



Program in Counseling

Where the Pieces Come Together



SMU

ANNETTE CALDWELL SIMMONS
SCHOOL OF EDUCATION
& HUMAN DEVELOPMENT

Student Handbook

Academic Year 2012-13

Effective Fall Term 2012

Where the pieces come together.



5228 Tennyson Parkway, Suite 234
Plano, TX 75024
972.473.3402 ▪ 972.473.3425 fax

counselingmaster@smu.edu ▪ smu.edu/mastercounseling

STUDENT HANDBOOK

MASTER OF SCIENCE IN COUNSELING
SOUTHERN METHODIST UNIVERSITY
ANNETTE CALDWELL SIMMONS SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT

Welcome to the Program in Counseling at Southern Methodist University. We intend your graduate education at SMU to be academically stimulating and professionally rewarding.

The SMU Program in Counseling offers students an opportunity to complete course work toward a Master of Science in Counseling degree that meets or exceeds the academic requirements for obtaining licensure as a Licensed Professional Counselor or Licensed Marriage and Family Therapist, or for securing certification as a School Counselor in the state of Texas. Courses in child counseling, substance abuse and dependency, and art therapy are offered for specialization.

Additionally, counseling students receive both on-site and off-site supervised training with clients (Practicum and Internships I/II) allowing for the application of course content. Direct client interaction enables students to maximize their learning as well as establish professional contacts through post-Practicum, off-site internships.

This handbook provides a reference for general information, answers to frequently asked questions, and guidelines for academic policies and procedures.

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INTRODUCTION

The Program in Counseling at SMU offers a structured curriculum of course work, practicum, and internship, allowing students to earn a Master of Science in Counseling degree at a full or part-time pace. Successful graduates may pursue state qualification based on specific completed coursework as Licensed Marriage and Family Therapists (LMFT), Licensed Professional Counselors (LPC), and Certified School Counselors, or a combination upon completion of the 60-hour degree program. Also, students may pursue state qualifications as a Licensed Chemical Dependency Counselor (LCDC) within or in addition to their 60 hour degree program.

FACULTY AND STAFF

Chair, Department of Dispute Resolution and Counseling – Tony Picchioni, Ph.D.

Director of Program in Counseling – Hal Barkley, Ph.D.

Director of the Center for Family Counseling and the Resource Center of Dallas – Sarah Feuerbacher, Ph.D.

Assistant Director of the Center for Family Counseling and the Resource Center of Dallas – Sabine Rakos, LCSW

Associate Director of Supervision – Gay McAlister, Ph.D.

Clinical Assistant Professors – Heather M. McMinn, Ph.D., Misty Solt, Ph.D., Margaret L. Keeling, Ph.D., and Betty Gilmore, Ph.D.

Clinical Associate Professors – Tom Hartsell, J.D., Hal Barkley, Ph.D., Gay McAlister, Ph.D.

Director of Dispute Resolution and Lecturer – Betty Gilmore, Ph.D.

To see a complete listing of full-time faculty licensure, credentialing, professional, and educational information visit http://smu.edu/education/aboutus/faculty_acssehd.asp#Dispute%20Resolution%20&%20Counseling.

Program Specialists – Jackie Field and Cindy McIntyre

Administrative Assistant – Lisa Langford

ADJUNCT FACULTY

The Program in Counseling utilizes scholars and professionals who offer specialized perspectives on counseling, including medical doctors, educational specialists, therapists, psychologists, social workers, and legal counselors. Additionally, nationally and internationally recognized experts offer classes during each academic year.

See <http://www.smu.edu/Simmons/AreasOfStudy/DRC/Counseling/CounselingFaculty> for a current listing of adjunct faculty.

GENERAL INFORMATION

THE DEPARTMENT OF DISPUTE RESOLUTION AND COUNSELING

The Department of Dispute Resolution and Counseling offers a Master of Arts degree in Dispute Resolution and a Master of Science degree in Counseling, as well as a Graduate Certificate in Dispute Resolution. Collectively, the department aims to provide optimal lifelong learning experiences. For the Program in Counseling, students develop the necessary skills to assist others with psychological growth and social adjustment.

MISSION STATEMENT AND DEPARTMENTAL PHILOSOPHY

The mission of the SMU Program in Counseling is to educate and train quality future counselors in order to enhance and strengthen the profession of counseling.

The Master of Science in Counseling degree program prepares students for the counseling profession, which involves the application of the developmental and social sciences in assisting clients of all ages with psychological growth and social adjustment problems. Counselors typically work in schools, community agencies, churches, industry, and private practice.

The Program in Counseling provides the educational elements necessary for certification, licensure, and actual counseling practice. Students acquire knowledge in the disciplines that underlie counseling—including education, psychology, human development, sociology, learning theory, and social change. They develop the basic skills in therapy and assessment and become familiar with the legal and clinical considerations confronting practitioners. Repeated practice and role playing with feedback and strategic modification are critical to mastery of the skills and are, consequently, an essential part of the program. Successful graduates are able to pursue state licensure as Marriage and Family Therapists (LMFT) and Licensed Professional Counselors (LPC), or Certification as School Counselors. Also, an additional license option of Licensed Chemical Dependency Counselor (LCDC) is available.

TERMS OF GRADUATE STUDENT AND PROGRAM COMPLIANCE

Counseling graduate students will adhere to the guidelines within the Master of Science in Counseling Student Handbook, the SMU Student Code of Conduct (within the SMU Student Handbook), and those outlined in the annual Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin. Failure to comply with these collective policies may result in dismissal from the Program in Counseling and SMU. Additionally, admitted counseling students will sign an informed consent document outlining the academic, interpersonal, and professional expectations of the Program in Counseling.

Prior to initial registration: As outlined in the SMU Student Code of Conduct, graduate students in the Program in Counseling, “having voluntarily enrolled as students at Southern Methodist University and assumed a place in the University community” are thereby, “presumed to be knowledgeable of, and to have agreed to abide by, the rules and regulations set forth in this Student Code of Conduct, both on and off campus” (SMU Student Handbook, 2012– 2013 online at <http://smu.edu/studentlife/studenthandbook/default.asp>). Additionally, a student’s signed offer of acceptance to the Program in Counseling asserts an agreement to follow the policies and procedures outlined in the Annette Caldwell Simmons Graduate Programs Bulletin (online at http://smu.edu/catalogs/graduate/file/2012/2012_SMU_SimmonsGraduateCatalog.pdf).

Within the first term: Counseling students must submit a signed SMU Program in Counseling Statement of Informed Consent (provided to all students at the Group Advising Part 1 session and available in the Counseling office or online by logging onto the Blackboard Program in Counseling site) confirming that they have read, understood, and will adhere to the policies set forth within the Master of Science in Counseling Graduate Student Handbook.

THE PROGRAM IN COUNSELING

PROGRAM STRUCTURE AND OVERVIEW

ADMISSION REQUIREMENTS

- A baccalaureate degree from an accredited institution of higher education
- Official undergraduate and graduate transcripts from all institutions of higher education previously attended
- A completed application form and non-refundable application fee (submitted online)
- Three completed and signed recommendation forms (submitted online)
- An essay (no longer than two pages double spaced) explaining why the applicant wants to study counseling, including career aspirations (submitted online)
- A minimum undergraduate 3.0 GPA on a 4.0 scale (or equivalent ranking)
A GPA lower than 3.0 requires the applicant to submit GRE math and verbal scores (The cut-off score for admission consideration is designated by the admissions committee and based on the most current scale)
- Students applying to the Program in Counseling who pass the initial committee review of all application materials must attend a group interview and overview session
- A Criminal History Background Check through the Program in Counseling's designated vendor must be completed and paid for by each student.
- See admission link for related forms and additional admission information, including guidelines for international applicants http://smu.edu/education/counseling/admission_new.asp

ADMISSION STATUS

- Students having a sufficient background in the behavioral sciences (12 credit hours on an official academic transcript as determined by the Program in Counseling admission team) enter the program immediately without additional foundation coursework.
- Students having less than twelve credit hours in the behavioral sciences are admitted into the program after successful completion of Advanced General Psychology I (HDCN 6385). Once admitted, these students are required to complete a second foundation course, Selected Topics: Foundations of Behavioral Science (HDCN 6391).*
- Immediately admitted students are not required to take Advanced General Psychology I or Selected Topics: Foundations of Behavioral Science.
- Note: Advanced General Psychology I and Selected Topics: Foundations of Behavioral Science each count as 3 credit hours of elective course work.

*Students having a statistical sciences background can appeal to have the Foundations of Behavioral Science course waived by the admission committee on a case-by-case basis.

ACADEMIC INSTRUCTION

Course instruction varies by topic, but typically includes lecture, discussion, and applied components such as mock-counseling, role-playing, self-exploration, assessment administration, and intake interviewing. All courses integrate online learning materials in some capacity (i.e. syllabus posting, announcements, and discussion boards). Faculty members outline

textbook requirements, ancillary materials for instruction, grading standards, grading rubrics, and classroom student conduct for each course.

The 10-week daytime, evening and weekend course selections rotate through four terms to accommodate scheduling and degree requirements. Weekend seminars, inter-term classes, and courses during the five-week summer term allow students additional flexibility.

CORE CURRICULUM

The Master of Science in Counseling degree requires the completion of 60 credit hours. Students must complete all course requirements within six years of the beginning term of their degree program. Before completing three classes (9 credit hours) of the curriculum, students declare a primary track of study: Licensed Marriage and Family Therapist (LMFT), Licensed Professional Counselor (LPC), or Certified School Counselor. Students may declare a dual or triple-track.

Nine courses (27 credit hours) comprise the core curriculum for the Master of Science in Counseling. These courses represent a basic skills foundation in providing therapy, interpreting assessments, understanding legal scope, and considering clinical issues confronting practitioners.

All entering students with a behavioral science background must complete Life Span Development (HDCN 6320) during their first term.

Students having fewer than 12 credit hours in behavioral science before entering the Program in Counseling must take Advanced General Psychology (HDCN 6385) in the first term with Life Span Development (HDCN 6320). Students taking only one course in the first term will take Advanced General Psychology and then Life Span Development in the second term. Additionally, these students must take Special Topics: Foundations of Behavioral Science (HDCN 6391) before enrolling in Research Design and Statistics (HDCN 6349). If Advanced General Psychology is not offered during a student's first term, the student will take Lifespan Development (if only taking one class) and Counseling Theory (HDCN 6301) (if taking a second class) in the first term. Advanced General Psychology should then be taken in the student's second term.

Note: HDCN 6395 Supervised Clinical Practicum cannot be started during the Summer term; students may enroll in HDCN 6395 Supervised Clinical Practicum in Fall, Winter, Spring, and May terms. Practicum requires two terms for completion. Students may begin Internship I upon the completion of Practicum with a supervisor's approval.

Core Courses
HDCN 6320 Life Span Development
HDCN 6330 Psychopathology
HDCN 6349 Research Design and Statistics
HDCN 6340 Assessment
HDCN 6304 Counseling Diverse Communities
HDCN 6381 Ethics and Mental Health
HDCN 6395 Supervised Clinical Practicum I
HDCN 6398 Internship I
HDCN 6399 Internship II

ELECTIVE COURSES

Each track allows a variable number of electives. Academic Advisors encourage dual-track students to use courses available from one track as elective credit in another. Elective courses are offered based on instructor availability.

COURSES OF INDEPENDENT STUDY

When faculty availability and research projects permit, students may submit to the Program Director a formal request to complete up to two non-core courses (6 credit hours) as independent study. Only submissions outlining a specific study

plan, formal assessments, and guided research/instruction with a designated/agreed instructor will be considered. Students must submit their written request to the Program Director with the signature of their supervising instructor at least one full term in advance of the requested start date.

TRANSFER HOURS

Accepted students may transfer up to six credit hours of graduate course work into the Program with formal approval. For consideration, students will supply a written request and official syllabus/syllabi to the Counseling office for course content comparison. Additionally, the Director of the Program in Counseling will evaluate sufficiency of course content based on submitted transcripts. The Director will make a recommendation to the Dean of the School of Education and Human Development for final approval. If transfer hours are denied, the Counseling office will notify students. Students cannot submit hours earned toward the completion of another degree for transfer consideration.

Note: Course hours completed at other universities and approved for credit toward the SMU Program in Counseling Masters of Science in Counseling degree may or may not fulfill various licensure requirements (by state). It is the responsibility of the student to confirm course applicability toward a specific license.

NON-MAJOR ACADEMIC PLAN

Program in Counseling courses may be taken for non-major credit. Non-major students may take coursework toward the completion of state licensure requirements but not toward a degree. This academic plan is available to SMU Master of Science in Counseling graduates in order to complete coursework toward an additional license or certification. Returning graduates have six years from their initial matriculation at SMU to complete any non-major work. Graduates from other programs may take a limited number of courses as non-major students on a case-by-case basis. Students in non-degree earning programs (the Non-major Academic Plan) do not qualify for financial aid.

LICENSURE AND CERTIFICATION TRACKS OF STUDY

MARRIAGE AND FAMILY THERAPY (LMFT)

In addition to the nine core courses (27 credit hours), five additional required courses (15 credit hours) and six elective courses (18 credit hours) complete the LMFT curriculum.

Core Courses	
HDCN 6320 Life Span Development	HDCN 6304 Counseling Diverse Communities**
HDCN 6330 Psychopathology	HDCN 6381 Ethics and Mental Health
HDCN 6349 Research Design and Statistics*	HDCN 6395 Supervised Clinical Practicum I***
HDCN 6340 Assessment	HDCN 6398 Internship in Counseling I***
	HDCN 6399 Internship in Counseling II***
Additional Required LMFT Courses	Required Elective Courses
HDCN 6312 Family Therapy*	HDCN Open Elective
HDCN 6311 Foundations of Marriage and Family Therapy	HDCN Open Elective
HDCN 6310 Family Systems (Pre-Practicum Class)	HDCN Open Elective
HDCN 6313 Family of Origin	HDCN Open Elective
HDCN 6314 Sexual Counseling/Therapy	HDCN Open Elective
	HDCN Open Elective

* Prerequisite classes:

HDCN 6312 Family Therapy is required before taking HDCN 6310 Family Systems

HDCN 6310 Family Systems should be taken toward the end of this track and functions as a Pre-Practicum Class

HDCN 6349 Research Design and Statistics required before taking HDCN 6340 Assessment

LMFT Track followers are encouraged to take HDCN 6312 and HDCN 6310 before taking other LMFT courses.

** This Core Course may be taken with HDCN 6395, HDCN 6398, and HDCN 6399: HDCN 6304 Counseling Diverse Communities

*** Special Instructions:

HDCN 6395, HDCN 6398, and HDCN 6399 must be taken in this order, with HDCN 6395 taking two terms, and may be paired with an elective course or a designated core class.

Students should meet regularly with their Academic Advisor to plan an academic schedule in compliance with these requirements.

View a list of courses and course descriptions online at: www.smu.edu/education/counseling/coursedescriptions.asp.

LICENSED PROFESSIONAL COUNSELOR (LPC)

In addition to the nine core courses (27 credit hours), five required courses (15 credit hours) and six elective courses (18 credit hours) complete the LPC curriculum.

Core Courses	
HDCN 6320 Life Span Development	HDCN 6304 Counseling Diverse Communities**
HDCN 6330 Psychopathology	HDCN 6381 Ethics and Mental Health
HDCN 6349 Research Design and Statistics*	HDCN 6395 Supervised Clinical Practicum I***
HDCN 6340 Assessment	HDCN 6398 Internship in Counseling I***
	HDCN 6399 Internship in Counseling II***
Additional Required LPC Courses	Required Elective Courses
HDCN 6301 Counseling Theory*	HDCN Open Elective
HDCN 6302 Counseling Methods: Individual*	HDCN Open Elective
HDCN 6303 Counseling Methods: Group	HDCN Open Elective
HDCN 6321 Lifestyle and Career Development**	HDCN Open Elective
HDCN 6305 Advanced Counseling Methods: Individual	HDCN Open Elective
	HDCN Open Elective

*** Prerequisite classes:**

HDCN 6349 required before taking HDCN 6340

HDCN 6301 required before taking HDCN 6302, HDCN 6303, and HDCN 6305

HDCN 6302 required before taking HDCN 6306 (Advanced Counseling Methods: Group)

HDCN 6305 Advanced Counseling Methods should be taken toward the end of this track and functions as a Pre-Practicum Class

**** This Core Course or Additional Required LPC Course may be taken with HDCN 6395, HDCN 6398, and HDCN 6399:**

HDCN 6304 Counseling Diverse Communities

HDCN 6321 Lifestyle and Career Counseling

***** Special Instructions:**

HDCN 6395, HDCN 6398, and HDCN 6399 must be taken in this order, with HDCN 6395 taking two terms, and may be paired with an elective course or a designated core class.

Students should meet regularly with their Academic Advisor to plan an academic schedule in compliance with these requirements.

View a list of courses and course descriptions online at: www.smu.edu/education/counseling/coursedescriptions.asp.

SCHOOL COUNSELOR CERTIFICATION

In addition to the nine core courses (27 credit hours), seven required courses (21 credit hours) and four elective courses (12 credit hours) complete the School Counseling curriculum.

Core Courses	
HDCN 6320 Life Span Development	HDCN 6304 Counseling Diverse Communities**
HDCN 6330 Psychopathology	HDCN 6381 Ethics and Mental Health
HDCN 6349 Research Design and Statistics*	HDCN 6395 Supervised Clinical Practicum I***
HDCN 6340 Assessment*	HDCN 6398 Internship in Counseling I***
	HDCN 6399 Internship in Counseling II***
Additional Required School Counselor Courses	Required Elective Courses
HDCN 6301 Counseling Theory*	HDCN Open Elective
HDCN 6302 Counseling Methods: Individual*	HDCN Open Elective
HDCN 6303 Counseling Methods: Group	HDCN Open Elective
HDCN 6321 Lifestyle and Career Development**	HDCN Open Elective
HDCN 6342 Cognitive, Career, & Educational Assessment	
HDCN 6308 Counseling: Elementary School or HDCN 6309 Counseling: Secondary School	
HDCN 6305 Advanced Counseling Methods: Individual	

*** Prerequisite classes:**

HDCN 6349 required before taking HDCN 6340

HDCN 6301 required before taking HDCN 6302 and HDCN 6303

HDCN 6340 required before taking HDCN 6342, or HDCN 6308/HDCN 6309

HDCN 6308 or HDCN 6309 before taking HDCN 6395

HDCN 6305 Advanced Counseling Methods should be taken toward the end of this track and functions as a Pre-Practicum Class

**** This Core Course or Additional Required LPC Course may be taken with HDCN 6395, HDCN 6398, and HDCN 6399:**

HDCN 6304 Counseling Diverse Communities

HDCN 6321 Lifestyle and Career Counseling

***** Special Instructions:**

HDCN 6395, HDCN 6398, and HDCN 6399 must be taken in this order, with HDCN 6395 taking two terms, and may be paired with an elective course or a designated core class.

After completing HDCN 6308/09, candidates for School Counselor certification will schedule a practice exam with the Associate Director of Supervision and score a minimum of 85% in order to be approved to register for the TEXes certification exam. There is no fee for the practice exam.

NOTE: School Counselor certification in the state of Texas requires two years of teaching in an accredited private or public school. Students provide documentation for approval of teaching years to the Director of the Program in Counseling.

LICENSED CHEMICAL DEPENDENCY COUNSELOR (LCDC)

Students in any track of study within the Master of Science in Counseling degree program may take three additional courses (elective credit hours or extra credit hours) for partial completion of the state of Texas LCDC requirements. Students must earn internship hours within a drug treatment program and pass the written LCDC examination as well. Interested students can speak with an Academic Advisor for more information on LCDC course work or visit http://www.dshs.state.tx.us/lcdc/lcdc_exam.shtm for specific licensure guidelines.

LCDC Courses	
HDCN 6351 Psychopharmacology: Drugs and Alcohol	It is recommended that LCDC courses be taken in the listed order. However, Psychopharmacology and Psychology of Addiction may be taken in reverse order with advisor permission.
HDCN 6352 Psychology of Addiction	
HDCN 6353 Treatment Management	

DEGREE PLANNING AND COURSE SEQUENCE

In order to build essential concepts for counseling, students must complete certain courses in a specific order and other course in a recommended sequence.

Note: Advanced General Psychology (for those students admitted without a behavioral science background) should be paired with Life Span Development in the first term (or in the second term if not offered in the first term). Special Topics: Foundations of Behavioral Science must be taken before Research Design and Statistics. Students having a psychology background should follow the recommendations listed below.

Required first course for all tracks:

HDCN 6320 Life Span Development

Next course for LPC and School Counselor tracks:

HDCN 6301 Counseling Theory

*strongly recommend taking within first few terms

Next course for LMFT track:

HDCN 6312 Family Therapy

*strongly recommend taking within first few terms

Since all three tracks (and dual-tracks) have some prerequisite courses, and certain classes are designated to be taken before or with Practicum and Internships I/II, students are urged to consult their advisor – **early and often**. A full list of classes to pair with Practicum and Internships I/II can be found on pg. 19.

Please note, students may pair a course with Practicum and/or Internship classes yet still be required to complete that course content in full before working with certain populations of clients. For example, before you are permitted to work with children in supervised training, a student must take a minimum of one child-focused counseling class such as HDCN 6343: Play Therapy for dealing with children 2-8 years of age, or HDCN 6323 Adolescent Counseling for clients older than 9 years. The same is true before working with individuals with addictions, groups, couples, or working with families: LCDC courses, Group Methods, or some MFT coursework respectively should be completed.

Depending on student availability and course offerings per term, students may not complete the 60 hour curriculum in the minimum prescribed three year period. All efforts will be made with academic advisement to complete the degree requirements in a timely manner. Students are responsible for the accuracy of their degree plan and should monitor their progress based on course availability and Program requirements.

Finally, students must coordinate and monitor their course sequence/plan with their academic advisor if interested in dual-tracking or adding specializations within or in addition to their 60 hour degree program.

ADVISING

Academic advisors provide guidance to SMU Counseling graduate students throughout their academic program. Students are encouraged to utilize their advisor as a resource for academic assistance and self-monitoring. Academic advisors may help students address problems or concerns regarding their progress in the program, negotiate a student conflict, or any other program-related issue.

Additionally, all Program in Counseling students are required to attend Group Advising #1 and Group Advising #2 sessions. Group Advising #1 is scheduled during the first week of each admitting term. If for any reason a student cannot attend the designated session, they must make up the session in the next available term. Students who do not attend required group advising may not be allowed to register and/or continue coursework without Program Director approval.

ASSIGNMENT

Admitted students are appointed an academic advisor. Students initiate contact with their advisor for registration information and help with organizing course selections. By the completion of three courses (9 credit hours), students meet with their academic advisor to declare a curriculum track. Upon completing ten courses (30 credit hours), students should schedule an appointment to meet with their academic advisor for a formal *Progress Assessment*.

PROGRESS ASSESSMENT

Academic performance, integrity, and growth across courses comprise the *Progress Assessment*. Additionally, the student presents a plan and timetable for the completion of track study, including practicum and internship interests (*Progress Assessment* forms are available in the Counseling office or online by logging onto the Blackboard Counseling site).

CHANGING ADVISORS

Students are encouraged to remain with their assigned Academic Advisor throughout their program. Under rare circumstances a student may want or need to change advisors. This request should be made in person to the Program Director and may or may not be permitted depending on the situation.

COUNSELING EXPERIENCE

Counseling students participate in role playing and various other mock-counseling exercises as part of the embedded curriculum within multiple courses. Additionally, students take part in self-evaluative processes designed to encourage discovery and growth. To maintain a safe and supportive learning environment, student discussions regarding sensitive course material must occur only in class or privately with other current class members. Respect and integrity for all persons frame course endeavors, particularly regarding issues of a delicate and/or controversial nature. All Counseling students will demonstrate behavior consistent with the Ethical Standards forwarded by the listed bodies. Failure to do so may result in termination from the Program in Counseling.

- the ACA: online at www.counseling.org/Resources/CodeOfEthics/TP/Home/CT2.aspx
- the AAMFT: online at http://www.aamft.org/imis15/Content/Legal_Ethics/Code_of_Ethics.aspx
- the TCA: online at <http://www.txca.org/tca/Ethics1.asp?SnID=1>, (follows the Ethical Code forwarded by the ACA)
- Texas State Board of Examiners of Professional Counselors: http://www.dshs.state.tx.us/counselor/lpc_rules.doc
- Texas State Board of Examiners of Marriage & Family Therapists: http://www.dshs.state.tx.us/mft/mft_rul.doc
- Texas State Board for Educator Certification:
[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=4&ti=19&pt=7&ch=247&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=4&ti=19&pt=7&ch=247&rl=Y)

COUNSELING PRACTICUM AND INTERNSHIPS

All Program in Counseling students enroll in one course of Practicum (across two terms) and two courses of Supervised Internship. Any required direct or indirect hours not completed in one term of Practicum or Internship I/II carry over to the next term with approval from the supervisor. Students are required to complete any term in full for which they begin hours of client contact (including carry over hours) and assist with the transition of clients to new student counselees if necessary.

Students may begin Practicum with advisor approval upon completion of 42 credit hours. Included must be the required core and designated track classes (along with their prerequisites). These include: Assessment, Advanced Methods Individual, Family Systems, Ethics, and School Counseling. Students may choose to start Practicum later in their program; many students opt to complete all course work before beginning Practicum and Internships.

Note: HDCN 6395 Supervised Clinical Practicum cannot be started during the Summer term; students may enroll in HDCN 6395 Supervised Clinical Practicum in Fall, Winter, Spring, and May terms. Any student with unfinished Practicum hours from May term enrollment (or other applicable terms) may carry-over and complete these hours in the Summer term.

Immediately prior to beginning practicum and internship hours, a Criminal History Background Check, through the Program in Counseling's designated vendor, must be completed and paid for by each student. Additionally, the curriculum requirements for licensure and certification are mandated by the state of Texas and can change at any time. Program requirements will adjust as dictated by state legislation and policy. *Note: Decisions regarding criminal history standing and licensure are determined by the State of Texas licensing boards.*

Students will receive a Practicum Handbook prior to beginning their training courses (Practicum and Internships I/II) at one of two mandatory Practicum meetings. Within this document, students will find policies and procedures related to working with clients in the Family Center, the Resource Center of Dallas, and at off-site internships. Also, students will be required to complete and pass a competency examination as part of their Practicum and Internship I/II curriculum. No student will be permitted to graduate without passing this proficiency exam in its entirety. Each track of study requires Supervisor approval before students may take licensure or certification examinations.

Practicum and Internship I & II take approximately one year to complete with Practicum taking a minimum of two terms. During all three courses, student progress is determined by the assigned supervisor and/or the Family Center Director on a case-by-case basis in conjunction with faculty feedback. A supervisor may require a student to complete more direct hours of contact (above the designated 40 hours), or reduce a student's client load, if the student is deemed skill deficient, requires additional mentoring, exhibits behavior of questionable professional integrity, or if the wellness of the student in training is of concern. Also, it is possible a highly proficient student in training may receive supervisor approval to complete direct client hours at an off-site location in advance of completing 40 hours of direct client contact at the Family Center. A grade of Incomplete (I) will be assigned at the conclusion of each term with a final grade assigned upon completion of all course requirements and client contact hours.

The clinical faculty and staff work to honor equitable dissemination of client cases to students for training purposes. Because of numerous factors beyond the control of faculty and staff such as inclement weather, client cancellations, student availability, and even student proficiency student progress varies. In each term, student progress as a group may differ overall from previous and subsequent terms. Students are encouraged to monitor their own progress and understand other students will progress at their own pace.

PRACTICUM AND INTERNSHIP COURSE PAIRINGS

LMFT	LPC	School Counselor
HDCN 6395 Practicum (Family Center) <i>100hrs, with a minimum 40hrs direct client contact</i>	HDCN 6395 Practicum (Family Center) <i>100hrs, with a minimum 40hrs direct client contact</i>	HDCN 6395 Practicum (Family Center) <i>100hrs, with a minimum 40hrs direct client contact</i>
HDCN 6398 Supervised Internship <i>300hrs, with 120hrs direct client contact</i>	HDCN 6398 Supervised Internship <i>300hrs, with 120hrs direct client contact</i>	HDCN 6398 Supervised Internship <i>300hrs, with 120hrs direct client contact</i>
HDCN 6399 Supervised Internship <i>300hrs, with 120hrs direct client contact</i>	HDCN 6399 Supervised Internship <i>300hrs, with 120hrs direct client contact</i>	HDCN 6399 Supervised Internship <i>300hrs, with 120hrs direct client contact</i>
<i>Courses that may be paired with each of the Practicum and Internship I/II courses listed by track:</i>		
HDCN 6304 Counseling Diverse Comm.	HDCN 6304 Counseling Diverse Comm.	HDCN 6304 Counseling Diverse Comm.
HDCN 6321 Lifestyle and Career	HDCN 6321 Lifestyle and Career	HDCN 6321 Lifestyle and Career
HDCN 6301 Counseling Theory	HDCN 6312 Family Therapy	HDCN 6312 Family Therapy
HDCN 6302 Counsel. Methods: Individ.	HDCN 6310 Family Systems	HDCN 6310 Family Systems
HDCN 6303 Counsel. Methods: Group	HDCN 6311 Marriage/Family Therapy	HDCN 6311 Marriage/Family Therapy
HDCN 6305 Counsel. Methods: Adv. Ind.	HDCN 6314 Sexual Counseling/Therapy	HDCN 6314 Sexual Counseling/Therapy
HDCN 6351 Psychopharmacology	HDCN 6313 Family of Origin	HDCN 6313 Family of Origin
HDCN 6352 Psychology of Addiction	HDCN 6351 Psychopharmacology	HDCN 6351 Psychopharmacology
HDCN 6353 Treatment Management	HDCN 6352 Psychology of Addiction	HDCN 6352 Psychology of Addiction
	HDCN 6353 Treatment Management	HDCN 6353 Treatment Management
HDCN 6343 Play Therapy*	HDCN 6343 Play Therapy*	HDCN 6343 Play Therapy*
HDCN 6324 Child Counseling*	HDCN 6324 Child Counseling*	HDCN 6324 Child Counseling*
Other electives – see Academic Advisor	Other electives – see Academic Advisor	Other electives – see Academic Advisor
*with restriction, see Tracks pp. 9 – 11	*with restriction, see Tracks pp. 9 – 11	*with restriction, see Tracks pp. 9 – 11
NOTE: All prerequisite rules apply	NOTE: All prerequisite rules apply	NOTE: All prerequisite rules apply

Note, not all courses are offered every term, both day and evening. Students who have schedule restrictions may need to take extra courses (in addition to the designated 60 hours) to fulfill their financial aid requirements, or may only be able to take one course during a specific term. For this reason, and based on individual circumstance, not all students will complete the Program within three years. Additionally, student degree completion rates may vary based on skill level and supervisor/faculty recommendation.

INSTRUCTIONAL POLICIES

CHILDREN AND GUESTS IN CLASS

For the benefit of all Program in Counseling students, no children are allowed to accompany counseling students to class. Course content is geared for adult learners and may not be suitable for children. Additionally, students may not have unattended children in the building while in class.

The confidential nature of classroom instructions necessitates that adult guests not attend classroom instruction hours without advanced consent from the professor. Additionally, any guests of Program in Counseling students should check-in with the facilities offices of the SMU-in-Plano campus and wait quietly in public seating areas while unattended.

AUDIO-VISUAL AND ELECTRONIC RECORDING IN CLASS

Audiovisual and electronic recording of classroom lecture is strictly prohibited without the written consent of the course professor.

Each professor will approve the appropriate classroom use of laptops and other designated technology resources. A violation of classroom technology expectations may result in the loss of earnable points, impact a student's overall grade, or possibly warrant failing the course and require a student to retake the class.

The SMU Program in Counseling does not have a formal policy restricting internet or social media use by enrolled students. However, any student who engages in behavior that violates the safety or confidentiality of another student (or violates the ethical cannon of their identified track of study) may be sanctioned by the Program, School, or larger University, including separation from the University.

POLICIES AND PROCEDURES

GENERAL POLICIES

The policies and procedures described herein serve as a quick-reference guide for Program in Counseling graduate students and do not represent a complete list. All Counseling graduate students remain responsible for understanding and upholding the policies and procedures outlined, in full, within the Annette Caldwell Simmons School of Education and Human Development Graduate Student Graduate Programs Bulletin (online at http://smu.edu/catalogs/graduate/file/2012/2012_SMU_SimmonsGraduateCatalog.pdf).

PAYMENT

Students are responsible for adhering to the payment schedules set by the University and published online at <http://smu.edu/bursar/paymentdue.asp>. Accordingly, students bear the responsibility for understanding and following Program in Counseling refund schedules for full length courses and short seminars, as well as loan disbursement deadlines.

FINANCIAL AID

Master of Science in Counseling students may qualify for Federal Financial Aid assistance (student loans). To apply for Federal Financial Aid, students complete (at no charge) the FAFSA form online at, www.fafsa.ed.gov/. The SMU Office of Financial Services recommends completing this form a minimum of three months prior to your expected start date. However, students may complete the form closer to registration and pay for courses out-of-pocket until the disbursement of funds. Qualifying students receive financial disbursements to their Access.SMU account through SMU to pay for classes. Any extra funds are disbursed directly to students by check.

In order to receive Federal funds, students must enroll and remain in two courses per term (a minimum of 6 credit hours) for every term funds are requested (including Summer term). If students drop below the minimum required credit hours per term, they may jeopardize their financial award. Since Summer term moves quickly (5 weeks), the Program in Counseling recommends that students utilize extra funds disbursed for other terms to cover Summer tuition. In this case, students are not bound to take two courses in 5 weeks.

Once students begin the Practicum phase of their curriculum, the HDCN 6049 Graduate Full-time Status course may be used to designate full-time enrollment while completing carry-over Practicum or Internship I & II supervision hours. It is the responsibility of the student to understand and utilize this course designation appropriately and under the guidance of their academic advisor.

For more information, visit the Financial Aid link at, http://smu.edu/financial_aid/Grad.asp.

REFUNDS

Students must adhere to the Academic Calendar for each term with regard to withdrawal and dropping policies. Students may obtain an academic calendar that includes a list of holidays, drop-dates, and refund rates. The Academic Calendar is posted online at <http://www.smu.edu/Simmons/AreasOfStudy/DRC/Counseling/AcademicCalendar> or you may obtain a copy from the Counseling office. Students who utilize SMU employee tuition benefits do not receive funds to retake a previously withdrawn course.

STATEMENT OF LIABILITY AWARENESS

Counseling students who role play as counselors or clients, or provide counseling services as part of their training, must uphold ethical and legal standards established in a therapeutic relationship. This responsibility demands that Counseling students familiarize themselves with the ethical standards of such organizations as the American Counseling Association, Texas State Board of Examiners of Professional Counselors, Texas Education Agency, American School Counselors Association, and Texas State Board of Examiners of Marriage and Family Therapists. Refer to page 17 for a list of websites where the ethical standards for each organization can be reviewed.

INSURANCE REQUIREMENT

Every student admitted and enrolled in the Program in Counseling must carry student liability insurance (also called Professional Liability Insurance) with minimum \$1,000,000 incident/\$1,000,000 aggregate covering on- and off-campus training. Students bear responsibility for securing, paying for, and maintaining liability coverage throughout the degree program. Southern Methodist University, the SMU Program in Counseling, and the State of Texas do NOT provide legal protection to students in training.

Students provide the Counseling office with documentation indicating proof of coverage, including dates of coverage, within the first term to be retained in their academic file. Enrollment in future terms is blocked for students who have not provided proof that they have current Professional Liability Insurance. Additionally, students must present proof of coverage to every instructor/course in which counseling practice occurs and keep this coverage current. It is the student's responsibility to provide the Counseling office and appropriate instructors with proof that the coverage has been renewed each year.

NON-DISCRIMINATORY STATEMENT

Southern Methodist University will not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. SMU's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation.

The above represents the officially drafted statement of nondiscrimination for Southern Methodist University. For more information, students may contact the Office of Institutional Access and Equity at 214-768-3601 or online at <http://smu.edu/aao/>.

Right to know and other legal disclosures found online at <http://www.smu.edu/legal/>.

DISABILITY ACCOMMODATIONS

Counseling students with learning differences, medical, psychiatric, or physical conditions requiring special accommodations may seek guidance and assistance through the Altshuler Learning Enhancement Center DASS office at 214-768-4557 or online at <http://smu.edu/alec/dassdisacom.asp>.

ENDORSEMENT POLICY

Students should make application for employment or internships related to the track of study that reflects their proficiency. The Program in Counseling faculty and staff endorse students verbally, orally, or in writing only to the extent that the student proves prepared and trained. Verification of course performance, academic standing, supervisor feedback, and graduation date will be checked thoroughly prior to endorsement.

ENROLLMENT

The Program in Counseling offers five terms of academic instruction from Fall through Summer. The terms; Fall, Winter, Spring, and May run ten weeks, while the Summer term lasts five weeks. Approximately twelve to fifteen full-length courses and two to four short seminars comprise each term (Summer term course offerings are usually fewer). Students may enroll in a maximum of two courses per term (three courses if, and only if, enrolled in an inter-term course) through the online registration system, Access, at <https://access.smu.edu/>.

Course offerings are posted online at least a term before each enrollment period at <http://www.smu.edu/Simmons/AreasOfStudy/DRC/Counseling/CourseSeminarSchedule>. Students enrolled in a course that is cancelled due to low enrollment or instructor conflict will be notified by the Program in Counseling staff before the enrollment period closes.

DROPPING/WITHDRAWING

Counseling students must observe drop and withdraw deadlines regarding grades and refunds. Students may view the drop/withdrawal/refund schedule for each term online at the Counseling website. Students must notify the Counseling office and process withdrawal paperwork for all courses in the term. Medical withdrawals are allowed.

Important Note: Seminar drop dates differ from ten week courses. All courses not offered in a 10-week format are considered to be seminar courses. This includes inter-term courses. There are no refunds granted for seminar enrollees who drop the course within two weeks prior to the start date of an enrolled seminar.

STUDENT EVALUATIONS

Instructors complete an end-of-course student evaluation form for any student exhibiting deficient academic and/or behavioral performance. The student evaluation form assesses displayed academic and interpersonal skills during a given course and term. Student evaluations become a part of the academic record used to monitor student progress, including the ten-course formal Progress Assessment, and documented concerns may lead to student competency remediation.

STUDENT COMPETENCE

Counseling potential extends beyond academic performance; it includes a collection and demonstration of interpersonal skills. For this reason, student behaviors (i.e. open-mindedness, kindness, patience, communicative style, integrity, honesty, respect, classroom demeanor, etc.) are evaluated by faculty during the academic term. Faculty concerns regarding student competence are addressed so that a remediation process may begin. Failure to progress, adhere to sanctions, or refusal to comply with competency expectations may result in student expulsion from the Program in Counseling and SMU.

Procedures for Identifying Student Competency Concerns:

1. Instructor completes a Competency Concern and Remediation Report that details the specific concern(s) regarding student behavior as well as steps/procedures for remediation.
2. Instructor discusses the report with the student and provides a copy to the student. The concern will be shared with the Counseling faculty and Program Director as an informational item during the next faculty meeting.
3. The student may select one of three responses to the expressed faculty concern:
 - a. Follow the counsel for remediation described in the report.
 - b. Exit from the program.

- c. Refuse to accept the evaluation and remediation, and appeal in writing to the Program Director within three days of the initial Instructor/student meeting. If a student fails to contact the Director within three days, the instructor specifications stand and the student MUST comply or withdrawal/expulsion procedures begin.
4. In the case of appeal, the Program Director will mediate a decision between the instructor and student regarding the evaluation and remedial report specifications. If no resolution results, a committee composed of one instructor-designated faculty member, one Director-appointed faculty member, and one student-designated faculty member will convene to evaluate the competency issue.
5. Each party, the instructor and student, provide the committee with written statements regarding the unresolved conflict surrounding the student competency evaluation. Additionally, a hearing will be held where each party verbally communicates their concern/grievance.
6. The committee will either waive the remediation stipulations or enforce the remediation stipulations within ten (10) days of the hearing. The terms of the committee's decision will be presented in writing to the Program Director, instructor, and student.
7. Each party has ten (10) days to appeal the decision in writing to the Dean of the Annette Caldwell Simmons School of Education and Human Development.
8. All records in this process are retained in the student's academic file.

PROBATION, SUSPENSION, AND DISMISSAL

Excerpt reprinted from the online Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin.

http://smu.edu/catalogs/graduate/file/2012/2012_SMU_SimmonsGraduateCatalog.pdf.

Failure to meet established minimum acceptable standards of academic or disciplinary performance can result in probation, suspension or dismissal. Information regarding disciplinary action can be found under Code of Conduct in the Student Affairs section of this catalog.

Graduate students must maintain a cumulative GPA of 3.00. If in any term the student falls below this GPA, the student will be placed on probation for one term. If at the end of the term of probation the cumulative GPA is not up to 3.00, the student may be removed from the program at the discretion of the Program Director and/or Dean.

Academic probation is a serious warning that the student is not making satisfactory academic progress. A student on academic probation is still eligible to enroll and is considered in good standing for enrolling in classes and for certification purposes. Academic probation is not noted on the permanent academic record; however, a student on academic probation may be subject to certain conditions during the period of probation and will be subject to academic suspension if he or she does not clear academic probation.

Refer to the **Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin** for details regarding Suspension and Dismissal.

COURSE EVALUATIONS

Students complete a course evaluation at the end of each term. Evaluations are administered either online or in paper format or both without the instructor present. Unless revealed by the student, evaluation results remain anonymous and instructors view comments and rankings only after assignment of final term grades.

COURSE ATTENDANCE

Instructors utilize their own grading criteria concerning absences and tardiness but all courses are subject to the following attendance policies:

- Students should give instructors 24 hours' notice of any absence whenever possible.
- If a student must miss one class, it is the student's responsibility to get all material and assignments covered during their absence.
- A student's final grade will be impacted if two absences occur.
- A student missing more than two classes may, at the instructor's discretion:
 - receive a grade of Incomplete if the requirements to do so have been met (see the policy on Grades of Incomplete contained in this syllabus)
 - receive a failing grade for the course
 - drop or withdraw from the course (This option may have a financial and/or financial aid impact. Student should refer to the Add/Drop Policy and the Withdrawal Policy for the Counseling program which can be found at <http://www.smu.edu/Simmons/AreasOfStudy/DRC/Counseling/AcademicCalendar> then consult with the Program Specialist if they believe this option is a possibility.)

GRADING

Students view official grades online through the SMU Access system (<https://access.smu.edu/>) after the end of the term (including seminar courses). Students may provide an instructor with a self-addressed, stamped envelope, for returning exams (include adequate postage and envelope size). Some instructors leave final exams and papers for pick-up in the student pick-up cabinet in the Counseling office.

Students may view grading expectations and grading scales on their course syllabus. All courses use an A, A-, B+, B, B-, C +, etc. scale. Any one course grade below a B- must be retaken, earning a B- or higher, for academic credit. Students who earn two Cs or lower will be dismissed from the program.

The Program in Counseling upholds the following grading standard across all courses:

Grade	Performance Description	Range	GPA	Points
A	Exceptional	93 – 100	4.0	12.0
A-	High Pass	90 – 92	3.7	11.1
B+		87 – 89	3.3	9.9
B	Pass	83 – 86	3.0	9.0
B-		80 – 82	2.7	8.1
C+	Failure, any C or below	77 – 79	2.3	6.9
C		73 – 76	2.0	6.0
C-		70 – 72	1.7	5.1
D+		67 – 69	1.3	3.9
D		63 – 66	1.0	3.0
D-		60 – 62	0.7	2.1
F		59 _≥	0.0	0.0

HONOR CODE

Admission into the Program in Counseling binds students to the SMU Honor Code and subsequent sanctions if violated.

Excerpt reprinted from the online Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin.

All students attending the Annette Caldwell Simmons School of Education and Human Development are subject to the jurisdiction of the Honor Code (www.smu.edu/studentlife, “Student Handbook” link) and as such are required to demonstrate an understanding of and to uphold the Honor Code. In support of the Honor Code, the Honor Council has the responsibility to maintain and promote academic integrity. The Honor Council is composed of a minimum of 27 members selected through an application and interview process organized by the Honor Council Executive Board. Five faculty members, nominated by the Faculty Senate, also serve on the Honor Council.

Academic dishonesty includes plagiarism, cheating, academic sabotage, facilitating academic dishonesty and fabrication. Plagiarism is prohibited in all papers, projects, take-home exams or any other assignments in which the student submits another’s work as being his or her own. Cheating is defined as intentionally using or attempting to use unauthorized

materials, information or study aids in any academic exercise. Academic sabotage is defined as intentionally taking any action that negatively affects the academic work of another student. Facilitating academic dishonesty is defined as intentionally or knowingly helping or attempting to help another to violate any provision of the Honor Code. Fabrication is defined as intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

Suspected cases of academic dishonesty may be handled administratively by the appropriate faculty member in whose class the alleged infraction occurred or referred to the Honor Council for resolution. Suspected violations reported to the Honor Council by a student or by an instructor will be investigated and, if the evidence warrants, a hearing will be held by a board composed of a quorum of four members of the Honor Council.

Any appeal of an action taken by the Honor Council shall be submitted to the University Conduct Council in writing no later than four calendar days (excluding school holidays) after notification of the Honor Council's decision.

INCOMPLETES

Excerpt reprinted from the online Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin.

A student may temporarily receive a grade of Incomplete (*I*) if a substantial portion of the course requirements have been completed with passing grades, but for some justifiable reason acceptable to the instructor, the student has been unable to complete the full requirements of the course.

The grade of *I* is normally changed to a final grade within one year but no later than the time of graduation.

At the time a grade of *I* is given, the instructor must stipulate in writing to the student and to the University Registrar's Office the requirements and completion date that are to be met and the final grade that will be given if the requirements are not met by the completion date.

The maximum period of time allowed to clear the Incomplete is 12 months. If the Incomplete grade is not cleared by the date set by the instructor or by the end of the 12-month deadline, the grade of *I* will be changed to the grade provided by the instructor at the time the Incomplete was assigned or to a grade of *F* if no alternate grade was provided.

The grade of *I* is not given in lieu of a grade of *F* or *W*, or other grade, each of which is prescribed for other specific circumstances.

The grade of *I* in a course does not authorize a student to attend the course during a later term. Graduation candidates must clear all Incompletes prior to the deadline in the Official University Calendar. Failure to do so can result in removal from the degree candidacy list and/or conversion of the grade of *I* to the grade indicated by the instructor at the time the grade of *I* was given.

A maximum of two (six hours) concurrently held Incomplete grades in courses other than thesis is allowed. If this maximum is reached, the student will be allowed to take only one three-hour course per term until the Incomplete grade total is reduced. Students who accumulate a total of three Incomplete grades in courses other than thesis will be put on probation and not allowed to enroll further until the total is reduced.

CHANGES OF GRADES

Excerpt reprinted from the online Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin.

Changes of grades, including change of the grade of *I*, are initiated by the course instructor and authorized by the academic chair and by the academic dean of the school in which the course was offered. If a student requests a grade change, the instructor may ask the student to provide the request as a written petition, which may become an official part of any further process at the instructor's discretion. Changes of grades may be made only for the following authorized reasons: to clear a grade of *I*, to correct a processing error or to reflect a re-evaluation of the student's original work. A change of grade will not be based on additional work options beyond those originally made available to the entire class.

Changes of grades of *I* should be processed within a calendar year of the original grade assignment. Other changes of grades must be processed by the end of the next regular term. No grade will be changed after 12 months or after a student's graduation, except in cases where a grade is successfully appealed – provided that written notice of appeal is given within six months following graduation – and in extenuating circumstances authorized by the academic dean and approved by the registrar.

GRADES FOR REPEATED COURSES

Excerpt reprinted from the online Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin.

Both the initial and the second grades will be recorded on the student's permanent academic record. Both grades will be included in the calculation of the GPA and in the determination of academic probation, suspension, dismissal, honors and graduation. Only the repeated course and not the initial credit hours count toward the number of hours needed for graduation.

GRIEVANCE AND GRADE APPEALS

Excerpt reprinted from the online Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin.

A student who feels that an assigned grade is other than the grade earned must first discuss the matter with the course instructor to determine if the discrepancy is caused by error or misunderstanding. At the time of the initial discussion, the student may be asked to provide a written petition requesting the change of grade.

A student who is not satisfied by the instructor's denial of a request for a grade change, and who maintains that the original grade was capriciously or unfairly determined, may appeal to the chairperson of the department in which the course was offered (or, in the case of a non-departmental course, to a faculty agent designated by the dean for the course). After discussing the matter with the student, and bearing in mind that the final authority in matters of academic judgment in the determination of a grade rests with the course instructor, the chair (or faculty agent) will consult with the course instructor, who will subsequently report to the student the disposition of the appeal.

A student who is not satisfied by the disposition of the appeal may appeal the decision to the dean of the school offering the course. The dean will take action as he or she deems appropriate. A student may appeal the dean's decision to the provost. In their actions, the Dean and the Provost must respect the principle that the determination of a grade rests with the course instructor.

GRADUATION

GRADUATION OVERVIEW

Once a student begins Practicum, they must meet with their academic advisor to receive instruction for the completion of their degree. It is the responsibility of the student to understand procedures and adhere to the published deadlines for their conferral and graduation. Students missing the conferral deadline for a term must defer their conferral date to a future term.

Students submit a formal Application for Candidacy to Graduate (ACG) to the Counseling office well in advance of completing their final course work for a designated conferral term. If the various deadlines for the conferral term are missed, a new ACG must be filed for the future conferral term.

Graduation ceremonies occur twice per year: May and December. Graduates may confer their degree in each of the five terms.

Students should contact the Program Specialist when ready to submit an ACG.

A fee for regalia (cap, gown, and hood) and diploma must be paid in advance. Filing the form and paying related fees when added to a student's account are the responsibility of the student.

GRADUATION TERMINOLOGY

- “Conferred” means a student has completed the requirements to earn their degree so the degree has been conferred (awarded) and the student has officially graduated on paper. This happens once a student has earned all the credit hours needed in order to be awarded the degree (60 credit hours for the Master of Science in Counseling degree) and all of the student's grades have been posted on their transcript - in other words, no grades of Incomplete appear on the transcript.
- In order to receive a grade in Internship I and Internship II, a student must complete all the direct and indirect contact hours required by the State of Texas. Dr. McAlister and/or the other Internship supervisors track each student's contact hours and, therefore, know when individual students have completed them. At the end of the term in which a student completes their contact hours, the supervisor will assign the final grade in Access.SMU. If a student has previously received a grade of Incomplete, they will process the final grade with a Request for Change of Grade Form through the Counseling office.
- Graduating and attending a graduation (commencement) ceremony are two different things. Attending a graduation ceremony doesn't mean that a student has formally graduated (see conferred, above). At SMU, you are allowed to “walk” in a graduation ceremony before you have actually graduated.
- Counseling students can graduate in any of the 5 terms (Fall, Winter, Spring, May or Summer Terms). The conferral date on a student's degree will be the last day of the term in which graduated.
- Students who graduate in a Fall or Winter Term should participate in the December graduation ceremony or the following May ceremony. Students who graduate in the Spring, May or Summer term should participate in the May ceremony.
- There is a one-time graduation fee of \$45 (as of 2012;; this fee is subject to change).

PREPARING TO GRADUATE

A schedule of deadlines is posted in the Family Center and is periodically emailed to all Internship students. This schedule gives students the deadlines for the following events for each term:

Deadline to file ACG
Deadline to complete contact hours
Deadline to receive grade change form (if grade change form is required)
Deadline to receive final grade (if no form required)

As students accrue their contact hours in Internship, they should calculate in which term they will be able to meet the deadlines and complete an ACG (Application for Candidacy to Graduate) in Access.SMU.

If the student is unable to meet the deadlines for the earlier term, s/he should then request that their graduation be deferred and an ACG for the following term will be generated.

There is no charge to file an ACG.

DIPLOMAS

Sometime during the week following the end of the term, students will be notified that their degrees have been conferred as of the last day of the term and will be given instructions as to how to obtain a copy of their final transcripts. Students can also refer to <http://smu.edu/registrar/transcripts.asp>. (Final transcripts should not be requested before notification that the degree has been conferred; otherwise, it is not the final transcript since the conferral date may not appear on it.)

Diplomas are mailed to the student's mailing address listed in Access.SMU. If a student prefers that their diploma be mailed to a different address than the listed mailing address, they can list a "diploma" address in Access.SMU.

GRADUATION CEREMONIES

Once a student has filed an ACG, and the date for the graduation ceremony approaches, the student will receive a letter at their home address and several emails from the Counseling office and the Registrar's Office with the information needed regarding the graduation ceremony:

- The Graduation Fair (held on main campus with various vendors)
- How and when to order your regalia
- How to order invitations
- Ticket information (for the May Term Simmons School ceremony)

LICENSURE AND CERTIFICATION

STATEMENT REGARDING REQUIREMENTS

The SMU Program in Counseling provides and administrates a curriculum for earning a Master of Science in Counseling degree. Within this degree program, three tracks of study, LPC, LMFT, and School Counseling Certification, meet or exceed the minimum requirements for licensure or certification in the state of Texas.

The SMU Program in Counseling does not guarantee licensure, certification, or employment upon degree completion. It is the responsibility of each student to continue post graduate work for the desired licensure or certification.

Students should check the state-maintained online site for each license and certification of interest to stay abreast of relevant updates or changes, including important testing dates.

It is the responsibility of each student interested in potential licensure or certification outside of Texas to understand Texas rules of reciprocity as well as the guidelines for their state(s) of interest.

Prior to graduation, all students must meet with the Associate Director of Supervision **before** taking any of the state certification/licensure exams.

STUDENT RESOURCES

SMU IDENTIFICATION CARD

Every admitted Counseling student receives an SMU ID number. This SMU ID number allows students to access information online for enrollment and research, and to utilize other campus resources like the Blackboard online education system. Students are encouraged to secure a photo SMU ID by going to the main campus and visiting the Park N' Pony office (additional online information available at <http://smu.edu/parknpony/>). Students can receive discounts throughout the DFW area using their SMU ID.

TEXTBOOKS

BOOKSTORE

Required course textbooks are available through the SMU Barnes & Noble Bookstore near main campus on Mockingbird Lane. Students may purchase textbooks at any book retailer or online. A book list for each course is posted during the enrollment period online through the Program in Counseling website at <http://smu.edu/education/counseling/courseseminarschedule.asp>.

RECOMMENDED BOOKS

Students are encouraged to retain their course textbooks for building their professional resource library. Additionally, certain reference materials are recommended to help counseling students throughout their academic program: the current DSM, a pocket version DSM, and a current APA style book.

APA STYLE

Program in Counseling graduate students are expected to understand and adhere to the American Psychological Association Style in all formal writing assignments during their academic tenure at SMU. It is recommended every student purchase an APA style book at the start of their core course work.

MAIN CAMPUS SERVICES

FONDREN SCIENCE LIBRARY

Counseling students may secure materials from the Fondren Library, as well as all other campus libraries, with an SMU ID card. To access online resources at SMU Central University Libraries (<http://www.smu.edu/cul/or/index.html>), students must request a 14-digit barcode at <http://smu.edu/cul/distance/oca/help-no-barcode.html> if they do not have an SMU ID card.

WEB RESOURCES

BLACKBOARD

The Program in Counseling utilizes the SMU online education system Blackboard to communicate with students through Announcements, Discussion Forums, and scheduled Live Chats. Additionally, many Counseling instructors use the Blackboard system as an online teaching tool for course assignments. Students are encouraged to familiarize themselves

with the system upon admission and refer to the site weekly to stay connected with the Program in Counseling community of learners and educators.

FORMS

Any form that a student will need during their academic program can be found in the Counseling office, online at the SMU website, or on the Blackboard Program in Counseling page. If at any time a student has difficulty locating a necessary form, their academic advisor is available for assistance.

ACCESS.SMU

Every student enrolled at SMU must use the online Access software system for enrollment, financial query, personal record maintenance, and grade viewing, as well as other official University business. Instructions for using the system can be found online at access.smu.edu.

SMU EMAIL

Admitted SMU students each receive an official SMU email account. This email account should be used for all school-related correspondence. Notifications from the Counseling office and instructors are delivered through the SMU email system. It is the responsibility of the student to view and maintain this email account on a regular basis. It is recommended that students use their SMU email account rather than their personal email accounts to contact SMU faculty and staff via email to ensure that the messages are delivered and not sent to spam or junk folders. SMU email accounts remain available to students for one year after a student graduates.

Addendum No. 1 – Criminal History Background Check for Applied Clinical Cycle

Students must complete an online criminal history background check through the Program’s designated vendor prior to beginning Practicum/Internship (Applied Clinical Cycle). Students should initiate the process of ordering their online background check no earlier than 60 days prior to beginning Practicum and no later than 30 days before beginning Practicum to allow for processing. Any student who has not completed the process and submitted an Invitation to View their completed background check Certificate to the Counseling administration office within 10 days of the start date of Practicum will not be enrolled in Practicum and must wait for the next term in which Practicum is offered. (A new background check will have to be completed for that term.)

It is essential that students complete the criminal background check within this time-frame to avoid a delay in their training sequence and allow the Family Counseling Center planning time to schedule clients based on the actual number of incoming students.

Any student with items of concern indicated on their criminal history background check is required to meet with the Program Director to review their history. Depending on the concern, a student may want to seek licensing board review to confirm whether they would be eligible for licensure post-graduation. Additionally, a criminal history item of concern that would prohibit students from enrolling in the applied training curriculum would also preclude their degree completion.

Addendum No. 2 - Reporting Criminal Offenses

In addition to the two required Criminal History Background Checks (one completed at Admission and one prior to beginning the Applied Training Cycle), an admitted student (regardless of enrolled status) must notify the Program Director in writing within 48 hours if any of the following events occur:

- Any arrest of the student, not including a Class C misdemeanor traffic offense
- Any criminal case filed against the student
- Any criminal conviction, not including a Class C misdemeanor traffic offense
- Any disciplinary action from another licensing board in which the student is currently licensed or from a professional organization in which the student is a member (including another state)

Failure to notify the Program Director of any situation described above within the 48-hour time period may result in disciplinary action by the Program in Counseling, which may include removal from the Program.