

HARDING UNIVERSITY

MS/Ed.S in Clinical Mental Health Counseling Admissions Checklist

1. ____ signed application
2. ____ \$40.00 application fee
3. ____ Professional Resume
4. ____ immunization records
5. ____ official transcripts showing all college work sent from the university to the Graduate Office _____ cumulative GPA
6. ____ passing GRE (composite score of 900 on the verbal and quantitative sections and a 4.0 on the analytical section), MAT scores (at least a 385)
7. ____ three letters of reference from individuals familiar with your academic or professional background _____
8. ____ formal interview with core faculty from the Professional Counseling program
9. ____ signed "Limitations of Supervision Statement of Understanding"

Student Name



HARDING UNIVERSITY
APPLICATION FOR ADMISSION TO THE GRADUATE EDUCATION PROGRAM
PROFESSIONAL COUNSELING – CLINICAL AND SCHOOL

MASTER OF SCIENCE/EDUCATIONAL SPECIALIST IN CLINICAL
MENTAL HEALTH COUNSELING

PREFERRED LOCATION:

- SEARCY
- MEMPHIS
- ROGERS

GENDER:

- MALE
- FEMALE

MARITAL STATUS:

- SINGLE
- MARRIED

Date: _____ Semester you plan to enroll: _____

Name: _____
First Middle Last Maiden

Street/P.O. Box: _____ City: _____

State: _____ Zip: _____ Fax: _____

Phone (home): _____ Phone (cell): _____

E-mail (home): _____ E-mail (other): _____

School/Employer: _____ Phone: _____

Social Security Number _____ **Date of Birth:** _____

Church Affiliation: _____

<p>Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p align="center">*****</p> <p>Are you a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Select one or more of the following races that apply to you:</p> <ul style="list-style-type: none"> <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White
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<p>Have you taken the GRE or MAT? _____</p> <p>If so, which one? _____ When? _____</p>
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Degrees Now Held: BA BS MA Other (specify): _____

Colleges That Granted Degrees: _____ Date of Graduation: _____

Colleges That Granted Degrees: _____ Date of Graduation: _____

Do you plan to transfer any graduate credits to Harding? Yes No Name of School: _____

PROFESSIONAL OR ACADEMIC RECOMMENDATIONS

I, the applicant, will request letters of recommendation from three individuals who will address my potential for success in the selected graduate program as well as address my professional and academic background. I will request the letters be sent to the address or e-mail listed below.

TRANSCRIPTS

I, the applicant, must request the INSTITUTIONS where all previous college work has been done to forward **one official** copy of transcript of credits to Harding University’s Graduate Studies in Education Office (Harding graduates need not supply a transcript).

TEST SCORES

Applicants must provide **one** of the following:

- GRE
- MAT

IMMUNIZATION

To comply with state law, Harding requires all college students who were born after 1/1/57 to provide proof of immunity against measles, mumps, and rubella (MMR).

REGULATIONS

If approved for admission, I agree to abide by the regulations and requirements of Harding University.

APPLICATION FEE

Applications must be accompanied by a \$40.00 non-refundable application fee. Make checks payable to Harding University.

Office Use Only: _____

All information disclosed on this application is voluntary and will be used in a non-discriminatory manner, consistent with applicable civil rights laws.

I read, understand, and agree to the stated policies and procedures set forth in the Harding University Graduate Catalog and the Graduate Studies in Education Code of Conduct.

Signed _____

Return to:

Chair of Graduate Studies in Education
Box 12261
Harding University
Searcy, AR 72149-5615

Phone: 501-279-4500
Fax: 501-279-4083
E-mail: schoolcounseling@harding.edu
Or: professionalcounseling@harding.edu

FOR OFFICE USE ONLY
Date Admitted: _____
Admission: Unconditional _____ Provisional _____
List deficiencies if provisional admission: _____
Approved by: _____

HARDING UNIVERSITY GRADUATE STUDIES IN EDUCATION

CODE OF CONDUCT

In addition to the promotion of scholarly pursuits, Harding University endeavors to instill within each student a deeper spiritual quality that, coupled with academic growth, enables the student to build a happy and useful life. Harding provides a Christian environment in which spiritual growth is central. All members of Harding's administration and faculty are dedicated to building Christian character and responsibility within each student.

Harding University is built with Christ as its chief cornerstone. It provides a setting in which Christian training and participation are encouraged.

Enrollment at the University is viewed as a privilege that brings the attendant responsibilities and accountability. Students are encouraged to develop a servant-leadership-ministry lifestyle that integrates faith, learning and living.

College of Education Graduate students acknowledge and agree to uphold Christian principles for which Harding stands. Harding University reserves the right to refuse admission to or dismiss a student whose lifestyle is not consistent with the Christian principles for which Harding stands and when the general welfare of the institution requires such action. A standard form is provided as part of the registration process and must be signed by each individual student wishing to enroll in the College of Education graduate program confirming their commitment to uphold the policies and procedures of this Code of Conduct.

While attending classes and events at Harding's Searcy campus or at one of the satellite locations, students must comply with Harding University's policies concerning conduct. This includes items such as:

- Illegal drugs, tobacco, and alcohol in any form are prohibited
- Modest dress is required
- Inappropriate language is prohibited
- Gambling and wagering are prohibited
- Firearms or weapons of any kind are prohibited
- Sexual immorality including pornographic materials are prohibited
- Christian principles should be respected by all students

If both undergraduate and graduate students are jointly involved in a violation of an undergraduate code of conduct (see online copy of undergraduate student handbook), then all students will be disciplined according to the undergraduate code of conduct.

Code of Conduct Disciplinary Procedures

When it appears a rule of conduct or procedure has been broken, the Chair of the Graduate Studies in Education program will conduct an investigation concerning the allegation. The following steps will be followed:

1. If possible, the issue will be resolved with the Chair of Graduate Studies in Education and the student.
2. If not resolved between the Chair of Graduate Studies in Education and the student an appeal is presented to the Graduate Council for their review and recommendation concerning the alleged code of conduct or procedural violation.
3. A request for this appeal must be made in writing to the Chair of Graduate Studies in Education within 24 hours after the attempted resolution by the Chair of Graduate Studies in Education and the student.
4. A Graduate Council meeting will be scheduled as soon as possible to address the appeal. This meeting will be conducted in a fair and reasonable manner according to the following guidelines:
 - a. All witnesses shall be required to affirm the truth of their testimony.
 - b. Presentation of evidence and agenda of meeting:
 1. Evidence that supports the charge against the student or organization
 2. Evidence of innocence or mitigation by the accused
 3. Rebuttal evidence by both parties
 4. Closing statements by both parties
 - c. Both parties shall have reasonable opportunity for cross-examination of witnesses.
 - d. The appeal will be open to:
 1. The appealing party
 2. Members of the Graduate Council
 3. Witnesses with relevant evidence to present – limited to two eye witnesses for each side
 4. Legal counsel, parents or guardians will not be permitted to appear before the Graduate Council.

Disciplinary sanction can range from a written or verbal reprimand to suspension or expulsion from the Graduate Studies in Education program.

Questions relating to the Graduate Studies in Education program's Code of Conduct should be referred to the Chair of Graduate Studies in Education.

HARDING UNIVERSITY

Either a copy of your immunization record or this completed form must be submitted

HARDING UNIVERSITY CERTIFICATE OF IMMUNIZATION

Please return form to: Admissions Office, Harding University Box 12261, Searcy, AR 72149

To comply with state law, Harding requires all college students who were born after 1/1/1957 to provide proof of immunity against measles and rubella.

NAME OF STUDENT _____ BIRTH DATE _____ SSN _____
ADDRESS _____ PHONE _____
EDUCATIONAL INSTITUTION (Name) _____ (City) _____

If you were born after 1/1/1957 you must:

- 1) Attach an official immunization record from another educational institution in Arkansas (high school or college).*
-OR-
- 2) Attach an immunization certificate signed by a licensed medical doctor or an authorized public health department representative. *
-OR-
- 3) Have Section A or B below completed and signed.

A. DECLARATION

Since 1987, when there were several measles outbreaks in the United States, it has been highly recommended by the Center for Disease Control, and is now required by Harding University that two doses of rubeola and rubella be given.

I hereby certify that the person named above

- 1) has received 2 MMR vaccines* on _____ and _____
Mo/Day/Year Mo/Day/Year
- 2) has received 2 measles vaccines* on _____ and _____
has received 2 rubella vaccines* on _____ and _____

B. I hereby certify that the person named above has acceptable medical waivers for either or both vaccines checked below:

**Check if
Applicable**

CONDITION**

- 1) A history of disease as confirmed by a positive laboratory test (Measles) _____
(Rubella) _____
- 2) Immune deficiency disease (i.e. combined immunodeficiency, agammaglobulinemia or Hypogammaglobulinemia of any class.) _____
- 3) A family history of immune deficiency disease (see 1 above) unless immune deficiency has been ruled out in that person _____
- 4) Depressed immune system due to
A. Generalized malignancy, leukemia or lymphoma currently or in the past. *** _____
B. Treatment with corticosteroids, alkylating drugs, anti-metabolites, or radiation _____
- 5) Pregnancy _____
- 6) Receipt of immune globulin injections in the previous 3 months.
(Vaccine should be given after 3 months have elapsed.) _____
- 7) A history of severe systematic allergic reaction **** after exposure to neomycin. _____
- 8) For measles, a history of severe systematic allergic reaction **** after ingestion of eggs. _____

Signed: _____ Date: _____

(Licensed Medical Doctor or Public Health Official)

Name of Signee: _____ (Type or Print) Phone _____

Address of Signee: _____

*Measles and rubella vaccines must have been received after the first birthday and after 1/1/1968.

** Medical exemptions for conditions not listed may not be allowed unless approved by the Arkansas Department of Health. Physicians must contact: Arkansas Department of Health, Immunization Program, 4815 West Markham St, Little Rock, AR 72205. (501) 661-2169

***Physicians are encouraged to test the immune function of those thought to be "cured," if the immune function is adequate, immunization is encouraged.

****"Severe systematic allergic reaction" means a reaction involving at least one of the following symptoms: urticarial rash, swelling of the mouth and throat, difficulty breathing, hypotension, shock.

Limitations of Supervision Statement of Understanding

ACA Code of Ethics, 2005

F.8.b. Impairment

Counselors-in-training refrain from offering or providing counseling services when their physical, mental, or emotional problems are likely to harm a client or others. They are alert to the signs of impairment, seek assistance for problems, and notify their program supervisors when they are aware that they are unable to effectively provide services. In addition, they seek appropriate professional services for themselves to remediate the problems that are interfering with their ability to provide services to others.

F.9.b. Limitations

Counselor educators, throughout ongoing evaluation and appraisal, are aware of and address the inability of some students to achieve counseling competencies that might impede performance. Counselor educators

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 a recourse in a timely manner to address decisions to require 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. 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 the Professional Counseling: Clinical and School program. My signature also confirms that I understand I may cease to make forward progress in this program should it be deemed appropriate by counselor educators.

Signature of applicant: _____ Date: _____

Advisor/Pract/Internship Coordinator: _____ Date: _____