

MASTER OF ARTS DEGREE IN SCHOOL COUNSELING AND COMMUNITY COUNSELING

A Handbook for Students

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Introduction

The Master's Program *Handbook for Students* is designed to be used in conjunction with The University of Toledo *College of Graduate Studies Catalog* and the *Graduate Student Handbook*. The *Handbook for Students* is not intended to be used in place of these documents. Copies of the *College of Graduate Studies Catalog* are available through the College of Graduate Studies office or online at <http://catalog.utoledo.edu>. These official documents are revised periodically. It is the student's responsibility to obtain the latest editions of these documents.

Mission, Vision, and Values

Mission. The mission of the Department of Counselor Education and School Psychology is to provide training, professional leadership, and to conduct research in community counseling, school counseling, school psychology, and counselor education and supervision consistent with the mission of the College of Health Science and Human Service and The University of Toledo in which it resides.

Vision. The Department will remain the pre-eminent program in Northwest Ohio and Southeast Michigan for training, professional leadership, and research in community counseling, school counseling, school psychology, and counselor education and supervision, and will continue to expand its national reputation and prominence.

Values.

1. Human diversity, respect for the individual, and freedom of expression.
2. Student-centered programs that integrate learning, discovery, and engagement, so that both traditional and nontraditional students may achieve their highest potential.
3. Excellence in our profession through mentorship of students, innovative learning opportunities, visionary programming, research contributions to the professional knowledge base, professional leadership, and partnerships with community schools, agencies, and healthcare providers.

Objectives

After successfully completing the program, students will be expected to:

1. Demonstrate the highest level of competency achievable at all academic levels, i.e., associate's, bachelor's, master's, specialist, and doctoral.
2. Understand the present and projected needs of a pluralistic society.
3. Demonstrate specialized counseling, school psychology, and human development skills needed to work with a diverse metropolitan population in a variety of settings including, but not limited to, hospitals, mental health agencies, substance abuse programs, and the schools.
4. Demonstrate competency in a variety of modalities including, but not limited to, individual, group, family, substance abuse, and gerontological therapies and prevention techniques.
5. Demonstrate an ability to work with families and individuals at all levels of development from children to adolescents, adults, and elderly.
6. Understand and use the most current counseling and school psychological techniques and knowledge base.

7. Conduct research and contribute to the counseling and school psychological knowledge base and train and encourage students and graduates to do the same.

Program Descriptions

The Department of Counselor Education and School Psychology offers a Master's degree in Counselor Education with specialized study in both School Counseling and Community Counseling. The Community and School Counseling programs are accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). Graduates of the School Counseling Program will meet the academic requirements for licensure as a School Counselor. Students enrolled in the Community Counseling Program will receive training necessary to permit them to function in a wide-range of community service agencies. Students should note, however, that licensure as a professional counselor (PC) or professional clinical counselor (PCC) in the State of Ohio requires an additional 12 semester hours of coursework beyond the Master's degree for a total of 60 graduate hours of study.

Admission to the Program

Applicants for Master's study in the Department of Counselor Education and School Psychology must be eligible for admission to the College of Graduate Studies at The University of Toledo. Following are the requirements for admission to The University of Toledo College of Graduate Studies.

1. A bachelor's or professional degree earned from a department of approved standing and granted by an accredited college or university.
2. A 2.70 or equivalent GPA for all previous academic work or
 - a. If the GPA is less than a 2.70 or equivalent, applicants are required to forward results of the Graduate Record Examination (GRE) and/or other appropriate qualifying examinations to the Graduate School as specified by the department concerned.
 - b. Various departments may require the GRE or other qualifying examinations for all applicants.
3. Prerequisite academic work that indicates the applicant should be able to pursue effectively the graduate work in the department in which specialization is desired.
4. Acceptance by the college and/or department concerned.
5. All students from countries where English is not the primary language must achieve satisfactory scores on the Test of English as a Foreign Language (TOEFL) and the general test of the GRE.
6. All international students must also demonstrate they have adequate financial resources for their graduate education before they can be admitted.
7. All students are required to provide proof of health and accident insurance at time of registration.

The Department of Counselor Education and School Psychology, in keeping with the counseling profession's learned societies, requires that all applicants demonstrate the personal and academic qualities necessary to successfully complete graduate study and go on to competently function in the counseling profession. Consequently, in addition to the College of Graduate Studies requirements, the Department requires that applicants:

1. Possess an undergraduate degree in an appropriate foundational field with a 3.0 or equivalent accumulated grade point average on a 4-point scale for all undergraduate study at all institutions attended.

2. Submit an official Graduate Record Examination (GRE) score, with a preferred minimum combined score (Verbal and Quantitative) of 1,000. Students should contact the College of Graduate Studies regarding what constitutes an official GRE score report.
 - a. Applicants holding a doctoral degree from an accredited college or university are automatically excluded from the requirement to submit an official Graduate Record Examination score.
 - b. Applicants holding a master's degree from an accredited college or university and whose cumulative graduate course work meets or exceeds 3.5 on a 4.0 scale are automatically excluded from the requirement to submit an official Graduate Record Examination Score.
3. Submit a typed, written personal statement (suggested length 2-3 pages) detailing significant personal and professional experiences that relate to the applicant's decision to pursue a career in counseling (e.g., rationale for seeking degree, commitment to counseling as a profession). The personal statement should also address such topics as the applicant's skills or knowledge, preparation through education and/or experience, strengths and weaknesses, rationale for academic deficiencies, etc.
4. Submit a professional résumé.

No applicant's materials will be reviewed for admission as a regular student until the applicant's file is complete and forwarded to the Department by the College of Graduate Studies. It is the applicant's responsibility to insure that all test scores, letters of recommendation, transcripts, and other supporting materials have been received by the Department prior to consideration for admission. Incomplete or late applications cannot be considered for admission. **The Department must receive all application materials by September 15, January 15, or May 15.** The department cannot guarantee that late applications will be considered during the semester in which they are received. This means application materials must be submitted to the College of Graduate Studies for processing at least six weeks prior to the above departmental deadlines.

The Department Applicant Screening Committee will screen applicants who meet academic admission criteria. The Applicant Screening Committee will evaluate and rate each applicant for (a) academic achievement and potential, (b) letters of recommendation, (c) related work or volunteer experience, (d) writing skills, and (e) educational background. The Committee will then recommend the best overall qualified applicants for an interview with the Department Admissions Committee.

The Admissions Committee is comprised of department faculty, staff, and graduate assistants. The purpose of the interview is to provide applicants with additional information about the program, insure the program will meet applicants' needs, assess applicants' personal suitability to provide interpersonal counseling, assess the relevance of applicants' professional goals and objectives to the program and faculty, and to assess the applicants' ability in the following areas:

1. Academic Criteria
 - a. Clarity and appropriateness of personal and professional goals.
 - b. Match between applicant's goals and departmental offerings.
 - c. Realistic plans for completing the degree.
 - d. Relevant counseling-related experiences.
 - e. Relevant academic background.
 - f. Experience or training in cultural differences.
2. Counseling Skills
 - a. Ability to establish rapport.
 - b. Appropriate nonverbal/attending behaviors.
 - c. Concrete and focused communications.

d. Appropriate level of responsibility during the interview.

3. Personal Characteristics

- a. Good judgment in sharing personal feelings, thoughts, and experiences.
- b. Adequate personal awareness and growth through life experiences.
- c. Appropriate interpersonal and communication skills.
- d. Emotional maturity and stability.

The Department Admissions Committee will make a final determination regarding an applicant's admission usually within a few days following the interview. Applicants will be notified of the committee's decision by mail.

It should be noted that admission to the CESP master's degree programs is selective and competitive. Meeting minimum program criteria does not guarantee that an applicant will be invited for an interview and being invited for an interview does not guarantee admission. Department instructional and advising resources are limited and this places restrictions on the number of students we can admit and effectively serve in a given term. Consequently, the Department may be unable to offer interviews or admission to otherwise qualified applicants.

As of January 1, 2003, Ohio will license school counselors without a teaching license or teaching experience if they have completed requirements for the current master's degree in school counseling including a 600 clock hour internship in a school under the supervision of a licensed school counselor. It is the student's responsibility to find a school or schools in which to complete practicum and internship. It is also the responsibility of the student to arrange for qualified supervision. Applicants expecting to practice outside of Ohio should consult that state's department of education to determine the current certification requirements. **For information on School Counseling licensure in Ohio, contact the Ohio Department of Education, 25 S. Front Street, Columbus, OH 43215-4183, telephone (877) 644-6338. In Michigan contact the Michigan Department of Education, P.O. Box 30008, Lansing, MI 48909, telephone (517) 373-3310.**

Students seeking admission to the Community Counseling Program should have the appropriate academic background. Foundational fields of study for the Community Counseling Program would include a major, minor, or the equivalent in psychology, social work, sociology, or related counseling field. Students interested in Professional Counselor licensure (PC or PCC) should contact their state's licensing board to determine current requirements. **In Ohio contact the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board, 50 West Broad Street, Suite 1075, Columbus, OH 43215-5919, telephone (614) 466-0912. In Michigan contact the Michigan Board of Counseling, P.O. Box 30670, Lansing, MI, 48909, telephone (517) 335-0918.** Many agencies and credentialing bodies require a police background check. Having been convicted of a felony, and some misdemeanors, may prevent the student from being licensed or from working or doing a practicum or internship in a school or agency.

The Department of Counselor Education and School Psychology has an equal opportunity admissions policy and does not discriminate against applicants on the basis of race, creed, color, national origin, sex, sexual preference, or handicapping condition. It is a policy of the Department of Counselor Education and School Psychology to encourage individuals from diverse ethnic, cultural, or social backgrounds to apply for admission.

The Department welcomes inquiries into its programs. Persons interested in discussing the School Counseling Program should contact Holly Harper, Ph.D., School Counseling Program Coordinator (419-530-2622) or Kathleen Salyers, Ph.D., Coordinator for the Community Counseling Program (419-530-6125).

The University of Toledo and the Department of Counselor Education and School Psychology is committed to a policy of equal opportunity in education, employment, membership and contracts, and no differentiation will be made based on race, color, religion, sex, age, national origin, sexual orientation,

veterans status or the presence of a disability. The University will take affirmative action as required by federal or state law.

PCs or PCCs Seeking Licensure as a School Counselor

Any licensed or license-eligible professional counselor or professional clinical counselor who wants school counselor licensure, but is not seeking admission to the Master's Degree in School Counseling, must apply for admission to the School Counseling Licensure Endorsement Program. The applicant must hold or be admitted to a Master's Degree in Counseling. The application shall consist of an application form, official transcripts of graduate work in counseling, three letters of recommendation, and a personal statement clarifying why the applicant wishes to become a licensed school counselor. There is no fee for the application and the application is submitted to the Department of Counselor Education and School Psychology (not the College of Graduate Studies). CESP faculty will review the application and the applicant may be required to appear for an interview with one or more faculty members. Applicants will be notified if they are admitted. If they are not admitted they will not be permitted to take COUN 6/8940 Counseling Internship, and they will not be endorsed for school counselor licensure.

The application should be filed before taking any courses as a non-degree student, but must be filed by the end of the first semester in which the student is enrolled as a non-degree student. Under no circumstances will a non-degree student be allowed to enroll in COUN 6/8940 Counseling Internship without having first been admitted to the School Counseling Licensure Endorsement Program. Once admitted to the endorsement program the student will meet with the School Counseling Program Coordinator to fill out an Endorsement Plan of Study. The School Counseling Program Coordinator will specify which courses and the number of courses the student needs to complete to be endorsed for temporary school counselor licensure. Courses completed more than six years ago may have to be retaken. The student may be required to complete a school counseling practicum in addition to the school counseling internship. **It is the student's responsibility to find a school or schools in which to complete the internship, and to arrange for qualified supervision.** The School Counseling Program Coordinator and the Department Chairperson must approve the Endorsement Plan of Study. The Coordinator and Chairperson must provide written approval for any changes to the Endorsement Plan of Study.

Advising

Upon admission to the Master's Degree program in CESP, students will be assigned an advisor from among one of the faculty members within the department. This faculty member will be their advisor for the duration of degree study unless the student requests a change of advisor in writing. Students are expected to schedule annual meetings with their advisor to receive feedback and advice on program progress. Newly admitted students should seek out their advisors immediately upon receipt of their acceptance notice from the College of Graduate Studies. Information related to courses of study, sequencing of courses, scheduling, practicum reservations, internships, and other pertinent information is available through the advisors. Faculty advisors will assist students in submitting their Master's 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 Department at (419) 530-2718 between the hours of 8:30 a.m. and 4:30 p.m.

Curriculum

The duties and responsibilities of counselors imply the development of certain knowledge, values, attitudes, and skills in several areas of competency. The areas of competency covered by this curriculum correspond to those required by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The Counselor Education and School Psychology curriculum leading to eligibility to take the Ohio Department of Education examination for School Counselors consists of 48 semester hours of training in specific areas as outlined below. The curriculum for the Community Counseling Program is also a 48-semester hour program. **Licensure as a professional counselor (PC) or professional clinical**

counselor (PCC) in the State of Ohio requires an additional 12 semester hours of coursework beyond the Master's degree.

The School Counselor Course of Study (Effective August 1, 2004)

The purposes of the School Counselor Program are to provide high standards of preparation enabling counselors to provide professional counseling services relevant to the needs of students K-12 in today's schools; assist students in acquiring the knowledge, skills, attitudes, and values underlying the ability to provide those services; and impart high standards of ethical practice and professional commitment. This program meets current academic requirements for eligibility to sit for the school counselor licensure examination for the Ohio State Department of Education School Counselor License.

General Core Requirements (3 cr.)

HSHS 6000	Statistics and Research for HSHS Professions OR	3 hrs.
RESM 5310	Educational Research	3 hrs.

Required School Counseling Major Courses (42 cr.)

COUN 5010	Professional Orientation to School Counseling*	4 hrs.
COUN 5110	Career Counseling and Development*	3 hrs.
COUN 5120	Individual and Group Assessment	3 hrs.
COUN 5130	Group Counseling*	4 hrs.
COUN 5140	Counseling Theories and Techniques*	4 hrs.
COUN 5150	Counseling Across the Lifespan	3 hrs.
COUN 5160	Cultural Diversity-Counseling & School Psychology	3 hrs.
SPSY 5170	Consultation I: Theories and Techniques	3 hrs.
COUN 5190	Counseling Practicum	4 hrs.
COUN 6/8940	Counseling Internship	8 hrs.
SPED 5000	Issues in Special Education**	3 hrs.

* These courses are pre-requisites for enrolling in COUN 5190 Counseling Practicum. Students planning to enroll in COUN 5190 must have earned a grade of B or better in all prerequisite courses (i.e., COUN 5010, 5110, 5130, and 5140). **Students are advised to pre-register for practicum well in advance with the department secretary.**

** SPED not required for students with Special Education Teacher Licensure.

Elective School Counseling Courses (3 cr.):

Courses listed below are suggested electives for school counselors. Other courses may be used, but must be approved by your advisor. Students should choose **one** elective.

COUN 5980	Special Topics in Counselor Education	3 hrs.
COUN 6210	Psychopathology	4 hrs.
COUN 6220	Child, Adolescent, Family Therapy	3 hrs.
COUN 6230	Crisis Intervention Counseling	3 hrs.
COUN 6240	Diagnosis and Mental Health	4 hrs.
COUN 6960	Master's Research Thesis (Seminar Card Required)	3 hrs.
COUN 6990	Master's Independent Study (Seminar Card Required)	3 hrs.
COUN 8460	Substance Abuse Counseling	3 hrs.
COUN 6/8470	Drugs and Mental Health Counseling	4 hrs.
EDP 5210	Child Behavior and Development	3 hrs.
EDP 5220	Adolescent Behavior and Development	3 hrs.

Total: 48 credit hours

The Community Counseling Course of Study

(Effective August 1, 2004)

General Core Requirements (3 cr.)

HSHS 6000	Statistics and Research for HSHS Professions OR	3 hrs.
RESM 5310	Educational Research	3 hrs.

Required Community Counseling Major Courses (35 cr.)

COUN 5020	Professional Orientation to Community Counseling*	3 hrs.
COUN 5110	Career Counseling and Development*	3 hrs.
COUN 5120	Individual and Group Assessment	3 hrs.
COUN 5130	Group Counseling*	4 hrs.
COUN 5140	Counseling Theories and Techniques*	4 hrs.
COUN 5150	Counseling Across the Lifespan	3 hrs.
COUN 5160	Cultural Diversity-Counseling & School Psychology	3 hrs.
COUN 5190	Counseling Practicum	4 hrs.
COUN 6/8940	Counseling Internship	8 hrs.

* These courses are pre-requisites for enrolling in COUN 5190 Counseling Practicum. Students planning to enroll in COUN 5190 must have earned a grade of B or better in all prerequisite courses (i.e., COUN 5020, 5110, 5130, and 5140). Students planning to enroll in COUN 5190 are also advised to complete COUN 6240 Diagnosis & Mental Health Counseling **before** starting their Community Counseling Practicum. **Students are advised to pre-register for practicum well in advance with the department secretary.**

Elective Community Counseling Courses (10 cr.):

Courses listed below are suggested electives for community counselors. Other courses may be used, but must be approved by your advisor. Students should choose a minimum ten hours of electives.

COUN 5980	Special Topics in Counselor Education	3 hrs.
SPSY 5170	Consultation I: Theories and Techniques	3 hrs.
COUN 6210	Psychopathology	4 hrs.
COUN 6220	Child, Adolescent, Family Therapy	3 hrs.
COUN 6230	Crisis Intervention Counseling	3 hrs.
COUN 6240	Diagnosis and Mental Health Counseling*	4 hrs.
COUN 6960	Master's Research Thesis (Seminar Card Required)	3 hrs.
COUN 6990	Master's Independent Study (Seminar Card Required)	3 hrs.
COUN 7540	Advanced Personality Assessment	4 hrs.
COUN 8460	Substance Abuse Counseling	3 hrs.
COUN 6/8470	Drugs and Mental Health Counseling	4 hrs.
EDP 5210	Child Behavior and Development	3 hrs.
EDP 5220	Adolescent Behavior and Development	3 hrs.
EDP 5230	Adult Development	3 hrs.

* Students planning to enroll in COUN 5190 are advised to complete COUN 6240 Diagnosis & Mental Health Counseling **before** starting their Community Counseling Practicum.

Total: 48 credit hours

Elective Professional Clinical Counselor Courses:

The following courses may be taken while a student is completing Master's study or following graduation. While these courses may be used to meet academic requirements for PCC licensure, these courses are considered part of the doctoral program and should not be included in a Master's plan of study.

COUN 7510	Supervision in Counseling and School Psychology (prerequisite: completion of COUN 5190 Practicum or instructor consent)	3 hrs.
COUN 7530	Advanced Theories of Counseling and Consultation	4 hrs.

Transfer Credit

Students can transfer up to ten (10) hours of graduate coursework they completed at The University of Toledo or other institution(s) prior to being admitted to one of our graduate degree programs provided the student's advisor approves. When credit is transferred, it affects how much time students have to complete their degree. Students have six years to complete the master's degree, starting from the time they completed their first course. The six-year time limit begins with the earliest course listed on the Plan of Study. For example, if a student transfers in credits that are four years old, they only have two years to complete the master's or they will have to petition for an extension.

A student who has obtained a master's degree at The University of Toledo and elects to enroll in a second master's degree at UT may transfer in up to twelve (12) semester hours from the first master's degree if the coursework is appropriate and the student's advisor approves. The time for completion of the degree starts with the earliest course listed on the Plan of Study, including any courses transferred from a previous degree. For students who have completed a master's degree from another institution, none of the coursework from that degree can count toward a degree at The University of Toledo.

Supervised Experiences

The Department of Counselor Education and School Psychology provides for a variety of supervised experiences at the Master's level. Included are COUN 5190 Counseling Practicum in which students work under supervision while providing individual and group counseling and consultation services to a limited number of clients and COUN 6940 Counseling Internship in which students work in the same settings in which they anticipate employment (e.g., elementary, middle, or secondary schools; mental health centers; substance abuse treatment facilities; crisis centers; hospital inpatient programs; family service agencies; and other settings). COUN 5190 Counseling Practicum and COUN 6940 Counseling Internship must be taken through the Department of Counselor Education and School Psychology (i.e., transfer credit cannot be substituted for these courses).

All students entering the COUN 5190 Counseling Practicum must have completed COUN 5110 Career Counseling and Development, COUN 5130 Group Counseling, and COUN 5140 Counseling Theories and Techniques with a final grade of B or better, and obtain the instructor's permission. Students enrolled in the Community Counseling Program should have completed COUN 5020 Professional Orientation to Community Counseling with a final grade of B or better and COUN 6240 Diagnosis & Mental Health Counseling prior to entering COUN 5190. Students enrolled in School Counseling should have completed COUN 5010 Professional Orientation to School Counseling with a final grade of B or better prior to entering COUN 5190. **Students should reserve a place in COUN 5190 Counseling Practicum at the time they submit their plans of study. All students must provide evidence that they are covered by liability insurance before they will be permitted to participate in COUN 5190 Counseling Practicum.** Liability insurance is available at modest cost through professional associations such as the American Counseling Association (see below).

COUN 6940 Counseling Internship includes all of the activities the student will be expected to perform as an employed counselor. The student receives on-site supervision by a field supervisor as well as faculty supervision. Prerequisites to the internship include successful completion of COUN 5190 Counseling Practicum and permission of the instructor. **Students must provide evidence that they are covered by professional liability insurance before they will be permitted to participate in the COUN 6940 Counseling Internship.**

Professional Associations

Graduate students are encouraged to seek membership in the professional associations of their choice. Three associations are most appropriate for master's counseling students: the American Counseling Association (ACA), the American Mental Health Counselors Association (AMHCA), and the American School Counselor Association (ASCA). Each of these associations also has state and local affiliates you may wish to join.

There are many reasons why membership in one of these organizations is important. First, membership establishes your identity within a professional field of study. Second, membership facilitates professional development through workshops, seminars, conferences, and professional publications. Third, membership helps professionals network and communicate with one another. Fourth, members benefit from money-saving discounts on things like publications and professional liability insurance. Finally, membership is a statement that you subscribe to the highest ethical standards and practices in your profession.

Membership is optional and voluntary, however, it is encouraged. Discounted student memberships are available in most associations. Membership information is available from the department secretary or from faculty members.

Financial Assistance

Scholarships from foundations and societies are available to students who have maintained a high undergraduate and graduate scholastic record. Applications can be obtained from the College of Graduate Studies office.

Special appointments as graduate assistants to assist in Student Services are available. Appointments also are available as resident advisors.

Students interested in securing financial assistance should contact the **Office of Financial Aid, Rocket Hall, 419-530-8700**.

Placement Services

Career Services, (Room 1532 Student Union, 419-530-4341) coordinates placement in career positions for all colleges except the College of Law. Services include individual discussions with staff members to talk over career plans, employment information, resume preparation, application procedures and job prospects, as well as the opportunity to interview with recruiters representing a variety of employers. A resource center provides information on employers, government positions, schools and colleges, occupational fields, and specific position openings.

Students interested in career positions are encouraged to contact Career Service, but especially early in the year of graduation.

Faculty Endorsement

Department faculty members welcome the opportunity to assist students in obtaining employment in a field for which the student is trained and qualified. 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, faculty members reserve the right to decline a student's request. Faculty members may also withhold endorsement if they feel a student is not adequately trained or qualified for the position they are seeking.

Retention Policy

Department of Counselor Education and School Psychology faculty members regularly review students for the purposes of retention in the program. Students may be dismissed from the Department if their academic performance is substandard, if their personal or professional conduct is inappropriate, or if they are unable to demonstrate the essential functions of an effective counselor as defined by the professional societies and research literature. These essential functions include:

1. Counseling Skills
 - a. Ability to establish rapport.
 - b. Appropriate nonverbal/attending behaviors.
 - c. Concrete and focused communications.
 - d. Appropriate level of professional responsibility.
2. Personal Characteristics
 - a. Good judgment in sharing personal feelings, thoughts, and experiences.
 - b. Adequate personal awareness and growth through life experiences.
 - c. Appropriate interpersonal and communication skills.
 - d. Emotional maturity and stability.

Academic Requirements

Regulations of the Graduate Faculty require that graduate students maintain (a) a grade point average of 3.0 on a 4-point system for all courses completed and (b) an average of 3.0 on a 4-point system for courses completed in the department of specialization. Students whose grade point average falls below 3.0 on the 4-point scale are subject to dismissal from the College of Graduate Studies. Any course in which a grade below a “C” (i.e., grades of “C-” or below) was achieved will not be accepted on a “Plan of Study.” A limited number of courses are graded S or U upon completion. A grade of S will allow for graduate credit to be earned, while a grade of U will be processed as an F.

Non-Academic Requirements

Coursework, practica, and internships are times for students to determine if they are well-suited to the profession of counseling. Additionally, faculty will be utilizing this time to evaluate 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 department. 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.

Students are expected to behave in a responsible and professional manner while functioning in classes, practica, and internships. Failure to conform one's behavior to acceptable standards of practice shall be considered cause for dismissal from the department. Subsequent to admission to the department, cause for dismissal shall consist of, but not be limited to:

1. Any activity of a professional or counseling nature that is prohibited under the ethical standards and practices of the American Counseling Association (ACA) and/or the American Psychological Association (APA).
2. Malicious disrespect toward instructors, supervisors, or fellow students; failure to follow reasonable instructions; use of profanity or verbal or physical intimidation toward instructors, supervisors, or fellow students.

3. The use of fraud or deceit to obtain admission to the department, a course, a practicum, or an internship.
4. Exploiting practicum or internship clients for personal gain or profit.
5. The illicit use of alcohol or prescription drugs or the use of illicit drugs to the extent that it impairs the student's ability to perform properly or adequately, or which may pose a potential or actual threat to the welfare or safety of clients.
6. Conviction of an offense involving the sale, possession, or consumption of a controlled substance.
7. Conviction of an offense that is a felony.
8. Conviction of an offense involving moral turpitude.
9. Conviction for a misdemeanor offense committed during the practice of any counseling or psychological procedure or activity.
10. Any behavior, activity, procedure, or practice that is prohibited under either the Counselor Licensure or Psychologist Licensure laws of the State of Ohio.

Academic Grievance Procedure

In the event that a graduate student has an academic grievance or wishes to appeal a retention decision, he or she should attempt to resolve the problem by adhering to the following procedure:

1. Discuss the problem with the instructor involved.
2. If no resolution can be achieved, the student should present his or her grievance to the chairperson of the department.
3. If the problem is still not resolved, the student should see the dean of the college.
4. If a resolution has been unsuccessful at the college dean's level, the student may present the grievance to the College of Graduate Studies.
5. The final appeal can be made to the Committee on Academic Standing of the Graduate Council and its decision shall be binding on all parties involved in the grievance or appeal.

Note: Graduate students must file the initial grievance with the instructor and a copy with the department no later than one semester after the occurrence of the incident. Initial appeals of retention decisions must be filed with the department chairperson no later than one semester after the retention decision is made.