GRADUATE STUDENT HANDBOOK

Counselor Education: MASTER OF ARTS IN COUNSELING

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Dear Students,

Welcome to the Counselor Education Program at the University of Kentucky! We are pleased to have you be a part of our nationally ranked program. All students should have a copy of the program handbook. This document is available for viewing or downloading from the Canvas Student Advising Center (SAC) website revised: NOTE: The StudentHandbook subject to change. Please see the latest version on the SAC Canvas Website. This Handbook has been developed to provide information for students at all phases of their progress toward their graduate degree. Please note that any underlined text contains a hyperlink. Additionally, students are expected to review and be familiar with the university publication, “Student Rights and Responsibilities.” This particular document, along with our program handbook, contains information about ethical standards as well as plagiarism. All deadlines in this handbook must be adhered to in order to facilitate your academic progress. Missing any deadline without approval will result in having to take that particular assessment the next time it is offered.

Students are expected to refer to the material contained in this document regularly, and to use it as a constant reference throughout their program. There is also a student site in Canvas which houses forms, applications, and relevant information for students during their time in the program (e.g., job postings, internship opportunities, etc.).

This Handbook is divided into three sections:
Section 1: a brief description of the program’s history and status, faculty and staff, and the program mission statement.
Section 2: program and curriculum information, program and university requirements.
Section 3: resources for professional organizations, honor societies, and student organizations.

It is the responsibility of each student to ensure that they meet all university and program requirements. The program does not have the authority to waive any university regulations without university approval. Unless otherwise specified, this handbook does not supersede regulations contained in the University of Kentucky Graduate School Bulletin.

Our nationally recognized faculty have many opportunities for students to get involved in research, writing, professional honor societies and organizations, and our UK Counselor Education Student Organization. We encourage you to seek out these opportunities and to keep in regular communication with faculty about your professional interests.

Welcome to the program, we look forward to getting to know you!

Sincerely,

The Counselor Education Program Faculty
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SECTION 1: ABOUT OUR PROGRAM

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The University of Kentucky Rehabilitation Counseling Program (UK-RCP) was established in 1962 and is among the oldest Rehabilitation Counseling graduate programs in the nation. The UK-RCP was previously accredited by the Council on Rehabilitation Education (CORE), before CORE merged with the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The program is now accredited by CACREP at the master’s level in Rehabilitation Counseling (RC), and at the Doctoral level in Rehabilitation Counseling Education, Research, and Policy. The program also includes a CACREP-aligned Clinical Mental Health Counseling (CMHC) specialty*. The UK-RCP is approved by the Kentucky Council on Higher Education and is the only master’s program in Rehabilitation Counseling in the Commonwealth of Kentucky. In 2019, the program name was changed to Counselor Education (CED).

Our Mission

To promote professional excellence through personal development and the highest academic standards as we work with our students, persons with disabilities, and our state and community partners in rehabilitation and mental health counseling to achieve equal rights, social justice, and quality of life for persons with disabilities in our community, in the Commonwealth of Kentucky, nationally, and globally.

Program Objectives

Students and graduates of the counseling program at the University of Kentucky will bring the following qualities with them into their professional roles as counselors:

1. Knowledge, skills, and awareness relevant to working within a diverse society, including engaging in social justice and advocacy for individuals across all differences
2. An embodiment of culturally competent counseling practice and lifelong learning
3. The ability to evaluate and apply appropriate counseling or consultation processes based within theoretical foundations
4. The belief in the dignity and worth of all people
5. A commitment to the counseling profession and ethical counseling practice based on evidence-based research and an experiential clinical training program
6. An understanding of quality of life indicators as assessed through research, interviewing, formal assessments, and counseling sessions
7. Experience with researching and engaging community resources necessary to advocate for and support clients in all stages of development
8. An active relationship with the broader rehabilitation community and related professional associations through consultation, education, advocacy, and leadership activities

*Both specialty areas are CACREP-aligned and to be reviewed for accreditation by CACREP in 2021; the RC specialty is currently accredited.

Program Communication and UK email Address

I. Complete this form in order to aid us in maintaining communication with you during, and after your time in the program. Any students receiving grant funding will be required to provide updates in order to remain in compliance with federal regulations.

II. All students are required to use their UK email (the email without the “g”) address for program correspondence. In order to set up your UK email, please visit this link and follow pertinent instructions.

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III. All important information will be shared and housed on the Student Advising Center (SAC) on Canvas. Please add this to your favorites and check back regularly.
IV. Following graduation, students will be contacted to provide updated employment information and to aid in the development of fieldwork sites for future practicum and internship students.
V. Please communicate early and often with your course instructors and advisor regarding any issues or concerns that may arise. We are here to help you!

New Students: Getting Your University of Kentucky Email Address

All students are expected to have and use a University of Kentucky e-mail address. Go to the University of Kentucky Account Web site: if you are having problems activating your new UK email and other IT Support concerns:
It is important that you check your email on a daily basis so that you do not miss any important announcements. We will not be responsible for students missing important information because of not using their University of Kentucky email address.

Student Advising

While the Counselor Education (CED) Program faculty might teach classes during the summer, they are not on contract to work for the university during the summer. Thus, student academic advising will take place only during the Fall and Spring semesters from your advisors. The last day of student advising will end on the last day of final exams during the Spring semester. New students entering the CED program for fall semester will be advised during the spring semester for the summer and fall semesters. Once new students have been informed of their advisor, they are to contact their advisor as soon as possible to seek academic advisement.

Program Specifics

The successful completion of this program results in a Master’s degree of Arts in Counseling (MAC) with a specialization of Rehabilitation Counseling or Clinical Mental Health Counseling. Students in the Rehabilitation Counseling specialization will be eligible to sit for the Certified Rehabilitation Counselor examination to earn this national credential. Students completing the Clinical Mental Health Counseling degree will be eligible to seek licensure as a professional counselor in their state. *

* More information about state licensure can be found here, and questions can be directed to UK’s Distance Learning Office and Compliance Officers. Each state has unique requirements for licensure, so we recommend checking into your state’s requirements early and often during your time in the program (these requirements do NOT apply to the Rehabilitation Counseling specialization). There are two specializations offered at the master’s level: Rehabilitation Counseling and Clinical Mental Health Counseling. The Rehabilitation Counseling specialization requires the completion of a minimum 60 credit hours; the Clinical Mental Health Counseling specialization also requires completion of a minimum 60 credit hours. Both specialty areas also require students to complete 200 hours of a Practicum experience (CED 710), and 600 hours of Internship (CED 730). See Section 2 for more details about each program plan and graduation specialization.

Matriculation

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To apply for admission, potential applicants should complete the online application found at the UK Graduate School website. For Fall admission, applications are due by April 1. Check with the UK Academic Calendar to confirm due dates. In addition to transcripts, 3 letters of reference and a writing sample are required.

Admission requirements include: (1) an undergraduate GPA of at least 2.75, or a graduate GPA of at least 3.00, (2) a personal interview with two program faculty, (3) letters of reference indicating the appropriateness of student for the program, and (4) a written statement indicating interest in and goals for the degree program.

Final admissions decisions are the purview of the program faculty. Following the application deadline, interviews will be scheduled for the applicant and two program faculty. The interview will review student’s relevant experience, education, and long-term goals. The interviewees will review their decision with the full faculty before an admission decision is made.

Students must maintain a 3.0 GPA while enrolled in the program or they will be put on Academic Probation via the Graduate School Policies.

Program Faculty

Travis Andrews, Ph.D., CRC, LCMHC-S, BC-TMH [Clinical Assistant Professor]
Dr. Travis Andrews is a clinical assistant professor of rehabilitation counseling in the Department of Early Childhood, Special Education, and Counselor Education. Dr. Andrews' educational background includes degrees in Sociology (BA), Rehabilitation Counseling (MS), and Rehabilitation Counseling and Counselor Education (Ph.D.). Dr. Andrews has ten years of experience as a clinical rehabilitation counselor and owned and operated Andrews Counseling and Consulting, PLLC, in North Carolina. Dr. Andrews is a Certified Rehabilitation Counselor (CRC), Board Certified TeleMental Health Provider (BC-TMH), and Licensed Clinical Mental Health Counselor Supervisor (LCMHCS) in North Carolina. Dr. Andrews' research interests include rehabilitation education related to recruitment and retention of minority students and rehabilitation counselors, distance education and technology in counseling, and minorities with disabilities with a focus on mental health and school to work transition.

David Beach, Ph.D., CRC [Adjunct Professor; Director, Disability Resource Center]
Dr. David Beach received his Ph.D. in Educational Psychology and his master’s of Rehabilitation Counseling from the University of Kentucky in 2006. Currently, he is the Director of the Disability Resource Center at UK and has been in that position since 2015. Previous to this post, Dr. Beach was the Executive Director of the Kentucky Office of Vocational Rehabilitation, responsible for the provision of vocational rehabilitation services to more than 25,000 Kentuckians with disabilities. While there, he gained national recognition for his efforts related to the integration of asset development and financial literacy programs into the public VR program. He has served the profession in many service-related roles, most recently as President of the National Rehabilitation Association and is the current Southeast Regional National Rehabilitation Association President Elect. Dr. Beach teaches Vocational Assessment, Rural Rehabilitation and the fieldwork courses. Dr. Beach’s research interests include rehabilitation counselor professional development, poverty related issues of persons with disabilities, counselor mentoring and transition of students with disabilities to post-secondary institutions.

Ralph Crystal, Ph.D., CRC, LPC [Professor; Department Chair]
Dr. Ralph Crystal is the Chair of the Department of Early Childhood, Special Education, and Rehabilitation Counseling as well as the Wallace Charles Hill Endowed Professor of Rehabilitation Counseling. He is a Certified Rehabilitation Counselor and Licensed Professional Counselor in Kentucky.

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Dr. Crystal received his doctoral degree in Rehabilitation Psychology, Educational Research and Statistics from the University of Wisconsin- Madison in 1977. He has been a leader of the RC program at UK since 1981 and has been the Principle Investigator on several state and federal grants and contracts. Dr. Crystal has published numerous research articles and book chapters in peer reviewed journals, particularly on the topics of evaluation in state vocational rehabilitation programs, forensic vocational practices, curriculum for rehabilitation education programs, and client satisfaction and program outcomes. He teaches Foundations of Professional Counseling, Case Management, and Private Practice in Rehabilitation Counseling. Dr. Crystal also serves as faculty advisor for the UK Chapter of Chi Sigma Iota.

**Debra Harley, Ph.D., CRC, LPC [Professor]**
Dr. Harley is a Provost Distinguished Service Professor. Her research interests include cultural diversity, substance abuse, gender issues, LGBTQ, and ethics. She has published 85 referred articles and 70 book chapters. Her books include *Disability Studies for Human Services: An Interdisciplinary and Intersectionality Approach, Cultural Diversity in Mental Health and Disability Counseling for Marginalized Groups, Disability and Rehabilitation in Rural Settings, Handbook of LGBT Elders, and Contemporary Mental Health Issues for African Americans*. Dr. Harley is a recipient of the NCRE Educator of the Year Award, the Sylvia Walker Educator of the Year Award from the National Association of Multicultural Rehabilitation Counseling and is a Mary E. Switzer Scholar. She is a former commissioner of the Commission on Rehabilitation Counselor Certification and member of the CRCC Standard Setting Workshop. Dr. Harley serves as a research mentor for the Rehabilitation Research & Training Center on Research and Capacity Building for Minority Entities for NIDILRR. In addition, she serves on community-based boards of directors. Dr. Harley teaches extensively in both the doctoral and master’s level counseling programs and serves as an advisor for many doctoral students. She is a past editor for many of the flagship journals in the rehabilitation counseling field. In addition, Dr. Harley has served on the editorial review board for the Journal of Psychology in Africa, Austrian Journal of Rehabilitation, Journal of AIDS and HIV Research, and a grant reviewer for NIDILRR and OSERS.

**Kathy Sheppard-Jones, Ph.D., CRC [Adjunct Professor; Executive Director, HDI]**
Dr. Sheppard-Jones is the Executive Director of UK’s Human Development Institute (HDI) and is adjunct faculty in the RC program. She teaches courses on transition, human development across the lifespan, and social and cultural foundations of counseling. As executive director of HDI, Dr. Sheppard Jones oversees their core funding as a University Center of Excellence in Developmental Disabilities, and works across projects around employment, health and wellness, home modifications, universal design, quality assurance, community inclusion, and driver rehabilitation. She has been an integral component of UK, HDI, and the community of service providers in Kentucky for decades. Dr. Sheppard-Jones has been a part of, or principle investigator of grant funding totaling over $34 million in her time at HDI.

**Keith B. Wilson, Ph.D., CRC, LPCC, NCC [Professor; Program Chair and Director of Graduate Studies]**
Dr. Wilson joined the UK Counselor Education program in Fall of 2019. Previously, he served as an administrator and faculty member at The Pennsylvania State University for 15 years, and as Dean and faculty in the College of Education & Human Services at Southern Illinois University Carbondale. He received his B.A., M.Ed., and Ph.D. degrees from Wilberforce University, Kent State University, and The Ohio State University, respectively. Committed to the ideals of research, teaching, and service, he has been honored with several service, research, and lifetime achievement awards including: the Virgie Winston-Smith Lifetime Achievement Award (National Association of Multicultural Rehabilitation Concerns), the James F. Garrett Distinguished Career in Rehabilitation Research Award (American Rehabilitation Counseling Association), and the Outstanding Faculty Award (Penn State University). With well over 100 publications and several books, Dr. Wilson’s research focuses on disability and

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underrepresented groups, phenotype discrimination, the lack of application in the Multicultural Counseling Competencies and how identity (e.g., gender, disability) affects advocacy.

SECTION 2: CURRICULUM INFORMATION & REQUIREMENTS

In this section, information will be presented about matriculation requirements, retention and remediation policies, and University requirements.

Registration
Please contact Phyllis C. Bates (pcbate2@uky.edu) if you have any problems with the registration process. Advanced registration is held in April for Summer and Fall semesters. You will receive an email from the Registrar when you are eligible to register. If you miss your window, you may be subject to a late registration penalty. Instructions for registration can be found on this Registrar website.

Counseling Core
All students, regardless of specialization area, must take the following core courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CED 516</td>
<td>Medical &amp; Psychosocial Aspects of Disabilities: Psychiatric Disabilities</td>
<td>3</td>
</tr>
<tr>
<td>CED 520</td>
<td>Foundations of Professional Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CED 525</td>
<td>Human Growth, Disability, &amp; Development Across the Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>CED 530</td>
<td>Social &amp; Cultural Foundations of Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CED 550</td>
<td>Ethics for the Counseling Profession</td>
<td>1</td>
</tr>
<tr>
<td>CED 620</td>
<td>Assessment in Rehabilitation &amp; Mental Health</td>
<td>3</td>
</tr>
<tr>
<td>CED 630</td>
<td>Career Development Counseling and Job Placement</td>
<td>3</td>
</tr>
<tr>
<td>CED 650</td>
<td>Counseling Theories</td>
<td>3</td>
</tr>
<tr>
<td>CED 660</td>
<td>Counseling Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CED 670</td>
<td>Group &amp; Family Mental Health Counseling**</td>
<td>3</td>
</tr>
<tr>
<td>EDP 557</td>
<td>Gathering, Analyzing, and Using Educational Data I (Offered in the Fall and Summer)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OR EPE/EDP 558 is an option for students who may have had stats previously. Offered in the Spring</td>
<td></td>
</tr>
<tr>
<td>CED 710</td>
<td>Clinical Practicum in RC &amp; CMHC</td>
<td>3</td>
</tr>
<tr>
<td>CED 730</td>
<td>Clinical Practicum in RC &amp; CMHC*</td>
<td>9</td>
</tr>
</tbody>
</table>

Total Core Credits Required: 43

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*CED 710 must be successfully completed to advance to CED 730 (NOTE: CED 710 and CED 730 are offered and taught over 12 weeks in the summer semester) 
**or approved alternate course

Rehabilitation Counseling Specialization

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CED 515</td>
<td>Medical &amp; Psychosocial Aspects of Disabilities: Physical Disabilities</td>
<td>3</td>
</tr>
<tr>
<td>CED 560</td>
<td>Supported Employment, Independent Living, &amp; Transition</td>
<td>3</td>
</tr>
<tr>
<td>CED 610</td>
<td>Case Management in Rehabilitation Counseling</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electives (must take 8 credits worth at the graduate level)*</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td><strong>Total Rehabilitation Specialty Credits Required:</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

*If you have any questions about electives, please contact your advisor prior to registration

Clinical Mental Health Counseling Specialization

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CED 540</td>
<td>Addiction &amp; Substance Use Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CED 570</td>
<td>Crisis &amp; Trauma Counseling</td>
<td>2</td>
</tr>
<tr>
<td>CED 600</td>
<td>Psychopharmacology</td>
<td>3</td>
</tr>
<tr>
<td>CED 615</td>
<td>Case Management in Clinical Mental Health Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CED 680</td>
<td>Mental Health Diagnosis &amp; Treatment Planning for Counselors</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electives (must take 3 credits worth at the graduate level)*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Clinical Mental Health Specialty Credits Required:</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

*If you have any questions about electives, please contact your advisor prior to registration

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THE CURRICULUM BY SEMESTER

This next section is the curriculum for both the Rehabilitation Counseling and the Clinical Mental Health Counseling tracks in the Counselor Education Program for full-time students. If students need more time to complete the program, they can enroll as part-time students with several options in classes to select. Usually, this means less than 9 Credit Hours (CH) for

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graduate students. As a way to accommodate our students, several classes are offered during either the first or second eight weeks of the semester and use different delivery methods. Synchronous courses are those courses that would include face-to-face and Zoom, for example. Asynchronous are those courses that may have recorded lectures and are not taught in “real-time” (i.e., face-to-face). Both CED 710 (Practicum) and CED 730 (internship) are offered and taught over 12 weeks during the summer.

*Synchronous Courses  
**Classes taught 1st 8 weeks  
***Classes taught 2nd 8 weeks  
Credit Hour = CH

Rehabilitation Counseling (RC) (Four Semesters)

Fall (First Semester) (15 CH)  
CED520 Foundations of Professional Counseling (3)  
CED650 Counseling Theories (3) *  
CED525 Human Growth, Disability, & Development Across the Lifespan (3) (**)  
CED515 Medical & Psychosocial Aspects of Disabilities: Physical Disabilities (3) (***)  
CED530 Social & Cultural Foundations of Counseling (3) (***)

Spring (Second Semester) (16 CH)  
CED550 Ethics for the Counseling Profession (1)  
CED660 Counseling Techniques (3) *  
CED516 Medical & Psychosocial Aspects of Disabilities: Psychiatric Disabilities (3) (**)  
CED560 Supported Employment, Independent Living, & Transition (3)  
CED630 Career Development Counseling and Job Placement (3)  
CED620 Assessment in Rehabilitation and Mental Health (3)  
CED554 Rural Rehabilitation (3)

Summer (Third Semester) (6 CH)  
CED710 Clinical Practicum in RC & CMHC (3) *  
CED610 Case Management in Rehabilitation Counseling (3)

Fall (Fourth Semester) (15 CH)  
EDP/EPE 557 Gathering, Analyzing and using Educational Data (Fall and Summer) (3)  
CED730 Clinical Internship in RC & CMHC (9) *  
CED670 Group & Family Mental Health Counseling (3) (**)

Electives (Must complete a minimum of 8 credit hours):  
Suggested courses: CED540 Addiction & Substance Use Counseling (3), CED 554 Rural Rehabilitation (3), CED552 Rehabilitation, EDS 546 (3), SW 514 (3), CED 670 (3)

Clinical Mental Health Counseling (CMHC) (Five Semesters)

Fall (First Semester) (12 CH)  
CED520 Foundations of Professional Counseling (3)  
CED650 Counseling Theories (3) *

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CED525 Human Growth, Disability, & Development Across the Lifespan (3) (**)
CED530 Social & Cultural Foundations of Counseling (3) (*)

**Spring Semester (Second Semester) (13 CH)**
CED540 Addiction & Substance Use Counseling (3) (**)
CED660 Counseling Techniques (3) *
CED550 Ethics for the Counseling Profession (1)
CED516 Medical & Psychosocial Aspects of Disabilities: Psychiatric Disabilities (3) (**)
CED630 Career Development Counseling and Job Placement (3)

**Summer (Third Semester) (11 CH)**
CED570 Crisis & Trauma Counseling (2) *
CED680 Mental Health Diagnosis & Treatment Planning for Counselors (3) *
CED615 Case Management in Clinical Mental Health Counseling (3) (***)
CED600 Psychopharmacology (3) (***)

**Fall (Fourth Semester) (9 CH)**
EDP/EPE 557 Gathering, Analyzing and using Educational Data (Fall and Summer) (3)
CED670 Group & Family Mental Health Counseling (3) (**)
CED710 Clinical Practicum in RC & CMHC (3) *

**Spring (Fifth Semester) (12 CH)**
CED730 Clinical Internship in RC & CMHC (9) *
CED620 Assessment in Rehabilitation and Mental Health (3)

**Electives (Must complete a minimum of 3 credit hours):**
Suggested courses: CED 554 Rural Rehabilitation (3), CED 515 (3), EDS 546 (3), EDP/EPE 558 (3)

Also, when contacting faculty about program related matters, please include your student ID in case we need to search for information to assist you.

**ADMISSIONS TO FIELD WORK (FW), PROGRAM FINAL EXAM, AND GRADUATION**

**Clinical Fieldwork Coordinator**
Please contact Dr. Travis Andrews (Travis.Andrews@uky.edu, 859-257-7460, 234 Taylor, Education Building), Clinical Coordinator of Field Work, if you have questions about your practicum, internship, and other items related to your field work.

**Fieldwork Information**
The clinical experience is designed to provide the student with opportunity to apply theory and to develop counseling skills under supervision. The roles and responsibilities of the student, site supervisor, and faculty supervisor are defined below. The student will develop this learning goals contract (LGC) in collaboration with site supervisor and approval of the faculty supervisor. The contract must be signed.

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prior to the student beginning his or her clinical placement experience. Additionally, students are encouraged to review the Fieldwork Experience (CED 710/730) module, located in Canvas SAC.

I. Students are responsible to read the entirety of the learning goal contract and to provide signatures indicating that they agree to adhere to all policies outlined throughout. It is the student’s responsibility to have reviewed all of this information, and to be aware that the inadequate adherence to these policies and procedures may result in a remediation plan, requirement to repeat fieldwork courses, and/or dismissal from the program.

II. Students must complete the Counselor Fieldwork Application, which includes pertinent information about their fieldwork site. This form must be completed for BOTH internship and practicum, even if hours are being completed at the same site.

III. Learning goals set for practicum should be different from the learning goals set for internship. Even if fieldwork is being completed at the same site, a new learning goal contract must be completed to reflect new goals as appropriate with a more advanced status in the program.

IV. Student hours are to be documented and submitted weekly (validated by a supervisor’s initials) using the Weekly Log form, which can also be found in Canvas.

V. Midterm, final, and professional disposition evaluations are to be completed using the following links located in the learning goal contract.


Supervisor Credentials

Supervisor credentials are established by CACREP as well as the Commission on Rehabilitation Counseling Certification (CRCC) and state licensure boards. These are necessary to ensure that graduates are qualified to obtain their desired credential upon graduation. Site supervisors are required to have:

1. A minimum of a master’s degree, preferably in counseling, or a related profession;
2. Relevant certifications and/or licenses;
3. A minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled;
4. Knowledge of the program’s expectations, requirements, and evaluation procedures for students; and
5. Relevant training in counseling supervision (CACREP, 2016).

- Relevant certifications/licenses for students in the Rehabilitation Counseling specialization include an up-to-date CRC. If you do not have a CRC, a faculty member with a CRC will suffice.
- Relevant certifications/licenses for students in the Clinical Mental Health Counseling specialization include License as a Professional Counselor, or an acceptable equivalent.

THE FIELD WORK EXAM IS NOT GIVEN IN THE SUMMER. ADDITIONALLY, THE FIELD WORK EXAM IS TAKEN IN THE SECOND SEMESTER AND IS BASED ON A FULL-TIME SCHEDULE; STUDENTS ENROLLED PART-TIME SHOULD CONSULT WITH THEIR ADVISOR ABOUT THEIR INDIVIDUAL ASSESSMENT SCHEDULE TO TAKE THE FIELD WORK EXAM AND OTHER PROGRAM REQUIREMENT.

NOTE: You will need your advisor's approval before you complete these forms.
Click on this link to download and complete the Admissions to Field Work Exam Form
Click on this link to download and complete the Program Final Exam Form (submit to Phyllis Bates)
Click on this link to download and complete the Learning Goals Contract (LGC)

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To request a Master’s/Specialist Final Examination Form
To view the Certified Rehabilitation Counselor (CRC) application deadlines

Admission to Fieldwork Exam

Dr. Andrews, the Clinical Fieldwork Coordinator, will conduct sessions for fall and spring for all students who advance to fieldwork and internship approximately three weeks after the FW and Program Final Exams are given. All students are required to successfully pass the two-part Admission to Fieldwork Exam before moving to fieldwork. Specifically, passing this exam is required prior to admission into CED 710 (Practicum). In order to take the exam, students must have completed or be enrolled in CED 520, CED 530, CED 650, and CED 515 or 516 with a grade of “B” or better. These courses will generally be offered during the first semester of enrollment for full-time students. Please see “Days and Times for Field Work and Program Final Exam for the when and how. Students must contact Phyllis C. Bates (pebate2@uky.edu) or Dr. Keith B. Wilson (keithbwilson@uky.edu) if they have a problem meeting any of the deadlines in this Handbook before the deadline.

I. Additionally, students cannot take the fieldwork exam if their GPA is below a 3.0, have an “I” or are on probation. Please see the dates under “DAYS AND TIMES FOR FIELD WORK AND PROGRAM FINAL EXAM” for the year in which students must complete the Application for Fieldwork Exam. Failure to adhere to the dates in this handbook will result in a delay of fieldwork and subsequent graduation.

II. The Admission to Field Work examination is offered two times a year. Students are permitted four hours to complete the exam, which will be posted to Canvas to the student on the day of the exam at the start of the testing period (unless other individual arrangements have been approved by the Program Coordinator). The Exam is given in the Eastern Standard Time Zone (EST) time zone. The exam must be submitted by the end of the four-hour period. Failure to return the exam on time will result in an automatic failure on the exam, and the student will be required to re-take the exam.

a. Part I: a written exam including essay questions about significant aspects of the counseling professions. Questions may include theory, ethics, research, counseling techniques, cultural foundations, or any other content covered in required classes. This must be submitted via Canvas and will be analyzed using Turnitin. Plagiarism will result in an automatic fail on this exam. Further, students may not submit or reproduce materials that they have previously submitted in other courses.

b. Part II: an oral examination of the content in the written exams. A Zoom meeting will be scheduled with two faculty members, who will conduct the oral exam, and will determine if the student 1) passes unconditionally, 2) passes with revisions, or 3) does not pass. Students who pass with revisions will be given 2 weeks to correct their exam and resubmit it to their faculty reviewers. They may be asked to take another oral exam as well. NOTE: If program faculty determine the written part of the Field Work Exam to be inadequate, the student must retake the Field Work Exam the next time the exam is given.

III. Students having failed the Admission to Fieldwork Exam will have the opportunity to automatically retake the exam at the next scheduled offering.

IV. If a student fails the exam twice, they may be dismissed from the program.

V. If a student fail to submit the remediation plan after the oral defense by the stated deadline, the student will have to retake the entire FW Exam the next the exam is given.

VI. Students have the right to appeal their exam results in accordance with the Ombudsman policies, as outlined on page 22 of this handbook.

The Admission to Field Work (a four-hour exam) and the Final Program Exams (a three-hour exam) has been scheduled for the following days and times during the year. Because these below dates are subject to change, we will contact students before such a change. Both of these exams are given in the Student

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Advising Center (SAC) course on Canvas. The letter and request for accommodations for either of the two aforementioned exams should be sent to Phyllis C. Bates (pebate2@uky.edu) by the deadlines under the semester that either the admissions to FW Exam or the Program Final Exam are taken.

FW EXAM GRIEVANCE PROCEDURE

Students can grieve either portion of the FW Exam they have failed within two days (48 hours) after the results are communicated to the student. The grievance process will include:

1. Communicate in writing (via email) the reason(s) why the student thinks she/he did not fail the FW Exam. Submit the grievance to the Director of Graduate Studies/Counselor Education Program Chair (Keith B. Wilson, keithbwilson@uky.edu) and copy the Department Chair (Ralph M. Crystal, ralph.crystal@uky.edu).

2. Based on the Counselor Education Program faculty's recommendation, the Director of Graduate Studies/Counselor Education Program Chair will submit to the student in writing the outcome of their grievance no later than two weeks after receiving the student's grievance. Based on the student grievance outcome by Counselor Education Program faculty, a reexamination of either the written or oral FW Exam may be allowed. The reexamination will occur during the same semester as the student grievance. The ruling of the Counselor Education Program Faculty is final.

Students can contact the Academic Ombudsman if not satisfied with the ruling of the Counselor Education Program faculty.

FINAL PROGRAM EXAMINATION

Students in their final semester are required to take a Final Program Exam. Suppose you have already taken or will take the Certified Rehabilitation Counselor (CRC). In that case, you may use that exam as your final exam for the program. Please forward to Denise Stewart at denise.stewart@uky.edu the confirmation email from either CRC before the aforementioned dates for the Program Final Exam. Finally, please make sure you submit the Program Final Exam Form to Denise Stewart by the deadline as well. Please see the submission date for Program Final Exam Form under Program Graduation Step #1. **Otherwise, you will be taking the Final Program Exam at one of the three times the Final Program Exam is given throughout the year.** The Program Final Exam is multiple-choice and has 100 questions. **NOTE:** Filing for graduation in counselor education may be earlier than noted by the graduate school. Please pay attention to all of the Counselor Education deadlines in this Handbook. Missing the Counselor Education deadlines may delay your graduation and or preclude you from taking the necessary program exams.

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DAY AND TIMES FOR FIELD WORK AND PROGRAM FINAL EXAM

NOTE: FW Exam is administered fall and spring. Program Final Exam is administered Fall, Spring, and Summer.

Fall 2021
Admissions to Field Work and Program Final Exam Date: October 7, 2021 (Thursday)
Admissions to Field Work Time: 10:00 AM until 3:00 PM EASTERN STANDARD TIME.
Program Final Exam Time: 10:00 AM until 2:00 PM EASTERN STANDARD TIME.
NOTE: Documentation for disability accommodations if you are taking either the FW Exam or Program Final Exam should be sent to Phyllis C. Bates (pcbate2@uky.edu). Confirmation (i.e., a confirmation email from CRC indicating you are signed up to take or have taken the CRC) for the CRC exam should be sent to Denise Stewart (denise.stewart@uky.edu). ALL necessary paperwork for graduation, disability accommodations, CRC confirmation email, and the FW Exam is due on September 24, 2021, to Denise Stewart (denise.stewart@uky.edu). You are eligible to sit for the CRC examination after completing 75% of your course work (generally in your last semester). NOT SUBMITTING A CONFIRMATION EMAIL TO TAKE THE CRC MEANS YOU WILL BE TAKING THE PROGRAM FINAL EXAM. Late submission of any of the aforementioned information will mean that students cannot take, for example, the Field Work Exam until the next time the exam is offered.

Spring 2022
Admissions to Field Work and Program Final Exam Date: March 24, 2022 (Thursday)
Admissions to Field Work Time: 10:00 AM until 3:00 PM EASTERN STANDARD TIME.
Program Final Exam Time: 10:00 AM until 2:00 PM EASTERN STANDARD TIME.
NOTE: Documentation for disability accommodations if you are taking either the FW Exam or Program Final Exam should be sent to Phyllis C. Bates (pcbate2@uky.edu). Confirmation (i.e., a confirmation email from CRC indicating you are signed up to take or have taken the CRC) for the CRC exam should be sent to Denise Stewart (denise.stewart@uky.edu). ALL necessary paperwork for graduation, disability accommodations, CRC confirmation email, and the FW Exam is due on March 11, 2022, to Denise Stewart (denise.stewart@uky.edu). You are eligible to sit for the CRC examination after completing 75% of your course work (generally in your last semester). NOT SUBMITTING A CONFIRMATION EMAIL TO TAKE THE CRC MEANS YOU WILL BE TAKING THE PROGRAM FINAL EXAM. Late submission of any of the aforementioned information will mean that students cannot take, for example, the Field Work Exam until the next time the exam is offered.

PROGRAM GRADUATION

NOTE: Program Deadlines may be before graduate school’s deadline
There is a three-step process and you MUST follow these three steps. IF YOU DO NOT FOLLOW AND COMPLETE THESE THREE STEPS AND ADHERE TO THE FOLLOWING DATES AND DEADLINES, YOU WILL NOT GRADUATE IN THE SEMESTER YOU WOULD LIKE TO GRADUATE.

For graduation ceremony information please go to the following website:
http://www.uky.edu/Commencement/

Fall 2021
If you are graduating in December, the last day to file for graduation is September 24, 2021. ALL necessary paperwork for graduation, disability accommodations, and CRC confirmation email if appropriate, is due on September 24, 2021, to Denise Stewart (denise.stewart@uky.edu).

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**Step 1:** You must complete the Application for Program Final for the RC or CMHC Program and submit this to Denise Stewart (denise.stewart@uky.edu) by September 24, 2021.

**Step 2:** You must file an online application with the Graduate School by September 24, 2021. To access the online application process go to [http://myuk.uky.edu/](http://myuk.uky.edu/). Once you have entered your User ID and Password, click on “Student Services.” You must then click “Student Services” and then on “myRecords,” and lastly, “Graduate Degree Application”, which is on the left side. If you are unsuccessful in your attempts to complete the online degree application, please contact Meghan Duffy (meghan.duffy@uky.edu) (preferred) in the Graduate School at 859-257-4614.”

**Step 3:** You must request a Master’s/Specialist Final Examination. This is also to be completed by September 24, 2021. In order to insure that you will be able to sit for your program final examination, you must request that a final examination be established. Go to this web site: [http://gradschool.uky.edu/degree-forms](http://gradschool.uky.edu/degree-forms). Click on “Master’s/Specialist Degree Forms”

Even if you are taking the CRC as your final exam please use the following information in your final examination application: The date for your examination is October 7, 2021; the time of the exam is 10 am, and the place for the exam is 224 Taylor Education Building. Your committee consists of the following faculty: Drs. Keith B. Wilson, Ralph Crystal, Debra Harley, Travis Andrews, and Allison Levine. I will sign as Director of Graduate Studies.

**Spring 2022**
If you are graduating in June, the last day to file for graduation is March 11, 2022. ALL necessary paperwork for graduation, disability accommodations, and CRC confirmation email, if appropriate, is due on March 11, 2022, to Denise Stewart (denise.stewart@uky.edu).

**Step 1:** You must complete the Application for Program Final for the RC or CMHC Program and submit this to Denise Stewart (denise.stewart@uky.edu) by March 11, 2022.

**Step 2:** You must file an online application with the Graduate School by March 11, 2022. To access the online application process go to [http://myuk.uky.edu/](http://myuk.uky.edu/). Once you have entered your User ID and Password, click on “Student Services.” You must then click “Student Services” and then on “myRecords,” and lastly, “Graduate Degree Application”, which is on the left side. If you are unsuccessful in your attempts to complete the online degree application, please contact Meghan Duffy (meghan.duffy@uky.edu) (preferred) in the Graduate School at 859-257-4614.”

**Step 3:** You must request a Master’s/Specialist Final Examination. This is also to be completed by March 11, 2022. In order to insure that you will be able to sit for your program final examination, you must request that a final examination be established. Go to this web site: [http://gradschool.uky.edu/degree-forms](http://gradschool.uky.edu/degree-forms). Click on “Master’s/Specialist Degree Forms”

Even if you are taking the CRC as your final exam, please use the following information in your final examination application: The date for your examination is March 24, 2022; the time of the exam is 10 am, and the place for the exam is 224 Taylor Education Building.
Building. Your committee consists of the following faculty: Drs. Keith B. Wilson, Ralph Crystal, Debra Harley, Travis Andrews, and Allison Levine. I will sign as Director of Graduate Studies.

**Summer 2022**

If you are graduating in August, the last day to file for graduation is June 9, 2022. **ALL** necessary paperwork for graduation, disability accommodations, and CRC confirmation email, if appropriate, is due on June 9, 2022, to Denise Stewart (denise.stewart@uky.edu).

**Step 1:** You must complete the Application for Program Final for the RC or CMHC Program and submit this to Denise Stewart (denise.stewart@uky.edu) by June 6, 2022.

**Step 2:** You must file an online application with the Graduate School by June 9, 2022. To access the online application process go to [http://myuk.uky.edu/](http://myuk.uky.edu/). Once you have entered your User ID and Password, click on “Student Services.” You must then click “Student Services” and then on “myRecords,” and lastly, “Graduate Degree Application”, which is on the left side. If you are unsuccessful in your attempts to complete the online degree application, please contact Meghan Duffy (meghan.duffy@uky.edu) (preferred) in the Graduate School at 859-257-4614.”

**Step 3:** You must request a Master’s/Specialist Final Examination. This is also to be completed by June 9, 2022. In order to insure that you will be able to sit for your program final examination, you must request that a final examination be established. Go to this web site: [http://gradschool.uky.edu/degree-forms](http://gradschool.uky.edu/degree-forms). Click on “Master’s/Specialist Degree Forms”

Even if you are taking the CRC as your final exam, please use the following information in your final examination application: The date for your examination is June 23, 2022; the time of the exam is 10 am, and the place for the exam is 224 Taylor Education Building. Your committee consists of the following faculty: Drs. Keith B. Wilson, Ralph Crystal, Debra Harley, Travis Andrews, and Allison Levine. I will sign as Director of Graduate Studies.

**Program Administration Information**

The Director of Graduate Studies (DGS) is the representative of the Graduate School in the Counselor Education program. Dr. Keith B. Wilson is the DGS for the Counselor Education program. He is responsible for communicating with the Graduate School regarding individual student matters, and assisting with admission, retention, transfer of credits, graduation, and final examinations. For questions related to admissions and graduation requirements, please contact Dr. Wilson by email at keithbwilson@uky.edu (preferably) or at 859-257-4291. You may also contact Denise Stewart, our DGS Assistant, by email at denise.stewart@uky.edu (preferably) or at 859-257-3834. Our fax number is 859-257-3835.

**Advisor Assignments**

Upon admission to the program, each student will be assigned an academic advisor. If there is a particular faculty member that you are interested in working with, you may request an advisor assignment by contacting Dr. Wilson. Your advisor’s role is to collaborate with you in guiding you towards program completion, as well as professional and career goals you may have. You are responsible for meeting with your advisor on a regular basis. In the event that students want to request a change of advisor, they may contact Dr. Wilson.

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Endorsement & Pathways to Credentials

Endorsement

Student requests for endorsements should be directed to appropriate individual faculty. Decisions about the appropriateness of an endorsement for professional credentialing and/or employment will be based on the student’s area of specialization and/or course work completed. These requests will be addressed on an individual basis relevant to the specific endorsement being sought and the qualifications of the student requesting the endorsement. Under no circumstances will students be endorsed for employment outside their area(s) of demonstrated competence.

Pathway to Certification: Rehabilitation Counseling

✓ Students enrolled in the Rehabilitation Counseling specialty area must complete the RC specialization curriculum
✓ This curriculum makes students eligible under Category 1 to sit for the Certified Rehabilitation Counselor (CRC) exam once they have completed 75% of their coursework and meet the appropriate deadlines stipulated by CRC for each exam offering
✓ Students in this specialty area may take the CRC Exam as their final exam
✓ In certain states, the CRC exam is recognized for general counseling licensure (AZ, DC, IL, MI, NC, OR, PA, WV, WI, WY). Students in other states will need to complete additional requirements in order to qualify for a general counseling license (see below)
✓ Students in the CMHC specialty area may be eligible to take the CRC exam after graduating under CRCC Eligibility Category 3: you may not “double dip” while in the program
✓ Students and graduates must submit evidence of an internship of 600 clock hours supervised by an on-site CRC or by a faculty member who is a CRC
✓ Review the CRC Certification Guide for more information

Pathway to Licensure: Clinical Mental Health Counseling

✓ Students enrolled in the Clinical Mental Health Counseling specialty area must complete the CMHC specialization curriculum
✓ Licensure is determined by each individual state. Students are required to consult with their state’s licensure board to identify the requirements necessary to obtain their desired credential (i.e., Licensed Professional Counselor or your state’s equivalent)
✓ Many states require additional examinations such as the National Counselor Examination (NCE) or the National Clinical Mental Health Counseling Examination (NCMHCE). States indicated above accept the CRC exam
✓ States will also require a specified number of supervised hours upon graduating (usually 2-6,000 hours)

Kentucky Licensure

Students who earn a master’s degree in Counseling from a CACREP-accredited program have the education requirements necessary to be eligible for Licensed Professional Counselor Associate (LPCA) status in the state of Kentucky. Full educational requirements for licensure in Kentucky can be found here. For full licensure status in Kentucky (Licensed Professional Clinical Counselor), LPCA’s are required to complete 4,000 hours of supervised experience (post-graduation) and to take and pass the National Counselor Examination (NCE). Kentucky has licensure reciprocity with Tennessee.

Policies & Requirements

Credit Overload Requests

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This form is required to be completed for students requesting a credit load exceeding: 1) 15 credits in the spring or fall semesters, 2) 12 credits in the 4-week and 8-week sessions combined, 3) 9 credits in the 8-week session when carrying 3 credits or less in the 4-week session, 4) 4 credits in the 4-week session when carrying 8 hours or less in the 8-week session. This must be submitted to Dr. Wilson at least 30 days prior to the semester for which a request is being made. Submitting this form late will result in late enrollment in a course and can lead to missing assignments.

Transfer of Credits (CACREP’s Guide to Transfer Credit)
With the approval of the student's advisor, the Director of Graduate Studies and the Dean of the Graduate School, a University of Kentucky’s Post Baccalaureate student can transfer as many hours as they like into the graduate Counselor Education Program at UK. Students in the Post Baccalaureate admissions status who would like to be admitted to the Counselor Education Program at UK must apply for admissions after the first semester they are enrolled as a Post Baccalaureate student. It is expected that these students will be interviewed in the fall and spring semesters. However, students wanting to transfer courses from other universities as a Post Baccalaureate student can only transfer a maximum of twenty-five percent of the hours required for the degree. This typically translates into three to five classes (9-15 credit hours). The course (s) must have been taken within the last ten years and the student must have received a grade of A or B in order for a course to be transferred. In no case will independent work, research, or thesis credit completed as part of the degree requirements for another program be considered. Courses as part of another degree cannot be transferred.

Requests for Waivers of Course Requirements
A student must petition the Director of Graduate Studies to request a waiver of, or substitution for, a program course requirement. Such requests must be made in writing, and at least a semester prior to the waived course. Approval from the Dean of the Graduate School is also required. These requests will be handled on a case-by-case basis.

Leave of Absence, Admission Deferrals, Readmission: Graduate School Admission Counselor for Students
A student may defer initial enrollment in the program, and also may request a leave of absence for one or more semesters (excluding the summer). This leave of absence may be done by notifying the Graduate School in advance of the proposed leave or deferral. In the absence of notification regarding deferrals, students will have to reapply for admission to the program. A leave lasting one or more semesters will require students to re-apply through the graduate school. If a student withdraws in good standing, they may reapply for admission through the Graduate School, which is then reviewed by the program faculty. Process for a leave of absence for graduate students:
1. Students must first contact the Director of Graduate Studies (DGS) and request a leave of absence.
2. If approved by the DGS, the DGS will contract the Graduate School Admission Officer for the student on behalf of the program and request the leave of absence.
3. If approved by the Graduate School, the Graduate School will grant and formally place the student on the leave of absence requested.
4. The student should contact the DGS to extend the leave of absence. If approved by the DGS, the DGS will forward to extension request to the student’s Graduate School Admissions Officer.
5. The student should not contact the Graduate School to register once the leave of absence has ended.
6. Students must notify the DGS and their advisor the semester they return from their leave of absence.
7. Student can then register for class (es).

You may contact a Graduate School Admission Officer as follows:

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Completion Time Limits & Incompletes
Degree requirements must be completed within 8 years following admission. Students may request an Incomplete if regularly assigned work in the course is not completed by the end of the semester as a result of a significant, non-academic reason. Grades given as an incomplete (“I”) will turn into a failing grade if the work is not completed by the time agreed upon in the Incomplete Form and must be completed within 12 months.

Repeat Option
Students have the option of repeating once as many as three different completed courses with only the grade, credit hours, and quality points for the second completion used in computing the student’s academic standing and credit for graduation. This is limited to three times throughout your academic career.

Class Registration
Students are expected to consult with their advisor if they have any questions about registering for classes. If you receive an error message or require assistance with registration, you should email Phyllis C. Bates at pcbate2@uky.edu. Do not wait until it is too late to register for classes. UK’s Registrar will notify students of registration periods each semester. The academic year’s Academic Calendar should be consulted regularly. Registration typically takes place several months prior to the next semester and classes may fill up. Contact your advisor ASAP if a class is full when you register; an override may be available. Failure to register for classes during the registration period will result in a University imposed late fee.

Financial Aid, Scholarships, & Assistantships
For financial aid resources, contact the Student Financial Aid Office. The Graduate School also offers financial resources for students of varying needs. Scholarships from federal agencies may be available for a limited number of students. Available awards will be highly competitive and have service requirements attached to them. Please contact Drs. Wilson or Levine for more information about scholarship availability. Additional scholarships and endowments may be available, you should seek information about these from your academic advisor. In addition, some students may be eligible for Research or Graduate Assistantships. These will be promoted in the Canvas Student Advising Center and require follow-up with the faculty who is offering the assistantship.

Retention, Remediation, & Dismissal (See Appendix B for Remediation Template)
All Graduate School policies can be found, in depth, in the Graduate School Bulletin. Program faculty will engage in regular evaluation of students on academic competencies, professional disposition development, and overall demonstration of the embodiment of a professional counselor. Graduating from this program may afford students the opportunity to seek national and state certification and licenses. As such, both academic and non-academic development are held to high standards. Decisions by faculty may be appealed, or reported to the Ombudsman, if deemed unfair or in violation of a student’s rights. All decisions made regarding a student’s status in the program will be reviewed by the entire faculty before a decision is rendered. Please review Appendix A for a full description of the Assessment Plan for students enrolled in the Counselor Education program.

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Scholastic Probation
When students have completed 12 or more semester hours of graduate course work with a 75 cumulative GPA of less than 3.00, they will be placed on scholastic probation. Students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.00 cumulative GPA. If probation is not removed, students will be dismissed from the Graduate School. Students who have been dismissed from the Graduate School for this reason may apply for readmission after two semesters or one semester and the eight-week summer term. If they are accepted by the program, admitted students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.00 cumulative GPA. Exceptions to this policy can be made only by the Dean of the Graduate School. Students placed on scholastic probation are not eligible for fellowships or tuition scholarships and may not sit for doctoral qualifying examinations, or master’s or doctoral final examinations.

Reasons for termination from the program may include:
*See Appendix A for full information regarding the program’s assessment plan for students
  1. All students enrolled at the University of Kentucky are expected to abide by the Student Code of Conduct. This document includes the rights of students, acceptable standards of conduct, and remediation processes that may take place in the event of a violation. Any University-level violation of the Code would also lead to dismissal from the program.
  2. After 12 or more semester hours, or at any point following the student’s first two semesters in the program, a cumulative grade point average (GPA) below 3.0 may lead to termination from the program. This is after students have been given a semester to regain a 3.0 GPA (on scholastic probation). The Graduate School enforces GPA violations.
  3. Students who do not advance through the program via GPA requirements (i.e., maintaining a 3.0), or by passing the Admission to Fieldwork Exam after 2 attempts, will be terminated from the program.
  4. Students will be formally evaluated at multiple points on professional dispositions. Faculty will review these evaluations as a group each semester. Any student who is consistently demonstrating inadequate professional disposition development, without evidence of growth, may be terminated from the program. *
  5. The expectations of ethical behavior are spelled out by the American Counseling Association and Commission on Rehabilitation Counselor Certification Codes of Ethics. Any breach or violation that represents a level of unethical behavior that is inconsistent with the Program and University’s values and is inconsistent with the maintenance of counseling licensure or certification may lead to termination. Faculty will discuss any such unethical behavior, and will determine appropriate actions to be taken, in line with the outlined assessment plan. Dismissal from the program may occur, depending on the level of violation.

*The Counselor Education Program is designed to prepare professional counselors who are capable of practicing ethically in a variety of counseling positions. As such, in addition to high expectations during academic coursework, it is expected that students will demonstrate appropriate non-academic professional dispositions. These dispositions will be assessed by faculty in an ongoing format. More information about the evaluation of Professional Dispositions and the program student assessment plan can be found in Appendix A. The evaluation of Professional Dispositions is both an ethical obligation of counselor educators, and a component of maintaining accreditation through CACREP. Faculty will work with students in identifying areas for improvement, and in developing appropriate dispositional qualities. Students found to be unwilling or unable to engage in this process may be terminated from the program.

Appeals Processes
Students who wish to appeal a violation of the student's academic rights, a finding of an academic offense, or any other action involving an academic matter must confer with the Academic Ombudsman before appealing to the University Appeals Board. Academic Ombudsman Services provides a

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mechanism for resolving issues when normal procedures have not yielded a satisfactory solution, or no established procedure exists.

Academic Ombudsman Services is not intended to supplant the normal processes of problem resolution. Students must attempt to resolve the issue through normal procedures before contacting Academic Ombudsman Services; students may contact our office for consultation as the student attempts to resolve the issue through the normal processes

Issues that can be reported to the Ombudsman may include:
  o Grievances regarding a specific instructor
  o Appealing a final grade
  o Academic offenses (e.g., plagiarism, cheating)

Penalties for academic offenses depend upon a student’s prior record of any offenses, which are kept by the Registrar. If there are no prior offenses, the instructor must award a grade of zero on the assignment on which the offense occurred and notify the student. Additional penalties may include extra work, a reduced final grade in the course, an E in the course, and in extreme cases, more severe penalties may be implemented by the Dean.

Please note: There is a 180-day statute of limitations for appeals involving academic matters; there is a 10-day statute of limitations for appeals involving academic integrity issues.

SECTION 3: STUDENT RESOURCES

Statement of Liability
Students engaged in clinical fieldwork experiences (practicum and internship) in the Counselor Education Program at the University of Kentucky are required to have professional liability coverage. The purpose of liability coverage is to protect the student practitioner from risk of a judgment against them, lawsuit, and various circumstances that may arise in relation to professional practice and service delivery. Liability insurance does not imply that you will incur action of liability or malpractice, rather that you have taken important steps to have essential coverage for delivery professional services. Liability coverage is paid for through student fees in CED 710 and 730. A certificate of insurance is on file with UK’s Risk Management and a copy may be furnished upon request. If you need a hard copy of individual coverage for liability insurance for verification, please contact the below person. Expect a 1 to 3-day turnaround:

Name: Bart Miller
Email address: jbmill4@email.uky.edu
Phone Number: 859-257-3372

Professional Organizations
*pricing in these organizations increases once you are no longer a student and may change over time; check the websites (linked) for the most updated rates. Typically, membership in divisions require membership in the parent organization.

<table>
<thead>
<tr>
<th>General Counseling &amp; Rehabilitation Counseling Organizations</th>
<th>Student Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Counseling Association (ACA)</td>
<td>$102</td>
</tr>
</tbody>
</table>

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General Counseling & Rehabilitation Counseling Organizations

<table>
<thead>
<tr>
<th>Organization</th>
<th>Student Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Rehabilitation Counseling Association (ARCA)</td>
<td>$15</td>
</tr>
<tr>
<td>National Rehabilitation Association (NRA)</td>
<td>$25</td>
</tr>
<tr>
<td>Rehabilitation Counselors &amp; Educators Association (RCEA)</td>
<td>$45</td>
</tr>
<tr>
<td>Association on Higher Education &amp; Disability (AHEAD)</td>
<td>$40</td>
</tr>
<tr>
<td>American Mental Health Counselors Association (AMHCA)</td>
<td>$84</td>
</tr>
</tbody>
</table>

Specialty Area Counseling Organizations

<table>
<thead>
<tr>
<th>Organization</th>
<th>Student Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Association of the Deaf</td>
<td>$40</td>
</tr>
<tr>
<td>Hearing Loss Association of America</td>
<td>$25</td>
</tr>
<tr>
<td>Association for Lesbian, Gay, Bisexual, &amp; Transgender Issues in Counseling (ALGBTIC)</td>
<td>$32</td>
</tr>
<tr>
<td>Association for Multicultural Counseling and Development (AMCD)</td>
<td>$30</td>
</tr>
<tr>
<td>National Association of Multicultural Concerns (NAMRC)</td>
<td>$45</td>
</tr>
</tbody>
</table>

Chi Sigma Iota: Counseling Honor Society
UK has an active chapter of Chi Sigma Iota, called Rho Zeta. Dr. Ralph Crystal is the faculty advisor for Chi Sigma Iota (CSI), and each year he will send out information for students to join the honor society. Membership in CSI requires students to have completed at least one semester of full-time graduate coursework with a GPA of 3.5 or better. Recommendation for membership has to come from the chapter, therefore you must contact Dr. Crystal to express interest in joining CSI. A membership fee is assessed at $50. Members of CSI may purchase Honor cords to wear during graduation.

Counselor Education Student Organization
There is a Counselor Education student group at the University of Kentucky. Students interested in joining should contact Dr. Levine to express interest. Recent changes have been made to better accommodate students who are learning at a distance; geographic location does not matter!

Professional Resources
Important resources to keep track of as you develop and seek licensure and certification include:
- Commission on Rehabilitation Certification
- National Board for Certified Counselors
- Council for Accreditation of Counseling and Related Educational Programs

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Where to Find Forms

The Student Advising Center on Canvas has a page dedicated to all forms necessary for navigating the program. Please check the SAC in anticipation of needing any forms in order to make the process with your advisor or the DGS more expedient.
APPENDICES

Appendix A: Student Assessment Schedule
This table is designed to provide students with information about the various assessments that will take place over the course of their time in the program. Please note, these assessments are in addition to class-based assessments, such as exams or papers. Students should consult with their advisor if they are uncertain about whether they have completed an assessment or not. Below is based on a full-time schedule.

*With the exception of Program Exit Survey, paperwork found in student file

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2*</th>
<th>Semester 3*</th>
<th>Semester 4*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Database</td>
<td>Admission to Fieldwork Exam</td>
<td>Practicum Midterm Supervisor Eval</td>
<td>Internship Midterm Supervisor Eval</td>
</tr>
<tr>
<td></td>
<td>Oral Questioning on Fieldwork Exam</td>
<td>Practicum Final Supervisor Eval</td>
<td>Internship Final Supervisor Eval</td>
</tr>
<tr>
<td>PD Self-Evaluation (occur in CED 520)</td>
<td>-</td>
<td>Practicum Supervisor PD Eval</td>
<td>Internship Supervisor PD Eval</td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>Evaluation of Practicum Supervisor</td>
<td>Evaluation of Internship Supervisor</td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Program Final (CRC, NCE, Final)</td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Program Exit survey</td>
</tr>
</tbody>
</table>

Note: PD = Professional Dispositions
Note: This is based on a full-time schedule; students enrolled part-time should consult with their advisor about their individual assessment schedule

Professional Dispositions are defined by CACREP as the commitments, characteristics, values, beliefs, interpersonal functioning, and behaviors that influence the counselor’s professional growth and interactions with clients and colleagues. In order to ensure equal ratings among supervisors and faculty, a standardized measure is used to evaluate professional dispositions, the Dispositional Development Scale (Levine, 2019). The full instrument and the self-evaluation form can be found on the Student Advising Center on Canvas.

Practicum and Internship evaluations will be completed using during CED 710 & CED 730. These must be completed by a site supervisor. More information on fieldwork requirements can be found in the Learning Goal Contract (also on the SAC).

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Appendix B: Remediation Plan

GRADUATE PROGRAM IN COUNSELOR EDUCATION

Academic Remediation Learning Plan

Name: _____________________________
Date of Plan Initiation: ________________ Faculty Signature: ______________________
Completion Date: ____________________ Student Signature ________________________

Description (Purpose of Plan):
A remediation plan is designed to assist a student in meeting the program's academic requirements to matriculate successfully toward completion. This plan aims to improve necessary competency areas as outlined and defined by the Council for Accreditation of Counseling and Related Education Programs (CACREP):

DESCRIPTION OF THE PROBLEM:

☐ Knowledge
☐ Technical Skills
☐ Disposition/Behaviors
☐ Other, (please specify ______________________)

TARGET GOAL(S) TO BE COMPLETED BY STUDENT:

POSSIBLE TASK(S) FOR STUDENT TO COMPLETE TARGET GOALS:

INDICATORS OF SUCCESS FOR STUDENT:

Drafted & signed by both parties at initiation of “contract”. Use additional page(s) to elaborate when necessary.

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