



HARDING UNIVERSITY

**PROFESSIONAL
COUNSELING**

CLINICAL & SCHOOL



**PROFESSIONAL COUNSELING: CLINICAL
AND SCHOOL
STUDENT HANDBOOK**

Professional Counseling: Clinical and School

Harding University

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Updated 7/29/2019

Preface

Welcome and congratulations on your acceptance into the Professional Counseling: Clinical and School graduate program 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. Jenene Alexander

Program Director
Professional Counseling: Clinical and School

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Introduction

The Professional Counseling: Clinical and School 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: "The mission of the College of Education is to equip and sustain reflective, lifelong learners who are competent, confident, compassionate and courageous professionals, who, in turn, will inspire and enable those they serve."

Professional Counseling Mission Statement: "The mission of Harding's Professional Counseling: Clinical and School Program is to prepare counselors to provide caring, compassionate and competent counseling services in a variety of settings to a diverse population. To that end, students will be provided with a current, practical, and ethical education consistent with Harding's Christian foundations equipping them to be effective counselors capable of facilitating healthy change, growth and development."

Objectives

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

- (1) comprehend the fundamental concepts and theories underlying the profession of counseling;
- (2) be able to collect, analyze, and interpret individual and group data, and to generate and test hypothesis related to human behavior;
- (3) be able to effectively counsel in both individual and group settings;
- (4) be able to formulate, implement, and evaluate appropriate counseling programs and interventions in a variety of settings with a diverse client population;
- (5) be able to understand and demonstrate ethical behavior and the legal and ethical implications of that behavior; and
- (6) be sensitive to and understanding of the needs of persons who are culturally different; and incorporate Christian values and ethics into the daily practice of Professional Counseling.

Program Descriptions

This entry-level 48-hour Professional School Counseling degree in the Professional Counseling Program 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.

This entry-level 68-hour Clinical Mental Health Counseling degree in the Professional Counseling Program 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 emphasizing advanced work in the DSM V, 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.

Faculty

Jenene Alexander, Ed.D., NCSP, LPC
Director of Counseling
Associate Professor of Education

Marc Fager, Ph.D., LPC-S
Director of Field Placement
Assistant Professor of Education

Edward Gray, Ed.D.
Director of Memphis Site
Associate Professor of Education

Todd Patten, Ed.D., LPC-S
Chair of Mental Health and Wellness
Assistant Professor of Education

Kevin Shelby, Ph.D.
Assistant Professor of Education

Karl Wendt, Ph. D., NWA Professional Center
Academic Coordinator for Rogers Site
Associate Professor of Education

Ervin E. (Gene) Wright II, Ph.D, LPC
Director of Clinical Experience
Associate Professor of Education

Assisting Faculty

Ian Bradshaw, Ed.S, LPC
Kristy Brown, M.S.
Suzanne Casey, MFT, LPC
Scott Corner, Ed.S
Suzi Eudaly, Ed.S, LPC
Lauren Hackney, M.S, LAC
Anne Lehman, Ed.S, LPC

Stephanie O'Brian, Ed.S, LPC
Benjamin Okai, Ph.D, LPC
Beth Robinson, Ed.D, LPC
Emily Taylor, Ed.S, LPC
Jared Walters, Ed.S
David White, Ph.D, LPC

Admission to the Program

Admission Requirements for the Professional Counseling Degree Programs

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
5. 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/EdS Clinical Mental Health Counseling degree program 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 or 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.

Applicants for the Ed.S. Clinical Mental Health Counseling degree program must:

1. Hold a master's degree in a counseling related field [48 credit hours]. Leveling hours may be required if master's or credit equivalent hours total less than 48 or do not meet CACREP core requirement.
2. Have a cumulative grade point average of 3.00 on all graduate work.
3. Successfully complete the Miller Analogies Test (MAT) with a minimum score of 385 or the Graduate Record Examination (GRE) with a minimum equivalent 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.
4. Abide by the university Code of Conduct. Counseling students must also abide by the Graduate Policies and Procedures and the Professional Counseling Student Handbook.

Application Procedure

1. An application form for admission may be obtained online at www.harding.edu/gradcounseling or by contacting the program, Box 12254, Searcy, AR 72149; e-mail gradcounseling@harding.edu; or phone 501-279-4500.
2. 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 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 for the MS/EdS clinical mental health counseling program 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 the Master of Science degree programs. All requirements of the program must be completed within eight years from the time of acceptance into the program. Course work taken more than eight years before graduation will not be acceptable.

Admission to the Professional Counseling Program does not guarantee retention.

At least one semester before the initial practicum semester in the Professional School Counseling Program, request for admission to field placement must be made by filing the required application forms with the director of field experiences in Professional Counseling. 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 exam, 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 and Curriculum

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) requires teacher licensure in addition to this degree.

The Master of Science/Educational Specialist (MS/EdS) in Clinical Mental Health Counseling degree fulfills all requirements for the clinical mental health license for psychotherapy. This degree can lead to professional credentialing as a Licensed Professional Counselor and Clinical Mental Health Counselor. 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).

Students seeking licensure as Clinical Mental Health Counselors in Arkansas can contact the Board of Examiners in Counseling at:

Arkansas Board of Examiners in Counseling
101 East Capitol, Suite 104
Little Rock, AR 72201

Phone: (501) 683-5800
Fax: (501) 683-6349
Email: arboec@sbcglobal.net
Website: www.state.ar.us/abec

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

Arkansas Department of Education
Four Capitol Mall
Little Rock, AR 72201
Phone: (501) 682-4475
Website: <http://arkansased.org/index.html>

Advising

Upon admission into the program for Professional Counseling: Clinical and School, 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 notices from the Office of Graduate Studies and the Office of Professional Counseling: Clinical and School. 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 48 semester hours of coursework.

Required Courses (48 hours)

- COUN 6010 Counseling Theories (3)
 - COUN 6090 Professional School Counseling(3)
 - COUN 6050 Career Counseling (3)
 - COUN 6070 Crisis Intervention Counseling (3)
 - COUN 6000 Practical Use of the DSM (3)
 - COUN 6040 The Clinical and School Counseling Professional: Ethics and Organization (3)
 - COUN 6060 Analysis of the Individual and Group Assessment (3)
 - COUN 6770 Legal and Ethical Issues in Counseling (3)
 - COUN 6020 Techniques of Counseling (3)
 - COUN 6080 Advanced Human Growth: Developmental Foundations of Counseling (3)
 - COUN 6100 Group Counseling(3)
 - COUN 6470 Counseling Practicum: Clinical and School (Fall, Spring)
 - COUN 6480 Counseling Internship: Clinical and School (Fall, Spring)
 - COUN 6450 Multicultural Counseling (3)
 - EDFD 6520 Research Methods (Fall, Spring, Summer)
- Or
- EDFD 647 Data Driven Evaluation for School Improvement (3)

Master of Science/Educational Specialist – Clinical Mental Health Counseling

To earn this degree, a student must successfully complete the following 68 semester hours of coursework.

- COUN 6000 Practical Use of the DSM (3)
- COUN 6010 Counseling Theories (3)
- COUN 6020 Techniques of Counseling (3)
- COUN 6040 The Clinical Counseling Professional: Ethics & Organization (3)
- COUN 6050 Career Counseling (3)
- COUN 6060 Analysis of the Individual and Group Assessment (3)
- COUN 6070 Crisis Intervention Counseling (3)
- COUN 6080 Advanced Human Growth: Dev. Foundations of Counseling (3)
- COUN 6100 Group Counseling (3)
- COUN 6450 Multicultural Counseling (3)
- COUN 6460 Acquiring Clinical Judgment through Case Studies (3)
- COUN 6470 Counseling Practicum: Clinical (Fall, Spring)
- COUN 6480 Counseling Internship: Clinical (Fall, Spring)
- COUN 6770 Legal and Ethical Issues in Counseling (3)
- EDFD 6520 Research Methods (Fall, Spring, Summer) (3)
- COUN 7330 Psychopharmacology (3)
- COUN 7620 Addictions Counseling (3)
- COUN 7800 Counseling and Abnormal Psychology (3)
- COUN 7840 Family and Relationship (3)

Electives (6 hours)

- COUN 6200 General Systems Theories (Fall) (3)
- COUN 6220 Postmodern & Communication Based Models (Spring) (3)
- COUN 6230 Relational Counseling/Therapy (Fall) (3)
- COUN 6560 Alternative and Experiential Therapy (3)
- COUN 6570 Introduction to Equine Assisted Therapy (3)
- COUN 6580 Intro to Play Therapy (3)
- COUN 6590 Adv Play Therapy (3)
- COUN 6900 Specialized Studies in Professional Counseling (1-3)
- COUN 7520 Human Sexuality & Counseling (Fall) (1-6)
- COUN 7870 Advanced Counseling Internship (3)
- COUN 7880 Supervision of Counseling (3)

Supervised Experiences

Harding University's Professional Counseling: Clinical and School Program requires all candidates for the 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), 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 Masters in Counseling. 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).

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.

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

Professional Associations

The Professional Counseling: Clinical and School Program trains its students to the standards set forth by The American Counseling Association (ACA) and The American School Counseling Association (ASCA). 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/>

Tuition and Financial Assistance

All students in the Professional Counseling Program will receive a 32% tuition discount; therefore, tuition for students in the counseling program for 2019-2020 is \$573 (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.

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 which state:

“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” (ACA, 2005).

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. If the concerns are of a serious nature or if the individual meeting cannot resolve the concerns the following process will be initiated:

- (1) The faculty member(s) will meet with the student(s) and outline the specific concern(s). During this meeting a plan will be developed to correct and/or remediate the concern(s). Follow-up meetings will be conducted with the student to be sure the plan is being followed and has been successfully completed.
- (2) The faculty member(s) will discuss the plan of action (completed in step 1 above) at the professional counseling program faculty meeting(s). The purpose of this discussion will be to seek additional direction and/or advice from the total Professional Counseling faculty.

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.

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.

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-D

Appendix A: Master’s of Science—Professional School Counseling

Grade	Semester	REQUIRED COURSES	HRS
		COUN 6010 Counseling Theories	(3)
		COUN 6090 Professional School Counseling	(3)
		COUN 6050 Career Counseling	(3)
		COUN 6070 Crisis Intervention Counseling	(3)
		COUN 6000 Practical Use of the DSM	(3)
		COUN 6040 The Clinical and School Counseling Professional: Ethics and Organization	(3)
		COUN 6060 Analysis of the Individual and Group Assessment	(3)
		COUN 6770 Legal and Ethical Issues in Counseling	(3)
		COUN 6020 Techniques of Counseling	(3)
		COUN 6080 Advanced Human Growth: Developmental Foundations of Counseling	(3)
		COUN 6100 Group Counseling	(3)
		COUN 6470 Counseling Practicum: Clinical and School (Fall, Spring) Clinical Hours required in K-12 School Setting:200	(3)
		COUN 6480 Counseling Internship: Clinical and School (Fall, Spring) Clinical Hours required in K-12 School Setting: 600	(6)
		COUN 6450 Multicultural Counseling	(3)
		EDFD 6520 Research Methods (Fall, Spring, Summer) <i>Or</i> EDFD 6470 Data Driven Evaluation for School Improvement	(3)

Total Hours: 48

Appendix B: Master of Science/Educational Specialist—Clinical Mental Health Counseling

Grade	Semester	REQUIRED COURSES for MS	HRS
		COUN 6000 Practical Use of the DSM	(3)
		COUN 6010 Counseling Theories	(3)
		COUN 6020 Techniques of Counseling	(3)
		COUN 6040 The Clinical Counseling Professional: Ethics & Organization	(3)
		COUN 6050 Career Counseling	(3)
		COUN 6060 Analysis of the Individual and Group Assessment	(3)
		COUN 6070 Crisis Intervention Counseling	(3)
		COUN 6080 Advanced Human Growth: Dev. Foundations of Counseling	(3)
		COUN 6100 Group Counseling	(3)
		COUN 6450 Multicultural Counseling	(3)
		COUN 6460 Acquiring Clinical Judgment through Case Studies	(3)
		COUN 6470 Counseling Practicum: Clinical (Fall, Spring) Clinical Hours required: 200	(3)
		COUN 6480 Counseling Internship: Clinical (Fall, Spring) Clinical Hours required: 600	(6)
		COUN 6770 Legal and Ethical Issues in Counseling	(3)
		EDFD 6520 Research Methods (Fall, Spring, Summer)	(3)
Grade	Semester	REQUIRED COURSES for Ed.S.	HRS
		COUN 7330 Psychopharmacology	(3)
		COUN 7620 Addictions Counseling	(3)
		COUN 7800 Counseling and Abnormal Psychology	(3)
		COUN 7840 Family and Relationship	(3)
Grade	Semester	ELECTIVES: Choose 6 hours from the following courses	HRS
		COUN 6200 General Systems Theories (Fall)	(3)
		COUN 6220 Postmodern & Communication Based Models (Spring)	(3)
		COUN 6230 Relational Counseling/Therapy (Fall)	(3)
		COUN 6560 Alternative and Experiential Therapy	(3)
		COUN 6570 Introduction to Equine Assisted Therapy	(3)
		COUN 6580 Intro to Play Therapy	(3)
		COUN 6590 Adv Play Therapy	(3)
		COUN 6900 Specialized Studies in Professional Counseling	(1-3)
		COUN 7520 Human Sexuality & Sex Counseling (Fall)	(1-6)
		COUN 7870 Advanced Counseling Internship	(3)
		COUN 7880 Supervision of Counseling	(3)
		Other: (approval required)	
Grade	Semester	BIBLE/ETHICS REQUIREMENT	HRS
		COUN 7490 The Ethical Counseling Professional	(2)

Total Hours (including M.S. or equivalent): 68

Appendix C: Limitations of Supervision Statement of Understanding

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 6470, 6480 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: _____

Updated: 11/12/12

Appendix D:

REQUEST to GRADUATE -- GRADUATE STUDIES IN EDUCATION -- Current Date _____

Last Name:	First & Middle:	Maiden:	Harding ID or SS#:
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I plan to graduate: MAY JULY DECEMBER Year _____

Degree*	Major:	Preferred Email Address:
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Print name as you want it on diploma:

Address to which diploma will be mailed:	Provide your current mailing address: (Include City, State, Zip)
If the address changes, please notify the Registrar.	Home Phone: _____ Cell Phone: _____
	HU Box: _____ Hometown: _____

*For EDS, MED (other than Ed Leadership), MSE, and MS in Ed Technology: I plan to use a computer for comps I plan to handwrite my comps

List the courses you are currently enrolled in as well as any courses you need to take before you graduate:

Dept, Course # Credit Hrs Semester/Year Dept, Course # Credit Hrs Semester/Year

Office Use Only:
Date Received Form
Date Degree Posted
Date Diploma Mailed

*Degrees Offered: M.A.T., M.Ed., M.S.E., M.S., Ed.S., Ed.D.

*MED in Educational Leadership: Schedule your Portfolio Presentation with the Educational Leadership Office.

Send Form To:
Graduate Studies in Education
Box 12261
Searcy, AR 72149-2261
Fax: 501-279-4083

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

Student Signature: _____ Date: _____