record Form that outlines the specific concerns and a plan to address these concerns as well as a timeline to complete the plan.
- (2) At the end of the identified period, the student and faculty members will meet again to determine if the plan has been satisfactorily met and goals completed. If so, this will end the informal process and the remediation plan will become part of the student record.
- (3) If the plan has not been successfully completed or if the goals have not been satisfactorily met, faculty and student can extend the time frame for completing the goals identified in (1) above or if necessary, move on to the formal resolution process outlined below.

At times, the plan may include referral for personal counseling. There are many options available in the community to meet this need. Options will be provided at the time of the referral. Students may wish to take advantage of the counseling services available on campus. The Counseling Center is located on the third floor of the McInteer Center. A staff of professionally trained counselors is available to provide caring and confidential assistance to all students. The Center helps with personal issues that include self-improvement, relationships, depression, anxiety, pre-marital and marital. All services are provided at no cost and can be accessed at McInteer 313 or extension 4347.

Formal Procedures

If the informal approach outlined above fails to achieve the desired outcome or if the concern is too serious for informal procedures, then formal retention procedures will be initiated as follows:

- (1) The faculty member(s) will present their concerns to the Professional Counseling faculty.
- (2) The coordinator will schedule a Professional Counseling faculty meeting to discuss the concern(s).
- (3) The Counselor Education faculty will review the concern(s) and decide whether to proceed with the formal retention review. If the majority of the Counselor Education faculty decide the concern(s) is not of such a nature to require a hearing, then the procedure stops here. If on the other hand, the majority of the Counselor Education faculty decides the concern(s) is serious enough to warrant a hearing, a formal hearing will be scheduled. The concerned faculty member(s) will present a description of the concern(s).
- (4) At least ten (10) working days prior to the formal hearing, the student(s) will be informed by the Counselor Education Coordinator of the formal Retention Review and the specific concerns.
- (5) The faculty member(s) initiating the hearing and the concerned student(s) will be invited to meet with the Counselor Education faculty to present pertinent information. When appropriate, other individuals may be asked to attend and provide information.
- (6) Following the Retention Review, the Counselor Education faculty will decide on a resolution that may include any of the following:
 - a. The concern(s) do not warrant further action; the student should remain in the counselor education program.
 - b. The student will be placed on probation. A written plan for removing the student from probation will be recommended by the counselor education faculty. The plan will be given to the student and will be monitored by the student's advisor. Progress reports will be submitted to the Counselor Education faculty according to the time schedule specified in the plan. The Counselor Education faculty will meet and decide if the student should be removed from probation.
 - c. The student will be recommended for dismissal from the Counselor Education Program and will not be permitted to enroll in further counselor education classes.

Within ten (10) working days following the Retention Review, the Counselor Education Coordinator will communicate the counselor education faculty's decision to the student

and Department Chairperson. The student(s) may appeal the decision by following the Student Appeals/Grievance Procedures outlined in this handbook.

Academic Requirements

Grade Point Average for Degrees and Identified Programs of Study: An average scholarship level of 3.00 is required in all coursework. Students are expected to achieve a commendable or satisfactory grade (A or B) in all professional counseling coursework. Students who fail to maintain satisfactory progress towards their degree are subject to termination from the program. An accumulation of three grades of C or lower in professional counseling coursework will result in termination from the program. If after two years a student can demonstrate potential for academic success and/or personal and professional development since leaving the program, the student may apply for readmission to the program. At minimum, a student will have to develop and present a plan for academic success before being allowed to continue. Other remediation such as academic tutoring or other academic success strategies may be required before the student will be re-admitted.

A student will be allowed to repeat a maximum of two courses in the professional counseling program in which the student has received a grade of C or lower. A course may be repeated one time only. Each grade earned in a repeated course is shown on the student's transcript. The record of the first attempt will remain a part of the student's permanent record and will count in the number of C or lower grades accumulated, although only the grade from the second attempt will be calculated in the student's gpa. Successfully repeating a course does not change the number of C or lower grades accumulated.

NOTE: Licensure boards may require a grade of "B" or better in core coursework in order to apply for licensure.

Attendance

Students are expected to attend and participate in class whether the class content is delivered in a face to face, hybrid or online format. Faculty members have the authority to address concerns over lack of attendance or participation by assigning additional work to make up missed content or penalizing grades up to and including failing the course. It is noted that some material, because of its nature, cannot be made up and missing it will result in losing points for the assignment or material in question.

Non-Academic Requirements

Professional Counseling requires more than just academic proficiency. Faculty will conduct ongoing evaluations of students' suitability and appropriateness for the counseling profession as well as their academic performance. Students who do not

appear to possess those qualities or skills associated with effective counseling may be advised to withdraw from the program. In these cases, students shall be assisted in identifying an area of study or specialization that is more suited or appropriate to their talents and skills. If after two years a student can demonstrate potential for academic success and/or personal and professional development since leaving the program, the student may apply for readmission to the program. In addition to the preceding, students are referred to the current Harding University *Graduate and Professional Catalog* Code of Conduct.

Success in the Professional Counseling Program consists of more than grades. Work habits and attitudes play a major role in the success of any counseling student. Any of the following actions are considered just cause for immediate dismissal from the Master of Science in Professional Counseling: Clinical and School Program:

- (1) Dishonesty (cheating, plagiarism, etc.)
- (2) Disclosure of client confidential information with unauthorized individuals
- (3) Negligence of misconduct.
- (4) Mistreatment of clients, fellow students, research participants, or faculty.
- (5) Abusing a client, fellow student, faculty member, or staff member, (including abusive language).
- (6) Violations of the rules, regulations, and principles in the ACA Ethical Code, ASCA Ethical Code and Harding University Code of Student Affairs.
- (7) Receipt of a Fail grade in Practicum or Internship.
- (8) Willful submission of false information or alteration of any official records, counseling reports, papers, examinations or dissertations.
- (9) Willful conduct that may cause injury to self or others.
- (10) Unethical behavior as defined by ethical guidelines and practice (e.g., ACA, ASCA).
- (11) Sexual harassment as defined by Harding University.

Academic Grievance Procedure

It is the intent of the Professional Counseling: Clinical and School Program to provide graduate students the right to a fair hearing on academic and non-academic matters. Both informal and formal channels of fair process are available to work with students on complaints, appeals, and grievances. Students are referred to the current edition of the Harding University *Graduate and Professional Catalog* Academic Grievance Policy for information on these procedures.

Appendix: A-B

Appendix A: Limitations of Supervision Statement of Understanding (Ex. form)

ACA Code of Ethics, 2014

F.5.b. 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.

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.

In recognition that counselors have an ethical responsibility to manage their personal lives in a healthful fashion and to seek appropriate assistance for personal problems or conflicts, I affirm that I have read and understand the above stated supervision limitations. In the event my admission to COUN 6470 is granted, I accept and understand that I am subject to the above supervision limitations, Harding University's Code of Conduct and the current ACA Code of Ethics while enrolled in COUN 6280/6281, 6470, 6480/6481 and 7870. My signature also confirms that I have met requirements listed in this document as pre-requisites to practicum or Internship and that I have received a copy of the Counseling Student Handbook.

Signature of applicant: _____ Date: _____

Appendix B: Petition for Graduation (Ex. form)

Petition for Graduation (Step 1)

Online Application Completed

The completion of this form is 1 of 2 steps required to complete your graduation process. Each piece of information requested on this form is necessary to finalize your record in your final semester. Please pay careful attention and complete each question. (Return to: graded@harding.edu.)

<i>I plan to walk at graduation.</i>	
___ Yes ___	___ No ___

Graduation Semester/Year: Fall 20___ Spring 20___ Summer 20___

Name: _____		H# (or SSN): _____	
Mailing Address: _____ <i>(Current Mailing Address Please)</i>		Home Phone: _____	
		Cell Phone: _____	
Harding E-mail: _____ @harding.edu		Other E-mail: _____	
Hometown: _____		Please list your hometown—where you grew up, where you live now—your choice. This information will be listed in the publication available at the commencement ceremony.	

Please check the degree you are working towards.		
<input type="checkbox"/> Ed.D. (Doctor of Education) – Educational Leadership <input type="checkbox"/> Ed.S. (Educational Specialist) ___ Educational Leadership ___ Clinical Mental Health Counseling <input type="checkbox"/> M.S./Ed.S. – Clinical Mental Health Counseling <i>If you are receiving the dual degree, you must apply online for <u>both</u> M.S. <u>and</u> Ed.S.</i>	<input type="checkbox"/> M.A. (Master of Arts) – Excellence in Teaching <input type="checkbox"/> M.A.T. (Master of Arts in Teaching) ___ Elementary ___ Middle Level Licensure ___ Secondary Licensure ___ B-K Integrated w/SPED B-K ___ SPED K-12	<input type="checkbox"/> M.Ed. (Master of Education) _____ (major) <input type="checkbox"/> M.S. (Master of Science) ___ Marriage & Family Therapy ___ Professional School Counseling <input type="checkbox"/> M.S.E. (Master of Science in Education) _____ (major)

Online Graduation Application (Step 2)

To complete this step of graduation requirements, go to Pipeline; click on Student; then, Student Records; and choose Graduation Application. Follow the prompts for the application for graduation and submit. When this item is received in the Registrar's Office, the Business Office will be notified and your graduation fee will be applied to your account.

NOTE: If the Online Graduation Application is not completed by the semester deadline, a \$50.00 late fee will be applied to your account. Please note the Registrar's deadline for your graduation semester:

- ❖ Fall – October 1st
- ❖ Spring – March 1st
- ❖ Summer – June 20th

I understand it is my responsibility to make certain all degree requirements for graduation have been met. I understand that the degree will not be awarded until all requirements are complete and grades have been received – even if I walk and am listed in the program.

Candidate
Signature: _____ Date: _____

Updated Fall 2020