

GRADUATE STUDENT HANDBOOK

Counselor Education: MASTER OF ARTS IN COUNSELING

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Dear Students,

We encourage all students to get familiar with the Counselor Education Student Handbook your first semester enrolled in the program. By policy and directed by the university, it is the program's responsibility to ensure that the Student Handbook is accessible to all and encourage students to read the Student Handbook. Additionally, the Counselor Education Program will do the following to make sure the Student Handbook is accessible to all students:

1. Post on the Counselor Education website before fall classes (subject to when Information Technology in the College of Education can put Student Handbook on website).
2. Post under the "module" heading in Canvas on the Student Advising Center (SAC) before fall classes.
3. Send to all students via the SAC on Canvas before the start of fall classes.
4. Send it to all New Students via email on file before the start of fall classes.

By reading the Student Handbook, you have agreed to follow all policies and procedures outlined by the university and the Counselor Education Program. Please notify the Program Chair (keithbwilson@uky.edu) if any parts of the Student Handbook are unclear during your first semester of enrollment. We will facilitate it so that students are clear about program expectations.

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. NOTE: The Student Handbook is 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 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 assessment the next time it is offered. We recommend you develop a checklist with appropriate dates to assist you.

It is the student's responsibility "knowing and understanding the rules and regulations that govern their academic lives at the university." It is the also responsibility of the department and program to make sure the Student Handbook is accessible to all students. Furthermore, it is also the responsibility of the program to encourage students to read the Student Handbook as a matter of university policy. Please go to the following URL (<https://ombud.uky.edu/students/students-academic-rights-appeals>) to learn more about your rights and responsibilities as a student. **PLESAE READ AND FAMILIARIZE YOURSELF** with the dates and times of the FW and Final Exams and other details of this Student Handbook.

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

The University of Kentucky Counselor Education Program was established in 1962 and is among the oldest Rehabilitation Counseling graduate programs in the nation. The UK Rehabilitation Counseling Program 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 fully accredited by CACREP at the master's level in Rehabilitation Counseling (RC) and in Clinical Mental Health Counseling (CMHC) specialty, and at the Doctoral level in Rehabilitation Counseling Education, Research, and Policy. The Counselor Education Program is approved by the Kentucky Council on Higher Education and is the only master's program specializing in Rehabilitation Counseling in the Commonwealth of Kentucky.

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 counseling and clinical mental health counseling communities and related professional associations through consultation, education and training, advocacy, and leadership activities for promotion of societal inclusion of people with disabilities

Program Communication and UK email Address

All students are required to use their UK email (the email without the "g") address for program correspondence. To set up your UK email, please visit [this link](#) and follow pertinent instructions.

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.

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.

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 and Using Your University of Kentucky Email 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: You must check your UK 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.

The Program is keeping with the university policy and verifying that the student is who they are by requiring all Counselor Education students to use their UK email addresses when communicating with the Program. Rationale: Using a UK email address decreases the likelihood that university employees will give Family Education Rights and Privacy Act (FERPA) protected information to those who might try to impersonate a student, for example. FERPA is a federal law.

Once accepted and enrolled in the Counselor Education Program, all students are expected to have and use a University of Kentucky e-mail address when communicating with the Counselor Education Program. Rationale: Because the university distributes UK email addresses, UK email addresses are on a secure server. Thus, this is one way of knowing that the student is who they say they are when communicating with the university. Using a UK email address decreases the likelihood that university employees will give Family Education Rights and Privacy Act (FERPA) protected information to those who might try to impersonate a student, for example. FERPA is a federal law. More likely, student emails may not be answered if using a non-University of Kentucky email address. Please include your student ID # in your email as well. Adding your student ID # will facilitate your request from the Counselor Education Program.

Student Advising

All students will receive a reminder email towards the end of the spring semester that faculty are not on contract in the summer. All advising should occur before the end of the Spring semester for both our new and returning students. 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. If students have advising questions, they must wait until the faculty are back on contract for the fall semester. Thus, student academic advising will take place only from your advisors during the Fall and Spring semesters. Please contact Dr. Wilson for program and graduate school related matters during the summer, no student advising. 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. However, if new students attend New Student Orientation in the spring, students may not have to contact their advisors.

Program Specifics

The successful completion of this program results in a Master's degree of Arts in Counseling (MAC) specializing in 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 completing 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 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

To apply for admission, potential applicants should complete the [online application](#) found at the UK Graduate School website. For Summer and Fall admission to the Counselor Education Program, 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 one or 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 one or two program faculty. The interview will review a 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.

Post Baccalaureate Admissions Status

If students miss the April 1 deadline to apply to the Counselor Education, taking courses when admitted to the Graduate School might be an option in the [Post Baccalaureate Status](#). Students can apply to the Counselor Education Program during the next window of admission. Please check with the Graduate School when the admissions window will be open for the following year. With noted parameters later in the Handbook, courses taken in the Counselor Education Program as a [Post Baccalaureate](#) student can be transferred to the Counselor Education Program if admitted to the Counselor Education Program.

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

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. Before this post, Dr. Beach was the

Executive Director of the Kentucky Office of Vocational Rehabilitation, responsible for providing vocational rehabilitation services to more than 25,000 Kentuckians with disabilities. While there, he gained national recognition for integrating 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 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.

Si-Yi (Jessica) Chao, Ph.D., CRC [Assistant Professor]

Dr. Chao is an assistant professor in the Counselor Education program at the University of Kentucky. She has worked for 10 years as a licensed physical therapist and has provided physical therapy, rehabilitation counseling, and case management for people with neurological impairments, people with acute and chronic pain conditions, people with cancer, people living with HIV/ AIDS, and people with working injuries. She was also a leader who supervised new employees and conducted internship training programs. She received her bachelor's degree of physical therapy at China Medical University, the master's degree in Rehabilitation Counseling at Changhua University of Education in Taiwan, and the doctoral degree in the Rehabilitation Counseling and Administration program in the Rehabilitation Institute at Southern Illinois University Carbondale (SIUC). Dr. Chao has served and integrated the resources for those requiring intensive care, inpatient services, and outpatient services in the hospital using a "whole person" model related to medical, psychological, vocational, academic, and social aspects. She constructed a community-based rehabilitation program funded by Taiwan's government. Program services included evaluation, treatment plan development, education and health promotion, psychological adaptation, coping strategies, advocacy, and resource integration for the customers and the community. Additionally, she provided outreach to nursing houses, community organizations, and schools for physical and mental health promotion. Dr. Chao's research interests include career development for school-age students, life care planning for people with disabilities, community-based rehabilitation application, quality of life and wellness promotion, case management, supervisor education training, and multicultural competencies of human service professionals. She has published seven peer-reviewed articles, two edited books, one translated book, and six book chapters. Dr. Chao has been honored with the Dorothy Dykema Endowed Scholarship and the National Association of Rehabilitation Leadership Award presented by the Rehabilitation Institute at Southern Illinois University, Carbondale.

Andrea Hampton Hall, Ph.D., CRC [Clinical Assistant Professor]

Dr. Andrea Hampton Hall is a clinical professor in the Department of Early Childhood, Special Education, and Counselor Education. Dr. Hall's educational background includes degrees in Communication and Broadcast Journalism (BA), Rehabilitation Counseling (MS), and Counselor Education and Supervision (Ph.D.). Dr. Hall has 8 years of experience working as a Certified Rehabilitation Counselor and director in the community agency setting. Her work included job development, skills assessment, corporate employer training, job analysis, job coaching, and job coach training. Dr. Hall worked as the director of vocational services for the Arkansas PROMISE Grant, which allowed her to work with multiple government agencies throughout the state to provide employment opportunities and resources to transition-age youth with disabilities. Dr. Hall has spent the last three years focusing on effective and culturally responsive clinical mental health and supervision skills. Dr. Hall's research interests include qualitative approaches to understanding the experiences of individuals with multiple marginalized identities, high-achieving women of color and their clinical mental health needs, and identity shifts within those groups.

Debra Harley, Ph.D., CRC, LPCC-S [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 90 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 (NAMRC), Bobbie Atkins Research Award from NAMRC, the Veron Hawkins Pioneer and Leadership Award from NAMRC, Outstanding Teaching Award at UK, 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 principal investigator of grant funding totaling over \$34 million in her time at HDI.

Keith B. Wilson, Ph.D., CRC, LPCC-S, 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 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

This section will present information 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

Course #	Title	Credits
CED 516	Medical & Psychosocial Aspects of Disabilities: Psychiatric Disabilities	3
CED 520	Foundations of Professional Counseling	3
CED 525	Human Growth, Disability, & Development Across the Lifespan	3
CED 530	Social & Cultural Foundations of Counseling	3
CED 550	Ethics for the Counseling Profession	3
CED 620	Assessment in Rehabilitation & Mental Health	3
CED 630	Career Development Counseling and Job Placement	3
CED 650	Counseling Theories	3
CED 660	Counseling Techniques	3
CED 670	Group & Family Mental Health Counseling**	3
CED 750	Counseling Research and Program Evaluation	3
CED 710	Clinical Practicum in RC & CMHC	3
CED 730	Clinical Internship in RC & CMHC*	9
Total Core Credits Required:		45

*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

Course #	Title	Credits
CED 515	Medical & Psychosocial Aspects of Disabilities: Physical Disabilities	3
CED 560	Supported Employment, Independent Living, & Transition	3

Course #	Title	Credits
CED 610	Case Management in Rehabilitation Counseling	3
	Electives (must take 8 credits worth at the graduate level)*	6
	Total Rehabilitation Specialty Credits Required:	15

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

Clinical Mental Health Counseling Specialization

Course #	Title	Credits
CED 540	Addiction & Substance Use Counseling	3
CED 570	Crisis & Trauma Counseling	2
CED 600	Psychopharmacology	3
CED 615	Case Management in Clinical Mental Health Counseling	3
CED 680	Mental Health Diagnosis & Treatment Planning for Counselors	3
	Electives (must take 3 credits worth at the graduate level)*	1
	Total Clinical Mental Health Specialty Credits Required:	15

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

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 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)

CED 520 Foundations of Professional Counseling (3)
 CED 650 Counseling Theories (3) *
 CED 525 Human Growth, Disability, & Development Across the Lifespan (3) (**)
 CED 515 Medical & Psychosocial Aspects of Disabilities: Physical Disabilities (3) (***)
 CED 530 Social & Cultural Foundations of Counseling (3) (***)

Spring (Second Semester) (16 CH)

CED 550 Ethics for the Counseling Profession (1)
 CED 660 Counseling Techniques (3) *
 CED 516 Medical & Psychosocial Aspects of Disabilities: Psychiatric Disabilities (3) (**)
 CED 560 Supported Employment, Independent Living, & Transition (3) (**)
 CED 630 Career Development Counseling and Job Placement (3) (***)
 CED 620 Assessment in Rehabilitation and Mental Health (3)

Summer (Third Semester) (6 CH)

CED 710 Clinical Practicum in RC & CMHC (3) *
 CED 610 Case Management in Rehabilitation Counseling (3)

Fall (Fourth Semester) (18 CH)

CED 750 Rehab. & Mental Health Coun Research & Program Evaluation (Fall) (3) *
 (Proposed name: Counseling Research and Program Evaluation)
 CED 730 Clinical Internship in RC & CMHC (9) *
 CED 670 Group & Family Mental Health Counseling (3) (**)
 CED 554 Rural Rehabilitation (3) (***)

Electives (Must complete a minimum of 5 credit hours; electives must be 500 level or above):

Suggested courses: CED 540 Addiction & Substance Use Counseling (3 credit hours, fall & Spring), SW 521 Poverty, Inequality, & Injustice (3 credit hours, fall), SW 524 Substance Misuse (3 credit hours, fall & spring), CED 570 Crisis and Trauma Counseling (3 credit hours, summer), SW 600 Practice with Individuals & Families (3 credit hours, spring), SW 602 Theory Informed Practice with Groups (3 credit hours, spring); EDP 558 Gathering, Analyzing, and Using Educational Data II (3 credit hours, spring). All electives must be at the graduate level (i.e., 500-level or higher).

Clinical Mental Health Counseling (CMHC) (Five Semesters)

Fall (First Semester) (12 CH)

CED 520 Foundations of Professional Counseling (3)
 CED 650 Counseling Theories (3) *
 CED 525 Human Growth, Disability, & Development Across the Lifespan (3) (**)
 CED 530 Social & Cultural Foundations of Counseling (3) (*)

Spring Semester (Second Semester) (13 CH)

CED 540 Addiction & Substance Use Counseling (3) (**)

CED 660 Counseling Techniques (3) *

CED 550 Ethics for the Counseling Profession (3)

CED 516 Medical & Psychosocial Aspects of Disabilities: Psychiatric Disabilities (3) (**)

CED 620 Assessment in Rehabilitation and Mental Health (3)

Summer (Third Semester) (11 CH)

CED 570 Crisis & Trauma Counseling (2) *

CED 680 Mental Health Diagnosis & Treatment Planning for Counselors (3) (***)

CED 615 Case Management in Clinical Mental Health Counseling (3) (***)

CED 600 Psychopharmacology (3) (**)

Fall (Fourth Semester) (9 CH)

CED 750 Rehab. & Mental Health Coun Research and Program Evaluation (Fall) (3) *

(Proposed name: Counseling Research and Program Evaluation)

CED 670 Group & Family Mental Health Counseling (3) (**)

CED 710 Clinical Practicum in RC & CMHC (3) *

Spring (Fifth Semester) (12 CH)

CED 730 Clinical Internship in RC & CMHC (9) *

CED 630 Career Development Counseling and Job Placement (3) (***)

Electives (Must complete a minimum of 3 credit hours):

Suggested courses: CED 554 Rural Rehabilitation (3 credit hours, fall), CED 515 Medical & Psychosocial Aspects of Disabilities: Physical Disabilities (3 credit hours, fall), SW 521 Poverty, Inequality, & Injustice (3 credit hours, fall), SW524 Substance Misuse (3 credit hours, fall & spring), SW 600 Practice with Individuals & Families (3 credit hours, spring), SW 602 Theory Informed Practice with Groups (3 credit hours, spring); EDP 558 Gathering, Analyzing, and Using Educational Data II (3 credit hours, spring). NOTE: Students can take courses and use them as electives in the specialization they are not enrolled in.

INFORMATION NEEDED WHEN CORRESPONDING WITH THE COUNSELOR EDUCATION PROGRAM

When contacting the Counselor Education Program (e.g., faculty, staff assistants) about program related matters, please include your student ID in case we need to search for information to assist you. Finally, please use your UK email address.

PROFESSIONAL DISPOSITIONS, ADMISSIONS TO FIELDWORK (FW), PROGRAM FINAL EXAM, AND GRADUATION

Professional Dispositions

There are two types of Professional Dispositions used by the program. 1) Fieldwork (practicum and internship) and 2) Academic. Fieldwork Dispositions are used to evaluate students during their fieldwork experience. Academic Dispositions are used to evaluate students during the annual evaluation and Fieldwork Exam oral defense, for example.

Fieldwork Information

The clinical experience is designed to provide the student with the 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 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.

Students are responsible to read the entirety of the learning goal contract and providing 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 inadequate adherence to these policies and procedures may result in a remediation plan, requirement to repeat fieldwork courses, and/or dismissal from the program.

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

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.

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

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, the Commission on Rehabilitation Counseling Certification (CRCC), and state licensure boards. These are necessary to ensure that graduates are qualified to obtain their desired credentials 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)

RC: 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.

CMHC: Relevant certifications/licenses for students in the Clinical Mental Health Counseling specialization include a 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 (E.G., 12-16 CREDIT HOURS); STUDENTS ENROLLED PART-TIME SHOULD CONSULT WITH THEIR ADVISOR ABOUT THEIR INDIVIDUAL ASSESSMENT SCHEDULE TO TAKE THE FIELDWORK EXAM AND OTHER PROGRAM REQUIREMENTS.

NOTE: You will need your advisor's approval before you complete some of these forms.

Click on this link to download and complete the Admissions to Field Work Exam Form (Submit to Phyllis Bates)

Click on this link to download and complete the Program Final Exam Form (Submit to Denise Stewart)

Click on this link to download and complete the Learning Goals Contract (LGC)

To request a Master's/Specialist Final Examination Form

To view the Certified Rehabilitation Counselor (CRC) application deadlines (p.7)

To view the National Counselor Exam (NCE) application information and the webpage for deadlines

Downloading Program PDF Forms

Students must properly download the fillable PDF. If not, the form will not be accepted by the program.

To ensure that Program Forms retain the fillable format, please do the following in downloading:

Click on the hyperlink to download the form from the Canvas website.

Open with “Adobe Acrobat Reader DC”

Save the form to your desktop as a PDF

Complete the form

Save the form again as a PDF

Send this file to the appropriate person

Required CED Grades and Courses for FW Exam Eligibility

Besides a grade of “B” or higher in the following classes before students can take the Fieldwork Exam (**CED 520, CED 530, CED 650, and CED 515 or 516**), students cannot graduate from the University of Kentucky Counselor Education Program with an “E” on their UK graduate transcript.

Admission to Fieldwork (FW) Exam

If a student inadvertently checks all of the course boxes that they have completed and or enrolled in the required courses to take the field work exam, the student will be removed from either the written or oral FW Exam once this mistake is discovered. **If you are a Post Bac student, you cannot take the Fieldwork Exam or enroll in CED 710.** The Fieldwork Exam is an open book exam for students.. 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). To take the exam, students must have completed or be enrolled **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 FIELDWORK AND PROGRAM FINAL EXAM LATER IN THIS HANDBOOK.” Students must contact Dr. Keith B. Wilson (keithbwilson@uky.edu) if they have a problem meeting any deadlines in this Handbook before the deadline date.

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 FIELDWORK 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 delay fieldwork and subsequent graduation.

The Admission to Fieldwork examination is offered two times a year. Students are permitted four hours to complete the exam, which will be posted on 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 Chair/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.

Part I: An open book written exam including essay questions about significant aspects of the counseling professions. Questions may include (1) counseling theories, (2) counseling ethics, (3) research, (4) counseling techniques, (5) 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 failure on this exam. Further, students may not submit or reproduce materials that they have previously submitted in other courses. To progress to the FW Oral Exam, students must pass the written part of the exam first.

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 FW Exam to be inadequate, the student must retake the FW Exam the next time the exam is given.

Students having failed the Admission to Fieldwork Exam will have the opportunity to automatically retake the exam at the next scheduled offering. If a student fails the FW exam twice, they may be dismissed from the program. If a student fails 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 exam is given.

Students have the right to appeal their exam results in accordance with the Ombudsman policies, as outlined on page 22 of this handbook. Part II of the exam takes between 25 and 45 minutes. We ask students to put an hour placeholder on the time for the FW Oral Exam.

FW Exam Program Application and documentation for disability accommodations if you are taking the FW Exam should be sent to Phyllis C. Bates (pcbate2@uky.edu). Final Exam Application, Disability accommodation and External Final Exam documentation should be sent to Denise Stewart (denise.stewart@uky.edu). External Final Exam documentation refers to confirmation (i.e., a confirmation email from CRC or NCE Exam indicating you are signed up to take or have taken either the CRC, or NCE) for the CRC or NCE exam. You are eligible to sit for the CRC or the NCE examination after completing 75% of your course work (generally in your last semester). To take the NCE, you must be a well-advanced graduate student (75% of course work completed) in a counseling program that has been accredited by the CACREP or housed within a regionally accredited institution. Thus, we would like to encourage all RC and CMHC students who would like to take either of these two external exams as an option for the Internal Program Final Exam, to sign-up at the beginning of the semester they intend to graduate. You do not have to take the internal program final exam if you are scheduled to take either the CRC or the NCE exam. NOT SUBMITTING A CONFIRMATION EMAIL TO TAKE THE CRC OR THE NCE BY THE DEADLINE MEANS YOU WILL BE TAKING THE INTERNAL PROGRAM FINAL EXAM.

Late submission of any of the aforementioned information will mean that students cannot take, for example, the Fieldwork Exam or the Internal Program Final Exam until the next time the exam is offered. Submitting late documentation to take the external final exam will mean the student will not graduate until the following semester.

FIELDWORK (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:

The Counselor Education Program faculty will first encourage the student and the FW Exam committee responsible for examining the student's FW Exam, for resolving the grievance informally. If the grievance is resolved informally, the FW Exam committee responsible for examining the student's FW Exam will notify the program faculty of such a resolution for documentation purposes. If the grievance cannot be resolved informally, the following steps will facilitate the formal grievance process for the FW Exam:

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 (Melinda Ault, Melinda.Ault@uky.edu).

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 EXAMINATION REQUIREMENT FOR THE PROGRAM

The Final Exam can be taken in two ways, Internal or External. The Internal Program Final Exam consists of 100 objective questions taken on Canvas. The External Program Final Exam will be the student's choice of taking the CRC, NCE, or another national license exam. Students can either do the Internal or External Exam to meet the program requirement, not both.

Students in their final semester are required to take a Final Exam for the program. Suppose you have already taken or will take the Certified Rehabilitation Counselor (CRC) or the National Counselor Exam (NCE). 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 or NCE before the aforementioned dates for the Program Final Exam. **If you are not submitting paperwork for the CRC or NCE for the External Program Exam, you will be taking the Internal Program Final Exam at one of the three times the Final Exam is given throughout the year.** Finally, please make sure you submit the Final Exam Form to Denise Stewart by the deadline. Please see the submission date for Final Exam Form under Program Graduation Step #1. As stated before, the Internal 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.**

DAY AND TIMES FOR FIELDWORK AND PROGRAM FINAL EXAM

NOTE: FW Exam is administered fall and spring. Program Final Exam is also administered in the Fall Spring semesters.

Fall 2023

Admissions to Fieldwork and Program Final Exam Date: October 5, 2023 (Thursday)
Paperwork for both the FW and Program Final Exam is due September 22, 2023 (Friday)
Admissions to Fieldwork ExamTime: 10:00 AM until 3:00 PM EASTERN STANDARD TIME.
Program Final Exam Time: 10:00 AM until 2:00 PM EASTERN STANDARD TIME.

Spring 2024 (Program Final Exam is given in Spring for Spring and Summer Graduations)

Admissions to Fieldwork and Program Final Exam Date: March 23, 2024 (Thursday)
Paperwork for both the FW and Program Final Exam is due March 8, 2024 (Friday)
Admissions to Fieldwork ExamTime: 10:00 AM until 3:00 PM EASTERN STANDARD TIME.
Program Final Exam Time: 10:00 AM until 2:00 PM EASTERN STANDARD TIME.
Both the Spring and Summer graduation dates are included under Spring 2024 deadlines. Why? The university does not have a separate deadline for summer graduation. Thus, the Internal Program Final

Exam will be given on March 8, 2024 for both Spring and Summer graduations. Please see **Spring and Summer 2024 May and August Graduation Dates for more clarification if needed.**

NOTE: FW Exam Program Application and documentation for disability accommodations if you are taking the FW Exam should be given to Phyllis C. Bates (pcbate2@uky.edu). Final Exam Program Application, Disability accommodation should go to Denise Stewart (denise.stewart@uky.edu). Additionally, confirmation (i.e., a confirmation email from CRC or NCE Exam indicating you are signed up to take or have taken either the CRC, or NCE) for the CRC or NCE exam should be sent to Denise Stewart (denise.stewart@uky.edu). **ALL** necessary paperwork for FW and Program Final Exam including program application, disability accommodations, and the CRC/NCE confirmation email is due on March 8, 2024. To take the NCE, you must be a well-advanced graduate student (75% of course work completed) in a counseling program that has been accredited by the CACREP or housed within a regionally accredited institution. Thus, we would like to encourage all CRC and CMHC students who would like to take either of these two external program exams as an option for the Internal Program Final Exam, to sign-up at the beginning of the semester they intend to graduate. You do not have to take the internal program final exam if you are scheduled to take either the CRC or the NCE exam. **NOT SUBMITTING A CONFIRMATION EMAIL TO TAKE THE CRC OR NCE BY THE DEADLINE MEANS YOU WILL BE TAKING THE PROGRAM FINAL EXAM BY DEFAULT.**

Late submission of any of the aforementioned information will mean that students cannot take, for example, the Fieldwork Exam or the Program Final Exam until the next time the exam is offered.

PROGRAM GRADUATION

NOTE: Program Deadlines may be before graduate school's deadline. Based on the deadline, please submit CED Program paperwork for Spring and Summer graduation in the Spring. Suppose for some reason you register to graduate a particular semester and decide because of circumstances, to graduate another semester. In that case, you must resubmit an application to graduate once more to the Graduate School the semester you will graduate. You must also resubmit another Program Final Exam Application for the semester you intend to graduate to the CED Program to Stewart, Denise denise.stewart@uky.edu. Both the Graduate School and the CED Program must have an accurate graduate date for you because of university and accreditation standards.

There is a three-step process and you **MUST** also follow to complete for formal application to graduate. **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/>

As a requirement for a master's degree at the University of Kentucky, a Final Examination (oral and/or written) is given to all candidates in the Clinical Mental Health Counseling and Rehabilitation Counseling specialty areas. The Counselor Education Program final examination is either the internal or external Program Final Exam. Once a student decides on taking the internal or exam program final exam, this choice cannot be changed by the student. The external exams recommended by the program have several offerings a year to facilitate the process for students wishing to pursue this option. If opting to take the external program exam, the program requires you to schedule the external exam for the semester you intend to graduate. All students opting for the External Program Final Exam should send the following information to Denise Stewart (Stewart, Denise denise.stewart@uky.edu) no later than two months after

the last semester they completed the Counselor Education Program. We would encourage students to get the documentation in sooner than later)

For example,

Spring Degree:

A student in the Counselor Education Program graduates in May, then that student has until July 31st to get external exam scores and other documentation to Denise.

Summer Degree

A student in the Counselor Education Program graduates in August, then that student has until October 31st to get external exam scores and other documentation to Denise.

Fall Degree

A student in the Counselor Education Program graduates in December, then that student has until February 28th to get external exam scores and other documentation to Denise.

External Program Final Exam Information to Submit to Denise:

Name and student ID #

An official copy/email of your exam scores

The name of the external program final exam

Failure to send the aforementioned required information WILL result in the program revoking or rescinding your degree from the University of Kentucky. Students WILL NOT receive a reminder to send Denise the requested external exam information.

If you do not hear back from Mrs. Stewart indicating she received your email with the required information for your external program final exam within seven days, please email her the information and copy Dr. Wilson (keithbwilson@uky.edu) again and follow up with a phone call to Denise.

Fall 2023

If you are graduating in December, the last day to file for graduation is November 1, 2023. Date is given by the Graduate School. **ALL** necessary program paperwork for graduation, disability accommodations, and CRC or NCE confirmation email, if appropriate, is due on September 22, 2023, to Denise Stewart (denise.stewart@uky.edu) for December 2023 graduation.

Step 1: You must complete the Application for Program Final Exam for the RC or CMHC Program Exam and submit the information to Denise Stewart (denise.stewart@uky.edu) by September 23, 2023.

Step 2: You must file an online application with the Graduate School by September 22, 2023. To access the online application process go to <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) or Danielle Johnson (DanielleLJohnson@uky.edu) 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 22, 2023. In order to ensure 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>. Click on “Master's/Specialist Degree Forms”

Even if you are taking the CRC or NCE as your final exam, please use the following information in your final examination application: The date for your examination is October 5, 2023; 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 (Director of Graduate Studies, DGS), Debra Harley, Si-Yi Chao, and Andrea Hampton Hall.

Spring and Summer (May 2024 & August 2024 Graduation Dates)

If you are graduating in May or August, the last day to file for graduation is April 1, 2024. **ALL** Counselor Education Program paperwork for graduation, disability accommodations, and CRC or NCE confirmation email, if appropriate, is due on March 8, 2024, to Denise Stewart (denise.stewart@uky.edu). Again, all of the program documentation needed for both May and August graduation is due on March 8, 2024. The Program Final Exam for both Spring and Summer will be March 23, 2023 from 10 am to 2 pm. Please follow all of the below steps to complete the process from both the program and Graduate School:

Step 1: You must complete the Application for Program Final Exam for the RC or CMHC Program and submit this to Denise Stewart (denise.stewart@uky.edu) by March 8, 2024.

Step 2: You must file an online application with the Graduate School before March 8, 2024. To access the online application process go to <http://myuk.uky.edu/>. Once you have entered you 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 before March 8, 2024. In order to ensure 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> . Click on “Master's/Specialist Degree Forms”

Even if you are taking the CRC or NCE as your final exam, please use the following information in your final examination application: The date for your examination is March 23, 2024; 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 (Director of Graduate Studies, DGS), Debra Harley, Si-Yi Chao, and Andrea Hampton Hall.

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 and Changes

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 prior to the start of your first semester, you may request an advisor assignment by contacting Dr. Wilson at this time. If you would like to request an advisor change once you have been enrolled in the program, please contact your present advisor to notify them that you would like another advisor. Once you and your present advisor have communicated and have spoken to a person you would like to take the place of your current advisor, please contact the Director of Graduate Studies (DGS)/Program Chair, Dr. Wilson about a suggested new advisor. As confirmation, The DGS/Program Chair will ask the student to contact the potential new faculty advisor to see if this faculty would like to have the student as their new advisor. Because of the Distribution of Effort (DOE) for faculty, students may not get the advisor they want. 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.

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 (RC)

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 (CMHC)

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).

Review [the National Counselor Examination \(NCE\) Handbook](#) for more information.

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

This form is required to be completed by 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. Again, *because the Graduate School needs the course section number (s) on the overload form, please add all course section numbers next to the course number on the overload form before submitting.* Failure to include all information will result in a delay processing the form.

Transferring Credit Hours to the Counselor Education Program

Transfer of Credits

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 that were earned at UK. Transferred courses must have a grade of "B" or better. For more information, please see "*The following apply to credit transfer*" in this Handbook. NOTE: Automatic acceptance in the UK Counselor Education Program is not guaranteed because a student is transferring from the UK Post-Bac Program to the Counselor Education Program at UK.

Appropriate courses coming from a CACREP accredited program will increase the likelihood of transferring courses into the UK Counselor Education Program.

Post Baccalaureate status at another university: *Non-CACREP accredited program hours will not be reviewed or accepted.* To formally approve transfer credit from an outside university from a CACREP program, the student must be enrolled at the University of Kentucky in the CED Program. All potential transferred courses will be evaluated. Courses considered for transfer must have a grade of "B" or better. For more information, please see "*The following apply to credit transfer*" in this Handbook.

Transferring Counselor Education Courses from UK Post Baccalaureate Status

Students wanting to transfer Counselor Education courses from UK Post Baccalaureate Status once they have matriculated (i.e., be enrolled in CED classes) in the Counselor Education Program must click on the

following [link](#) to formally transfer these credits. Transferred course must have a grade of “B” or better. For more information, please see “*The following apply to credit transfer*” in this Handbook. Additionally, credit transfer must be completed in the first-semester of the student matriculated in the Counselor Education Program. Please consult with the Program Chair or your advisor in Counselor Education before you complete the following form to transfer classes:

Student Portal Login: <https://ris.uky.edu/gs/StudentPortal/Login.aspx>.

Transferring Non-CACREP Accredited Hours: Course (s) from a non-CACREP or accredited program will not be reviewed or accepted into the UK Counselor Education Program.

CACREP Accredited Program: Course (s) that come from a program pending CACREP accreditation or is currently CACREP accreditation, must meet the covered CACREP standards in the CED UK course (s) to transfer into the CED Program at UK. Students wanting to transfer courses from other universities in a UK Graduate Program 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). Transferred courses must have a grade of “B” or better. For more information, please see “*The following apply to credit transfer*” in this Handbook.

Provide the following to the Program Chair/Coordinator of Counselor Education. The student must provide a copy of the syllabus or syllabi for each course (s) they would like to transfer into UK from an outside university. Additionally, the student should provide the equivalent Counselor Education UK course (s) listed side-by-side with the course (s) they would like to substitute via email. An example should be like the following:

University of Blank	Course Equivlant at UK
EDP 502	CED 530

The following rules also apply to credit transfer:

1. Course credits applied toward a previously awarded graduate degree cannot be transferred.
2. Transfer of independent work, research, thesis, or dissertation credit is not permitted.
3. Short courses lasting fewer weeks than the number of credits may not be transferred.
4. A student must have been in graduate status at the time the courses were taken.
5. A student must be in good academic standing at the time of transfer.
6. Only courses assigned a B grade or better can be transferred.
7. Courses must have been taken no more than 10 years (masters) or 8 years (doctoral) prior to the semester the transfer is requested.
8. Transfer of external credit cannot be applied to a graduate certificate unless it is specified and justified in the initial request to establish the certificate (or at the time of renewal).

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. A leave of absence exceeding two consecutive semesters

(excluding summer) required students to reapply.. If a student withdraws in good standing, they may reapply for admission through the Graduate School, which the program faculty then review.

Process for a leave of absence or a deferment of admission date for graduate students:

Students must first email their Graduate School Admission Officer, copying the Counselor Education Director of Graduate Studies (DGS), requesting a leave of absence. The DGS will approve or not approve the leave of absence in the email to the Graduate School Admissions Officer.

Graduate School Admission Officers

Based on the student's last name, the below Graduate School Admission Officers are assigned to students:

Last name A-K – (GSAdmissions@uky.edu) 859-257-3603

Last name L-R - Marthann Sheldon (marthann.sheldon@uky.edu) 859-257-4615

Last name S-Z - Chassidy Rice (cpa222@uky.edu) 859- 257-7129

Continuous Enrollment (Leave of Absence)

A student must maintain continuous enrollment in the CED program to avoid inactivity. If a student fails to maintain enrollment for two consecutive semesters (i.e., fall and spring), excluding an approved leave of absence from the Program Chair and Graduate School, they will be required to reapply to the program. The Process: A student can send an email requesting a leave of absence to the Program Chair/Director of Graduate Studies with their Graduate School Admission Officer copied on the email to get approved for the leave of absence.

Completion Time Limits and 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, and the expectation is that the work can be completed. 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 who have repeated a course are able to file a Repeat Option so that the grade for the second attempt of the course applies to their record, and the grade for the first attempt will no longer apply. This can be used to replace the first attempt of a course with a better grade, or can be used to eliminate an E grade when the student has received an E in both attempts. Undergraduate students are allowed a total of 3 Repeat Options while Graduate and Professional students can use 1 Repeat Option per degree program. Repeat Options requests must be submitted prior to the end of the term in which the student plans to graduate. Any requests submitted for an in-progress course will be held until grades are posted at the end of the term and will be processed if the grade achieved in the second attempt is higher than the grade for the first attempt. Requests will also be processed if the student received an E in the first attempt and receives another E once grades are posted. <https://registrar.uky.edu/repeat-option>

This action will be initiated by petition of the Director of Graduate Studies to the Dean of the Graduate School, and may be used only once in a particular degree program or in post-baccalaureate status.

Form to complete for the Repeat Option

https://gradschool.uky.edu/sites/gradschool.uky.edu/files/Forms/StudentForms/RepeatOption_9-18-20.pdf

Programs with 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 pcbates2@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 Dr. Wilson 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)

Consistent with the Code of Professional Ethics for Rehabilitation Counselors (RC), Clinical Mental Health Counselors (CMHC), and the American Counseling Association's Code of Ethics, the counseling education faculty commit to the welfare of current and future counseling clients. Therefore, the faculty assume the responsibility of ensuring each student is fit for the role of a counselor (RC or CMHC). To help support students to meet these standards and, when necessary, act as gatekeeper to keep students from the profession, students will be evaluated continuously. Program faculty will regularly evaluate 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. The evaluation process is described in the following sections. Additional information related to professional competence in practicum and internship is described in the practicum and internship section of this manual.

The program faculty regularly review the individual student assessment data of applicants, current enrollment, and graduates to track students' progress throughout the program. In addition, each student goes through a series of assessments, including (1) coursework (KPIs, grading), (2) annual Academic Dispositions evaluation, (3) fieldwork midterm and final evaluations, and (4) Fieldwork Dispositions that allows faculty to assess each individual's performance. The faculty review informally and discuss students' concerns in the monthly program meeting regularly. Additionally, faculty complete an annual Academic Disposition evaluation as a formal review and meet with the student who the faculty views as needing a Retention, Remediation and Dismissal Plan in two weeks after the formal review. Faculty also follow-up on the student's progress on the Retention, Remediation and Dismissal Plan in one month to six months according to the student's need. The clinical site supervisor, faculty supervisor, and the student review the midterm and final practicum and internship performance evaluation and implement a remediation plan if necessary. The student who is rated low on their fieldwork dispositions in Practicum by the clinical site supervisor will receive intense supervision during the Practicum and Internship. The clinical site supervisor and the faculty supervisor ensure that the student positively demonstrates the fieldwork dispositions in both Practicum and Internship before they are able to proceed to the next academic expectation. Please review Appendix A for a full description of the Assessment Plan for

students enrolled in the Counselor Education program. Several steps of the retention, remediation and dismissal process in the program are:

Review and Retention

The student review policy involves a continuous and systematic examination of student progress within the program by the counselor education faculty.

This helps to ensure that students receive due process regarding any issues that arise during the graduate program. Progress is evaluated based on academic performance as well as personal and interpersonal growth related to professional development.

Types of Review and Procedures

Informal Review. Counselor Education faculty discuss student performance and growth during routine faculty meetings and document those in meeting minutes. Although faculty members may discuss students without providing advance notification to students, students must be notified if students need to take any corrective action. At this level, corrective action does not require a formalized remediation plan.

Formal Review. During each spring semester (in March), faculty members conduct a formal review of each student who is currently enrolled in the program and not scheduled to graduate at the end of the current semester. Faculty members use multiple sources of data to complete the formal review by using the annual academic dispositions evaluation, including but not limited to informal review meeting minutes, faculty observations, reports from core and/or adjunct faculty, and completed student's academic professional dispositions.

Faculty Advisor Student Meeting. A meeting between a student and faculty advisor may be requested by either person to discuss student performance and growth in relation to challenges and strengths of the student toward progressing within the program. Typically, faculty advisor meetings are requested when students are provided with feedback at the informal or formal review level, but the necessary changes were not made by the student.

Student Retention Meeting. When deemed advisable by the faculty, a meeting will be held with the student and at least two faculty members to discuss the barriers to academic progress. Concerns could include lack of academic performance in counseling knowledge and counseling skills, lack of professional dispositions, interpersonal behavior inhibiting professional development and effectiveness, or other related concerns. During the meeting, conditions for continuing in the program will be determined, if warranted.

Remediation

The Counselor Education faculty will develop a plan for remediation when attempts to resolve concerns of student deficiencies associated with academic performance and professional development were unsuccessful through the student's informal and formal review process. The Retention, Remediation and Dismissal Plan is drafted by Counselor Education faculty and then shared with the student before any agreed upon amendments to the plan are made. The finalized plan will include the following elements:

- Academic and professional development deficiencies.
- Step-by-step procedures required to remediate skills associated with deficient areas.
- Timeline to complete all requirements of the remediation plan.
- Signatures of all persons involved.

Dismissal

If a student does not achieve the goals and expected tasks written in the Retention, Remediation, and Dismissal Plan, the entire program faculty will meet to discuss the continuation of the student in the

program. If the program faculty feel the student is unable to achieve the expectations within the program, the core faculty will counsel the student to a career or field where they might find more success. If the student does not agree with the program decision, the student may utilize the university appeal process. All Graduate School policies can be found, in depth, in the Graduate School Bulletin. Decisions by faculty may be appealed, or reported to the Ombudsman, if deemed unfair or in violation of a student's rights.

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

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.

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.

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.

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. *

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 (i.e., Academic and Fieldwork) 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 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:

- Grievances regarding a specific instructor
- Appealing a final grade
- 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 person below. Expect a 1 to 3-day turnaround:

Name: Bart Miller

Email address: jbmiller4@email.uky.edu

Phone Number: [859-257-3372](tel: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 requires membership in the parent organization.

General Counseling & Mental Health Counseling Organizations

	Student Cost
<u>American Counseling Association (ACA)</u>	\$102
<u>American Mental Health Counselors Association (AMHCA)</u>	\$84
<u>Association for Counselor Education and Supervision (ACES)</u>	\$42
<u>National Association for Rural Mental Health (NARMH)</u>	\$30
<u>Association for Addiction Professionals (NAADAC)</u>	\$60
<u>Association for Child and Adolescent Counseling (ACAC)</u>	\$35

Rehabilitation Counseling Organizations

	Student Cost
<u>American Rehabilitation Counseling Association (ARCA)</u>	\$15
<u>National Rehabilitation Association (NRA)</u>	\$25
<u>Rehabilitation Counselors & Educators Association (RCEA)</u>	\$45
<u>Association on Higher Education & Disability (AHEAD)</u>	\$40
<u>The National Council on Rehabilitation Education (NCRE)</u>	\$40

Specialty Area Counseling Organizations

	Student Cost
<u>National Association of the Deaf</u>	\$40
<u>Hearing Loss Association of America</u>	\$25
<u>Association for Lesbian, Gay, Bisexual, & Transgender Issues in Counseling (ALGBTIC)</u>	\$32
<u>Association for Multicultural Counseling and Development (AMCD)</u>	\$30

Specialty Area Counseling Organizations

	Student Cost
<u>National Association of Multicultural Concerns (NAMRC)</u>	\$45

Chi Sigma Iota: Counseling Honor Society

UK has an active chapter of [Chi Sigma Iota](#), called Rho Zeta. Dr. Hampton-Hall is the faculty advisor for Chi Sigma Iota (CSI), and each year she 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. Hampton Hall 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 (Idle for fall 2021)

There is a Counselor Education student group at the University of Kentucky. Students interested in joining should contact Dr. Wilson 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 \(CRCC\)](#)
- [National Board for Certified Counselors \(NBCC\)](#)
- [Council for Accreditation of Counseling and Related Educational Programs \(CACREP\)](#)

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. [TOB](#)

APPENDICES**Appendix A: Student Assessment Schedule**

This table is designed to provide students with general 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

Semester 1	Semester 2*	Semester 3*	Semester 4*
<u>Student Database</u> (occur in CED 520)	<u>Admission to Fieldwork Exam</u> (a written exam)	<u>Practicum Midterm Eval</u> by Supervisor	<u>Internship Midterm Eval</u> by Supervisor

Semester 1	Semester 2*	Semester 3*	Semester 4*
Student Orientation prior to entering the program in May	Oral Questioning on Fieldwork Exam	<u>Practicum Final Eval</u> by Supervisor	<u>Internship Final Eval</u> by Supervisor
	<u>Evaluation of Academic Dispositions</u> by faculty	<u>Practicum Fieldwork Dispositions Eval</u> by Supervisor	<u>Internship Fieldwork Dispositions Eval</u> by Supervisor
	<u>Counselor Fieldwork Application</u>	<u>Evaluation of Practicum Site</u>	<u>Evaluation of Internship Site</u>
	Fieldwork Orientation prior to entering the practicum in Fall or Spring		<u>Program Final</u> (CRC, NCE, Internal Final Exam)
			<u>Program Exit survey</u> (occur in CED 730)

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. An academic disposition evaluation form is developed by the core faculty of the program to examine students' academic GPA, academic professional dispositions, professional identity, and participation of professional organizations. In order to ensure equal ratings among supervisors and faculty, the evaluation of students' fieldwork professional dispositions is modified with a standardized measure, the Dispositional Development Scale (Levine, 2019). The academic dispositions form and the fieldwork dispositions form can be found on the Student Advising Center on Canvas.

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

Appendix B: Remediation Plan

GRADUATE PROGRAM IN COUNSELOR EDUCATION

Retention, Remediation, & Dismissal Plan

Student Name _____

Program Specialization ☐ RC ☐ CMHC

Faculty Advisor's Name _____

Evaluation Category ☐ Annual Academic Disposition ☐ Fieldwork Exam ☐ Practicum

☐ Internship ☐ Other (please specify _____)

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):

Date of Initial Plan Review	Date of Follow-up	Date of Final Review

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:
PROGRESS SINCE LAST REVIEW (IF APPLICABLE):
<input type="checkbox"/> SUFFICIENT <input type="checkbox"/> INSUFFICIENT
COMMENTS

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

Student’s Signature _____ Date _____

Instructor/Advisor’s Signature _____ Date _____