



Indiana University of Pennsylvania

Master of Education in School Counseling and
Master of Arts in Clinical Mental Health Counseling
Handbook – Fall 2019

Department of Counseling



Handbook Updated September 2019

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Welcome

The Department of Counseling Graduate Masters Student Handbook has been developed for your use and convenience in answering those questions most pertinent to your academic needs. This Handbook is not meant to replace the student advisement process, but is offered as a means of assisting that process. We encourage you to read this Handbook, and do so carefully, as it can help facilitate your progress through your program of study. We also recommend that you familiarize yourself with the Graduate School Catalog as it details the overall policies of the Graduate School (<http://www.iup.edu/graduatestudies/catalog/>). For your convenience, a listing of important IUP telephone numbers and faculty e-mail addresses is included in [Appendix A](#).

As you read this Handbook, you are encouraged to utilize the forms in the appendices to help plan your course of study, track your progress, and note personal responsibilities pertaining to candidacy, program (including practica and Field Experience), and certification requirements.

Using this Handbook effectively will enhance the advisement process and enable you to take a more active role in attaining your personal and professional goals in a more timely fashion. If you cannot locate information you need in this Handbook, contact your advisor. This handbook is accessible on the web at: <http://www.iup.edu/counseling/students/>.

Whether you take the time to review this Handbook in depth or not, you will be held accountable to the Program's governing principles described herein. Please note that some of these policies and processes may change based upon Department, College or University decisions. Check your email and with your advisor for updates.

Indiana University of Pennsylvania

Indiana University of Pennsylvania (IUP) has a history rich in accomplishment. The first building, named John Sutton Hall in the honor of the first president of the Board of Trustees, was opened for students on May 17, 1875. Since that year, when IUP served only 225 students in a single building, the university has experienced continuous growth, becoming Pennsylvania's fifth largest University and the largest in the PA State System of Higher Education. Current Enrollment is more than 14,000 and it includes students from 36 states and over 55 countries.

In April 1920, control and ownership of the school passed to the commonwealth of Pennsylvania. In May 1927, by the authority of the General Assembly, the Indiana State Normal School became a college with the right to grant degrees. The name was changed to the State Teachers' College at Indiana, Pennsylvania. In 1959, the legislature approved a change of name to Indiana State College; in the 1960s, there followed a rapid growth in the liberal arts program.

In December 1965, Indiana State College was re-designated Indiana University of Pennsylvania and given the authority to expand its curriculum and to grant degrees at the master's level. At this time the first doctoral program was initiated.

With its original 1875 building still standing at the heart of its campus, Indiana University of Pennsylvania has a long tradition of academic excellence. The university is recognized as a "Public Ivy" in company with other public colleges and universities that offer academic environments comparable to those at Ivy League schools but at affordable prices. IUP provides an intellectually challenging experience to more than thirteen thousand students at the university's three campuses, all easily accessible from Pittsburgh and the Middle Atlantic region. IUP is the largest member of the PA State System of Higher Education (PASSHE) and the only one authorized to confer doctoral degrees.

Academic offerings include more than a hundred undergraduate majors with a variety of internship and study abroad programs, more than forty master's degree programs, and eight doctoral degrees. Unusual opportunities for research at all levels and the Robert E. Cook Honors College provide special challenges for academic growth. The variety and quality of instruction are characteristic of a big university, yet at IUP, close, one-to-one relationships develop within the teaching framework, and a strong sense of community prevails.

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for Academic Success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

To contribute to the future, I will strive for the betterment of the community; myself, my university, the nation, and the world.

Department of Counseling

The Department of Guidance and Counseling was formed in 1966 with three faculty members. The master's program of that time was designed to prepare only school counselors. In 1969, the Counseling Services Program was added to the Department to respond to students wanting to work in community agencies. In the early 70's, the Department changed its name to Counselor Education. Other graduate programs (Student Affairs in Higher Education, Adult and Community Education) were later added to the Department. In 1996, as a part of a reorganization, we were renamed the Department of Counseling.

In 1998-1999, two additional faculty were added to the Department (a total of six) and major curriculum proposals were approved. In addition to the M.A. and M.Ed. programs moving to 48 credits, the Department began a "licensure-only" post-master's admission status and an M.A. degree program in Pittsburgh East. In 2001-2002, two new faculty members were hired to assist with instruction both on campus and in Pittsburgh East. The Department of Counseling has now a total of twelve graduate faculty and is one of the largest masters programs at IUP. In 2017, the department added a Ph.D. in Counselor Education and Supervision. It was designed to be one of the first doctoral programs in the nation to meet the newly adopted 2016 CACREP standards.

Mission Statement

The mission of the Department of Counseling at Indiana University of Pennsylvania is to prepare professional school counselors, clinical mental health counselors, and counselor educators and supervisors who are actively engaged in practice, scholarship, and leadership.

Program Objectives

1. Maintain a current and relevant curricular learning environment that promotes the standards of the counseling profession, fosters a strong professional identity, and creates clinical competence across the lifespan.

Evaluation Method: Current CACREP standards, Pennsylvania Department of Education, and state licensure requirements reflected in all syllabi. Graduates, site supervisors, and employers are surveyed for program evaluation and feedback.

2. Engage students in experiences that create personal and professional insight, awareness, and growth thereby enhancing their ability to deliver client-centered, culturally responsive, and ethically competent counseling services.

Evaluation Method: All students are required to participate in a ten hour group counseling experience. Students are also required to earn a “B” grade or better in practicum courses. Membership is encouraged in our chapter of the Chi Sigma Iota (CSI) national honor society, whose members engage in community service and professional development activities each semester. Every student is also evaluated annually through the student review process (see section 2 of Student Review Rubric) related to Personal Maturity and Interpersonal Skills. Service learning opportunities are also provided throughout the curriculum.

3. Provide sequential clinical experiences with individuals and groups that enhance counseling work with clients/students across the lifespan and encompasses theoretical, ethical, and current bases of knowledge in the profession.

Evaluation Method: All students are required to earn a “B” grade or better in practicum courses and maintain current clearances/liability insurance. Every student is also evaluated annually through the student review process (see section 1 of Student Review Rubric) related to clinical competence.

4. Facilitate attainment of clinical assessment and conceptualization skills, as well as the ability to use relevant literature/research to inform counseling work with students and clients.

Evaluation Method: All courses have a culminating assignment or Summative Assignment with corresponding rubric. Performance on the assignment is tracked across courses through LiveText. Every student is also evaluated annually through the student review process (see section 1 of Student Review Rubric) related to clinical competence.

5. Develop a supportive departmental culture with high expectations for professional/ethical behavior, academic performance, multicultural awareness, and sound clinical judgment in helping relationships for all counselors in training.

Evaluation Method: All accepted students will meet or exceed the published admissions criteria for their respective counseling program. Students are evaluated annually related to their clinical competence, personal maturity, interpersonal skills, and academic performance/ coursework.

6. Create curricular and co-curricular experiences that promote and encourage student involvement in scholarship, community engagement, and leadership throughout their career.

Evaluation Method: All students attend program orientation and are given a Department of Counseling handbook with professional membership information at the start of their graduate studies. Students are encouraged to collaborate on scholarly activities (e.g. publications, conference attendance and presentations) with faculty and maintain student membership in professional counseling organizations. Membership is encouraged in our chapter of the Chi Sigma Iota (CSI) national honor society, whose members engage in community service and professional development activities each semester. This organization also provides various leadership opportunities for its members.

Faculty and Staff

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Department of Counseling Website: <http://www.iup.edu/counseling/>

Department Telephone Number: (724) 357-2306

Department Fax Number: (724) 357-7821

IUP@Pittsburgh East (412) 824-1999

Center for Counseling Training and Services: <http://www.iup.edu/counseling/centers/>

Admission

Admission Criteria

The M.Ed. in Professional School Counselling requires a UGPA of 3.0 with the PDE caveat that 10% of admitted students can be below that criteria. The M.A. in Clinical Mental Health Counseling requires a minimum of a 2.8 UGPA and five years post-graduation a 2.6 is required. Any student below these requirements can request a waiver to the UGPA requirements. If a waiver is granted, all Graduate School Admission's requirements MUST be met.

There is a two-stage admissions process that is outline below:

Two-stage admission process

Stage One – The “Document” review

- Submit application, including goal statement, Letters of Recommendation, transcripts
 - Early and Late Deadline, usually in March and June

- When application is complete and meets Graduate School admission standards, it is forwarded to the Department
 - Applicant's materials are reviewed independently by faculty
- Stage Two – The Admissions Workshop (typically held in April and July)
- Applicants satisfying the credential screening process are invited to participate in Admission's Workshop
 - Individual and Group Interviews with Faculty
 - Writing Sample
 - Program Overview and Tour of the DCTF
 - Admissions recommendations are made by the counseling faculty soon after the workshop.

Graduate Admissions: www.iup.edu/admissions/graduate/

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Financial Assistance

Assistantships

The Counseling Department offers several full-time assistantships (20 hours per week) to both new and continuing full-time graduate students (full-time status as a graduate student is 9 credit hours) and half-time assistantships (10 hours per week) to new and continuing part-time graduate students (part-time status as a graduate student is 6 credit hours). Graduate assistants are assigned to various faculty and their duties vary somewhat to include research or assistance with research and university service activities. Duties are under the supervision of faculty member or administrator. Assistantships are looked upon as an encouragement or reward for academic excellence rather than as a means to relieve financial need. There are a limited number of graduate assistantships available each year. Graduate assistantships are typically awarded for one academic year only. They are awarded to students in May for a nine-month period beginning the following academic year (September through May).

In return for working in the department, graduate assistants receive a stipend and funds toward fall and spring semester tuition. The amounts vary by position-type, level (doctoral or masters) and year. Graduate Assistant assignments are made only in the Spring for the following academic year. Applications may be obtained at: <http://www.iup.edu/counseling/grad/counseling-admissions/graduate-assistant-applications/> and should be submitted to **counselingdept-assistantships@iup.edu** by March 1 to receive full consideration. Top ranked applicants are invited to personal group interviews with faculty mid-April usually on the day of the Spring Admissions Workshop. Faculty make assistantship award decisions by mid-May and successful applicants are notified shortly thereafter. Graduate Assistantships must be accepted, signed, and returned to the School of Graduate Studies and Research by the recipient in order to confirm and solidify the positions. University-required clearances and processes must be obtained and followed in order to become a graduate assistant.

George L. Spinelli Memorial Scholarship

The George L. Spinelli Memorial Scholarship was established in honor of the late Dr. George L. Spinelli in 1998. Dr. Spinelli made significant contributions to the Department of Counseling by serving as its first chairperson until he retired in 1983. Mrs. Ruth E. Spinelli donated \$10,000 with the hope that someone as caring and compassionate as her late husband would benefit from this scholarship. Award amounts have varied between \$1,300-\$1,400 and are given annually to one or two current student in the M.A. or M.Ed. counseling program. Eligible

applicants must have completed at least 12 credit hours and maintained a 3.5 GPA or higher. The scholarship is awarded by the College of Education and Educational Technology Scholarship Committee each spring and is announced at the May departmental commencement ceremony. The application deadline is typically in the spring and the application materials are available in the Department office (Stouffer 206) and at the front desk at the Pittsburgh East location.

Financial Aid

The Financial Aid Office, (724-357-2218), located in Clark Hall, offers financial information and counseling to all students attending IUP. Types of financial assistance offered by the Financial Aid Office include student employment, loans, and scholarships. In most cases, the Pennsylvania State Grant Application is used to determine eligibility for these programs. Contact the Financial Aid office for more information. FAFSA Form: <http://www.fafsa.ed.gov/>

Office of Financial Aid: www.iup.edu/financialaid/

Academic Advisement

After students are admitted to the Department and Graduate School, they are assigned an advisor within the Counseling Department. It is very important for students to maintain contact with their faculty advisor throughout their course of study.

Advisors will help students plan their course schedule, select electives, discuss Field Experience sites and guide them through the program in a timely fashion. Student registration Personal Identification Numbers (PINs) are sent to the advisors every semester so that students must meet with their advisors each semester prior to registering. Consult [Appendix F](#) for the current Tri-Semester Course Schedule (please note that the tri-semester schedule is subject to change – consult with your advisor) offerings and [Appendix C](#) for the Counseling Program Student Plan of Study Forms.

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/

Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Office of the Bursar: www.iup.edu/bursar/

Office of the Registrar: www.iup.edu/registrar/

Disability Support Services: www.iup.edu/disabilitysupport/

IUP Campus Library www.iup.edu/library/

MyIUP: www.iup.edu/myiup/

Applied Research Lab: www.iup.edu/arlab/

IT Support Center: www.iup.edu/itsupportcenter/

Veterans and Service Members: www.iup.edu/itsupportcenter/

IUP Writing Center: www.iup.edu/writingcenter/

IUP Career and Professional Development Center <http://www.iup.edu/career/>

IUP Parking Services and Visitor Center <http://www.iup.edu/parking/>

University Police <http://www.iup.edu/police/> | 724-357-2141

Crisis Intervention 24/7 Hotline: 1 - 877 - 333- 2470

IUP Email

IUP offers an email account to all active students. **Your IUP email address is the primary means by which the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit

www.iup.edu/itsupportcenter/howTo.aspx?id=23401 to learn more about setting up this account.

For more information regarding University policy on email communication, view the Graduate Catalog:

www.iup.edu/graduatestudies/catalog/

You maintain the responsibility to regularly read your IUP e-mail account and, if electronically responding to or sending e-mail regarding official IUP matters, use your IUP e-mail account to do so. Information officially communicated to students through their IUP e-mail accounts includes billing invoices and information addressing academic, judicial, student safety and emergency matters. Regular use of your IUP e-mail account is an expectation of all students. Make this a daily habit as it will contribute to your success at IUP.

Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

Programs and Degrees

There are three degree programs offered in the Department of Counseling. These are: the Ph.D. in Counselor Education and Supervision; the M.Ed. in School Counseling (with PreK-12 certification), and the M.A. in Clinical Mental Health Counseling.

In addition to the degree programs, the Department offers two other admission classifications: "certification-only" and "license-only." Certification-only is for students possessing a Master's degree, regardless of area of specialization, who want to pursue "certification" as a school counselor. License-only is for students who already have a minimum of a 48-credit (or less) hour Master's Degree in Counseling and need additional credits to meet PA licensure standards.

In order to accommodate part-time students and working professionals, most counseling courses are offered during evening hours, Monday through Thursday. During summer sessions, some courses are also offered during the day. Practicums and Field Experience require additional time beyond standard class times for client meetings and/or supervision.

Doctoral Program

The Ph.D. program in Counselor Education and Supervision prepares students for leadership positions in the counseling profession and for teaching opportunities as a university professor. This residential, full-time program allows students to build on their CACREP master's degree and includes advanced practicum and field experiences. The doctoral program in Counselor Education and Supervision enhances student knowledge of counseling, supervision, research & scholarship, as well as leadership & advocacy.

Master's Programs

Master of Education in School Counseling (Pre-K-12)

This degree program is designed to prepare students for elementary and secondary school counseling positions. Comprehensive, developmental school counseling programs function in elementary, middle/junior, and high school settings. They are designed to support the educational mission of a school, providing services to students in such specific areas as personal/social growth, career exploration and development, and academic achievement. Professional School Counselors are also leaders and advocates that work with all stakeholder groups in the schools such as teachers, administrators, parents/guardians, and community members.

Program Philosophy. The hallmark of IUP's school counseling program is its philosophy based on a comprehensive, developmental approach to school counseling. Our program is based on the ASCA National Model and applicable state models of school counseling. We believe that it is important to train professional school counselor who work as a part of a team to remove impediments to academic success for all students. In addition, we believe it is critical for professional school counselors to learn how to develop and manage a comprehensive and developmental school counseling program.

Curriculum. To qualify for institutional endorsement for Commonwealth certification as a preK-12 school counselor, the student must complete a 60 credit-hour competency-based program to include Elementary and Secondary Counseling Practicum, and a 600-hour Field Experience. In addition, students applying for the Pennsylvania School Counseling Certification must pass the PRAXIS School Counseling Specialty Exam, School Guidance and Counseling. All students have five (5) years from the date of their first course enrollment to complete their degree program.

While teaching experience is not a prerequisite for school counseling certification in Pennsylvania, students are expected to possess an understanding of child or adolescent growth and development. They should also understand the basic principles of psychology, sociology, and learning theory in addition to courses specific to either a child or adolescent population. All students seeking an M.Ed. degree with certification will take COUN 613, COUN 615, COUN 617, COUN 618, COUN 621, COUN 624, COUN 628, COUN 636, COUN 637, COUN 639, COUN 659, COUN 667, COUN 672, COUN 677, COUN 682, COUN 720, COUN 755 (6 credits), GSR 615, and one 3-credit hour electives.

PDE Requirements. The Pennsylvania Department of Education (PDE) has placed its own requirements for admission into an initial certification program. As of Fall 2003, an undergraduate GPA of 3.0 is necessary to gain admittance into a PDE certification program. The PRAXIS School Guidance & Counseling subject exam must also be taken and passed in order to be certified. Additionally, you need to have taken up to 9 credits in coursework focusing on working with diverse learners and 3 credits in working with English Language Learners (ELL) in your undergraduate program. If you do not meet these requirements, you may be required to take up to 6 credits focusing on working with Special Education/Students with Disabilities and up to 2 credits in working with ELL as co-requisites. However, there are exceptions to this requirement for those certified prior to 2011.

Praxis School Guidance and Counseling. Students must pass the Praxis School Guidance and Counseling exam (Code 20420) with a minimum score of 590. Customarily, students take this exam during their last semester. This Praxis exam is only offered on paper. However, in February 2013, the test transitioned to a computerized version with a new name and code (Professional School Counselor, Code 5421). Students can register at www.ets.org/praxis/pa, and should do so at least two months prior to the test date.

The score from the Praxis test is sent to the student as well as the Pennsylvania Department of Education. It is also highly recommended that students send their scores to Indiana University of Pennsylvania, to ensure certification for the student as well as to aid the College in accreditation processes.

Certification. Students may apply for certification during their Field Experience placement semester. At any time during their program, students must create an account in the Teacher Information Management System (TIMS). Students use this account to apply for certification when it is time. You will also pay for your certification electronically via the Marketplace on the TIMS system.

All students MUST initiate the PDE certification process. Directions to do so and the necessary forms can be found on the “For Students” section on the department website. Once the certification endorsement form is received in the Department, it is held until the student’s final grades are issued. Upon confirmation of final grades and the posting of the student’s degree, a faculty member audits the student’s transcripts to ensure they have completed the requirements for certification. The Counseling Education Office then sends the completed application to the College of Education and Educational Technology. All student applications are compiled and sent by the College of Education and Educational Technology to the Pennsylvania Department of Education (<http://www.pde.state.pa.us/>). Students can check on the status of their application at any point of the process by contacting the College of Education and Educational Technology at (724) 357-2480.

Occupational Outlook. Employment of school and career counselors is expected to grow by 19 percent from 2010 to 2020, about as fast as the average for all occupations. The number of students attending schools at all levels is expected to increase during the projections decade, boosting demand for both school and career counselors. (Bureau of Labor Statistics, Occupational Outlook Handbook, April 6, 2012)

Master of Arts in Clinical Mental Health Counseling

This degree program is designed for students seeking preparation leading to counseling- related employment in community and business settings. Degree programs are individually designed to prepare students to work in a variety of settings including mental health centers, drug and alcohol treatment programs, correctional institutions, health care settings, social service agencies, and business and industry. Students completing this 60 credit hour program are positioned to eventually seek PA licensure as a Licensed Professional Counselor and upon successful completion of the National Counselor Exam (NCE), become a Board Eligible Nationally Certified Counselor.

Program Philosophy. The Master of Arts in Clinical Mental Health Counseling fosters a training model that recognizes the interactive effect between people and their environment. The program philosophy is to approach helping from an educational, contextual, and developmental perspective, emphasizing prevention and promoting enrichment in people’s lives while also providing skills for effective intervention. The wide variety of employment settings in which graduates are found reflects this developmental, preventative, and interventionist focus.

Curriculum. The curriculum is designed to prepare students for careers in counseling and human service agencies and meet the curricular requirements put forth by NBCC, licensure board and CACREP. Students receive instruction in counseling theories, participate in individual and group practica experiences utilizing various counseling approaches with clients and engage in a 600-hour supervised Field Experience in a professional setting reflecting their counseling interests. There are 8 core academic areas: Professional Identity, Social and Cultural Diversity, Human Growth and Development, Career Development, Helping Relationships, Group Work, Assessment, and Research and Program Evaluation. All students have five (5) years from their first course enrollment to complete their degree program.

Students enrolled in the Masters of Arts degree program will complete 60 credits for the degree. The program requires the following core courses or their equivalent: COUN 615, COUN 617, COUN 618, COUN 634, COUN 636, COUN 637, COUN 639, COUN 657, COUN 672, COUN 677, COUN 669, COUN 671, COUN 710, COUN 720, COUN 755 (6 credits), GSR 615, and 9 credit hours of elective courses, to be determined by students in consultation with their advisor.

Occupational Outlook. The counseling profession is growing with ever-increasing opportunities for counselors to work in a wide variety of community settings. Upon completion of the Master of Arts in Clinical Mental Health Counseling, recipients are qualified to seek work in mental health centers, human service agencies, substance abuse programs, correctional institutions, health care settings, and business and industry.

Licensure. The 60 credit hour degree meets the educational requirements for Licensure as a Licensed Professional Counselor (LPC) in Pennsylvania. There are additional requirements for licensure that include: an examination and 3,000 hours of additional supervised clinical experience. Specific licensure requirements are detailed by the State Board of Social Workers, Marriage and Family Therapists and Professional Counselors, Chapter 49. All questions regarding licensure requirements should be directed to the State Board – their website is <http://www.dos.state.pa.us/bpoa/> - see health related boards section.

M.A. and M.Ed. Counseling Programs at Pittsburgh East in Monroeville/Pittsburgh

The Clinical Mental Health Counseling Program (M.A.) and the School Counseling Program (M.Ed.) are also offered off-campus at the IUP Pittsburgh East Graduate and Professional Center. The Clinical Mental Health Counseling program enrolled its first Pittsburgh East student cohort in January 2000 and the School Counseling Program (secondary focused) enrolled its first Pittsburgh East cohort in January 2005. Both programs are identical in nature and content to the campus programs. Students can enroll in a day-time full time program if offered for their admission semester. Both programs at these locations are now offered on a “menu” basis with courses following the tri-semester calendar.

Certificates and/or Certification and/or Licensure

School Counseling Certification Only

Those students already possessing a master's degree and desiring School Counseling certification (elementary or secondary) may apply to the Counseling Department for "Certification Only" status. Applicants' graduate transcript(s) are evaluated by the Chairperson, or his/her designee, to determine necessary coursework to complete commonwealth certification requirements. Applicants for "Certification Only" meet similar admission requirements as degree-seeking applicants, to include a minimum 3.5 graduate grade point average.

Licensure-Only Option

The Licensure Only Option for admission is designed for individuals who have completed a Master's Degree in Counseling and need additional credits to meet PA licensure standards (60-credit hour requirement). An applicant's transcript is evaluated by the Department to determine which courses are recommended for credit beyond their master's degree. The State Board of Social Workers, Marriage and Family Therapists and Professional Counselors is the final determination of courses acceptable for licensure. If a student has a question about a course being acceptable for licensure, they should contact the Licensing Board. Applicants for the “Licensure Only” status must meet similar admission requirements as degree-seeking applicants, to include a minimum 3.5 graduate grade point average.

Course Descriptions

Please visit the graduate catalog for individual course descriptions.

General Catalog: <http://www.iup.edu/graduatestudies/catalog/>

Counseling Course Descriptions: <http://www.iup.edu/graduatestudies/catalog/course-descriptions/coun--counselor-education/>

Evaluation of Students

There are no candidacy or Qualifier Exams and no Comprehensive Exam for the Masters programs. For more information regarding School of Graduate Studies and Research Policy on grading, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Degree Completion

The degree requirements and graduation processes are detailed in the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click on Current Students: <http://www.iup.edu/graduatestudies/>

Thesis and/or Dissertation Completion (Optional)

The Department of Counseling has an **optional** thesis for any student pursuing the M.A. or M.Ed. Students can seek the assistance of their academic advisor in determining which option is best for them.

Thesis Process

Students considering a thesis should consult with their advisor as early in the program as possible. Although it is not required to identify the thesis option early, doing so will increase the likelihood of completing the thesis in a timely manner. Academic advisors serve as the chairperson of thesis committees; however, another chair may be selected if it is more appropriate.

The process of completing a thesis involves various steps.

Students must:

1. Identify a thesis committee chairperson.
2. Develop an initial topic outline.
3. Identify the other committee members to serve.
4. Submit the Research Topic Approval form to the Graduate School.
5. Develop the full thesis proposal.
6. Obtain approval by the Institutional Review Board for the Protection of Human Subjects.
7. Defend the proposal to the committee.
8. Gather data.
9. Write the final report.
10. Defend the thesis to their committee.
11. Make final revisions and submit the completed thesis to the Graduate School.

Students planning to complete a thesis should allow a minimum of two semesters to do so. The Thesis/Dissertation Manual is available online at: <http://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-manual/default.aspx>. The thesis counts as a 3 credit elective in the plan of study.

Evaluation Outcome for Dissertation and/or Thesis

Effective fall 2017 for students admitted and students admitted after -- Dissertation and thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student's CGPA.

Ongoing Dissertation and Thesis students admitted "prior" to fall 2017 – Dissertation and thesis credits will be assigned a letter grade as the final evaluation outcome for the credits taken and carry quality points weighted towards a student's CGPA for the number of dissertation credits required for the program. "Extended" dissertation credits are not calculated into a student's CGPA.

For more information, view the view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*:
<http://www.iup.edu/graduatestudies/>

University Policy and Procedure

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact Dr. Claire Dandeneau or the School of Graduate Studies and Research.

Academic Calendar

View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

Academic Grade Appeal Policy

Students who seek to appeal a course grade must follow the University policies as outlined in the Graduate Catalog.

For Information regarding the Grade Appeal policy, view the Graduate Catalog:
www.iup.edu/graduatestudies/catalog/

Academic Integrity

Academic dishonesty (plagiarism, falsification of information, cutting and pasting from web-based resources without acknowledgement, etc.) is a serious violation. Plagiarism will not be tolerated. Plagiarism is defined as copying another's work or portions thereof and/or using ideas or concepts of another and presenting them as one's own without giving proper credit. Academic dishonesty will result in consequences that affect grades and/or may result in disciplinary charges. Instances suspect of violating academic integrity will immediately be resolved via documented agreement or resolution by formal adjudication (see Academic Integrity Policy and Procedures, Options II and III in IUP's Graduate Catalog). Documentation of the charge(s) and resolution will be shared with the department chair and Provost, and will become part of the student's academic record. In accordance with University policy, second offenses will automatically be referred to the academic integrity board.

The department recommends that students who need further understanding of this important academic principle refer to the Writing Center's plagiarism webpage for clarification and explanation. Additionally, students who are unfamiliar or unskilled in graduate writing, especially in the use of the APA writing

style should refer to the Center's APA Style website. See the section on Publication Manual of the American Psychological Association in this handbook.

For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/
The Source: A Student Policy Guide: www.iup.edu/studentconduct/thefsource/

Academic Status and Satisfactory Academic Progress

IUP master's students must maintain a minimum of 3.0 (B) cumulative graduate quality point average to be in good standing academically. Students falling below good standing are placed on probation for their next active semester or summer term. During the probation period the cumulative average must be raised to 3.0. Students who fail to raise their cumulative average to at least 3.0 during their probationary period will be dropped from their degree program and Graduate School active status and not permitted to register for further courses. A student must be in good standing to be admitted to degree candidacy and to graduate. Counseling practicum courses (COUN 667/657 and COUN 669/659) require a "B" or better to be considered "successful." Therefore, if students get a "C" or lower grade, then they are required to repeat the course. Failure to attain a successful grade on a second attempt will be grounds for dismissal from the program regardless of overall GPA. Students must pass practicum courses with at least a B grade to move forward in the program.

For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Affirmative Action

Indiana University of Pennsylvania is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to race, religion, national origin, ancestry, sex, physical handicap, or affectional or lifestyle orientation. This policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era. Please direct inquiries concerning equal opportunity to: Office of the Provost, 205 Sutton Hall, 1011 South Drive, IUP, Indiana, PA 15705-1046 U.S.A.

Bereavement-Related Class Absences

The university community recognizes the impact that the loss of a family member or loved one may have on the emotional and academic wellbeing of a student. In such circumstances, a student may request that a bereavement absence notification be sent to their faculty by contacting either the Advising and Testing Center or the Dean's office of the college of their major, who will send an email to the student's faculty stating that the student is away from the university due to the death of a family member or loved one. Documentation that verifies the death (e.g., a funeral program, death notice, obituary, etc.) and the nature of the student's relationship to the deceased may be requested.

The university encourages allowances for the grieving process, while acknowledging the faculty member's right in determining the terms of variance from the course syllabus. The student is expected to take the initiative to make all arrangements for meeting academic requirements. The university community also encourages students affected by a loss to contact the IUP Counseling Center or other university and community resources, as appropriate, if they are in need of ongoing emotional support.

For Information regarding the Bereavement-Related Class Absences policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Continuous Graduate Registration for Dissertation and Thesis

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>

Program Level Exams Appeal Policy

Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, are made to the Dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations; and not simply on the outcome of the examination. Procedural violations would be cases in which the program / department failed to follow program/ department and/ or University policies and/ or procedures relating to the administration and/ or evaluation of the exam.

*The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR within **30** days of receipt of the outcome of the examination.*

*Upon receipt of the written appeal to the Dean of the SGSR, the Dean will conduct an investigation of the allegation, review the documentation and render a final decision **which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.***

If it is found that policy/ and/ or procedure has been violated, the Dean of the SGSR will instruct the program/ department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.

Registration

There are several steps students must follow to register for courses. It is of great importance that students meet with their faculty advisor prior to registration each semester in order to plan their class schedule and receive an alternate registration PIN number. Registration is done via the web at MYIUP (<http://www.iup.edu/myiup/default.aspx>). Here student can view class schedules and login in to the secure area to complete registration. Students will be assessed a \$100 late registration fee if their initial registration for courses occurs after the last day of the semester prior to the semester of enrollment. Students will be assessed a \$200 late fee if initial registration occurs on or after the first day of classes. New students and transfer students are exempt from this fee their first term of enrollment. Readmitted students are exempt from this fee their first term of readmission. In addition, the Graduate School Catalog contains information regarding course registration, credit transfers, drop/add procedures, course withdrawal, and fee refunds. This is available online at <http://www.iup.edu/graduatestudies/catalog/>.

Course Withdrawal Policy (from the 2016-2017 Graduate Catalog):

“During the fall and spring semesters, graduate students may withdraw from a graduate course during the first two-thirds of the semester without prejudice and with the grade of “W” by using URSA.

Students withdrawing from courses may find their financial aid for that particular semester affected. Prior to withdrawing from courses, students are encouraged to check with the Office of the Bursar and/or the Office of Financial Aid to learn if/how this action may impact them.

Following the close of the established withdrawal period, the student will need to petition the dean of the School of Graduate Studies and Research for approval of a request for an exceptional withdrawal. The request must first be endorsed by the course instructor and the student’s department chair or graduate studies coordinator, in that order. Requests for course withdrawal after the published date will be considered only in cases that are unexpected and reflect exceptional circumstances. Students may be required to provide documentation of the catastrophic circumstances preventing them from completing the semester.

Note: (Unofficial Withdrawal) Federal Title IV student aid recipients who earn a 0.00 QPA at the end of a semester in which they receive federal student aid will be reviewed to determine whether or not they actually completed the semester. Students with a 0.00 that is attributed to “F”, “I”, or “*” grades will be required to provide documentation to the Financial Aid Office regarding their last date of academically related activity. Based on that date, federal student aid may need to be adjusted.

It is important for students to be aware that each class has a specific registration number, a Course Registration Number (CRN). This CRN can be found on the University-Wide Class Schedule on same MYIUP page. When communicating with the department or your advisor, please make sure to reference the CRN number. “

<http://www.iup.edu/registrar/students/registration/>

For more information regarding registration and tuition billing, please contact the Office of the Bursar: www.iup.edu/bursar/

Graduate Fresh Start Policy

A graduate student who has been separated from the university as a result of academic dismissal, including time-to-degree dismissal, may only apply for readmission to the University if the student has been separated from the university, for a minimum of two calendar years (24 consecutive months) from the date of dismissal. The request to be considered for readmission to the University must be into a graduate program, and readmission to the program from which the student was dismissed may not be sought. A student dismissed as a result of an academic integrity violation is barred from utilizing the Graduate Fresh Start Policy to request readmission.

Conditions for a Graduate Fresh Start Application

A graduate student may apply for a Graduate Fresh Start only if he/she meets all of the following conditions:

- he/she was academically dismissed, including time-to-degree dismissal from an IUP graduate program;
- he/she has been separated from the university for a minimum of two calendar years (24 consecutive months);
- he/she applies for readmission consideration to a graduate program at IUP, excluding the program from which the student was academically dismissed.

The graduate student must apply to the desired program through the standard Admissions process. Having reviewed the prior and intervening factors for evidence of potential for improved academic success, the program coordinator, after departmental review, may recommend to the Dean of Graduate Studies and Research that the student be readmitted to the University and admitted to the program. The Dean's decision is final and is not subject to appeal.

Conditions for a Graduate Fresh Start Record

All credits and grades for IUP course work taken before readmission under this Graduate Fresh Start Policy shall remain on the transcript. Upon readmission, a new cumulative (GPA) is established based on credits and grades earned from the date of readmission. Individuals may seek readmission to the University through the provisions of this policy only once.

Prior Record

The student's graduate record will be identified as a Graduate Fresh Start. No graduate credits earned from the program in which the student was dismissed are permitted to be transferred to the Graduate Fresh Start sought degree. Any other transfer credits must meet the IUP Transfer Credit Policy. Students seeking a degree under the Graduate Fresh Start are not permitted to repeat a previously taken course from the program in which the student was dismissed and have it count towards improving the previous CGPA that was prior to readmission. Any course repeat(s) will be counted as a course taken under the Graduate Fresh Start and applied solely to the new degree sought and new cumulative GPA.

Academic Standards

A student who is readmitted under the provisions of the Graduate Fresh Start Policy shall be required to meet current degree requirements. He/she shall be academically reviewed under the policies published in the academic catalog at the time of re-matriculation. Students readmitted to the University under this policy and who were dismissed initially by exceeded time-to-degree requirements may not be granted extensions of time-to-degree requirements.

Graduation Graduate Residency Requirement Policy

Graduate Students

1. For master's students, at least 2/3 of the credits meeting program requirements must be taken from the University offering the degree.

Note that these set the minimum number of credits that must be taken "in residence" and that universities can limit the number of hours that will be allowed to transfer into a graduate program.-

Active-duty service members who are graduate students will be handled on a case by case basis.

Exceptions are to be approved by the Office of the Chancellor's Division of Academic and Student Affairs.

Social Equity

The Office of Social Equity: www.iup.edu/social-equity/

For more information regarding University policy, view the Graduate Catalog:
www.iup.edu/graduatestudies/catalog/

Departmental Policies and Procedures

Student Conduct

While enrolled in their counseling program, students are expected to maintain high standards of integrity and practice the highest ethical behavior. Special attention should be given to confidentiality, original work and attribution (i.e., plagiarism), as well as copyright laws and conventions.

Unethical behavior, impaired performance, or unprofessional practices may result in disciplinary action on the part of the Department or university. See the 2014 ACA Ethical Standards for further guidelines pertaining to counseling student behavior. In addition, the IUP Student Handbook Policies and Procedures provide more information on academic integrity and the section on student review process and remediation plans in this Handbook.

Student Remediation

The American Counseling Association (ACA), the Association for Counselor Education and Supervision (ACES), and the Council for Accreditation of Counseling and Related Educational Programs (CACREP) require counselor educators to serve as gatekeepers for the counseling profession. As gatekeepers, faculty are ethically bound to monitor student development to make sure that upon graduation, certification and/or licensure, students are equipped with the appropriate knowledge, skills, and values for professional practice.

To monitor student progress and development, the Department of Counseling engages in a formal student review process each year. As part of this process each student is reviewed in three key areas, clinical competencies, personal maturity and interpersonal skills, and academic aptitude and coursework. A rubric has been developed for this review. The rubric can be found in [Appendix E](#). The purpose of the process is also to ensure that they have completed a Plan of Study. In addition, this process allows faculty to address critical areas such as impairment, incompetence, ethical misconduct and problematic behaviors that could potentially impact future clients.

During the yearly student review process, every student is reviewed. If an issue is identified, the student will be directed to meet with his/her advisor to discuss the concerns. If remediation is needed, a remediation plan will be developed that will be signed by the student and advisor. A template example of a remediation plan is included in Appendix E. Additionally, all faculty involved will receive a copy of the remediation plan. This is so faculty can provide encouragement and feedback. A designated faculty member (e.g., advisor) will monitor progress according to an agreed upon timeline, and a faculty review will determine the next course of action, if needed.

Problematic Behaviors of students also arise throughout the year, outside of the formal yearly student review process. The Student Review Committee, which is a sub-committee of faculty in the Department of Counseling addresses these concerns with students on a case-by-case situation. The Student Review Committee will request to meet with the student to facilitate a timely and positive response to address the behavior(s) and issue of concern(s). The same process is then followed as described above. In this case, if a remediation is needed, a remediation plan will be developed that will be signed by members of the Student Review Committee, the student, and the advisor (when appropriate). A designated member of the committee will monitor progress according to this plan and determine the next course of action, if needed. If a remediation is not needed, a professional development plan may be established so that the student is aware of the necessary steps they must take for continued and successful development professionally.

Some examples of Problematic Behaviors that could have significant implications for students include:

- Absenteeism
- Chronic tardiness
- Lack of participation in class
- Unprofessional/unethical conduct
- Academic concerns (failure to turn in assignments, poor performance on assignments, poor communication skills, cheating/plagiarism, poor writing)
- Interpersonal concerns (inappropriate self-disclosure, failure to respect boundaries, unprofessional interactions with faculty, unwillingness to respect others' points of view, poor hygiene/self-care)
- Unwillingness and/or inability to use and to accept feedback
- Inability to express feelings effectively and appropriately
- Inability to handle conflict

Some potential Remediation Activities could include:

- Referral to individual/group counseling
- Focused reading in particular area
- Completion of academic paper or presentation to faculty
- Taking "incomplete" and attending course for 2nd time
- Receiving more specific feedback/assistance from a particular faculty member
- Developing additional tapes/additional practice with clinical skills
- Volunteer work to gain experience
- Suspension from program
- Recommendation for Dismissal from program
- Referral to writing center
- Referral to the University Judicial Board
- Decrease in course load
- Increased supervision
- Prescribed courses

Appeals of decisions made by the Student Review Committee are directed to the Dean of the School of Graduate Studies and Research or the Dean's designee.

Policies from the Office of Student Conduct: www.iup.edu/studentconduct/policies/
(*IUP Email Communication Policy, Student Behavior Regulations, The Source, Student Rights and Responsibilities, etc.*)

Time Limitations

Masters students must complete degree requirements no later than five years from the date of earning or transferring credit, unless the period is extended through student petition. Petitions are approved by the student's department and the dean of the School of Graduate Studies and Research.

Although many graduate students work part- or full-time, it is important that such work not interfere with academic achievement. Graduate education at IUP is offered only to students in a position to benefit from it, and students are expected to maintain a sensible balance between their graduate program and outside commitments.

Full-time graduate student status is defined as nine to fifteen semester hours of graduate credits per semester. Part-time status is defined as eight or fewer semester hours per semester. While continuous progress on

a degree is encouraged, it is possible for students to stop-out for various reasons. **Students must complete their degree within five years of their first enrollment in classes.**

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

A student dismissed from a program because of time-to-degree expiration (see Time Limitations policy) can appeal the decision to the Dean of the School of Graduate Studies and Research (SGSR), based on policy and/or procedural violations. The appeal can be based only on policy/procedural violations.

The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR within 30 days of receipt of the dismissal letter.

Upon receipt of the written appeal to the Dean of the SGSR will conduct an investigation of the allegation, review the documentation and render a final decision which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.

If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will rescind the dismissal.

- a. Masters student time limitation (see Time Limitations policy) may be extended through student petition to the Assistant Dean of the SGSR. The program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the Dean (or designee) of the SGSR. The request must include justification for the extension. Official documentation to justify the request for the extension and the amount of time will be required by the Dean (or designee) of SGSR to support the request.

Title IX Reporting Requirement

For more information regarding Title IX Reporting Requirement policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Transfer of Credits (Effective fall 2017) Policy

There are several requirements that must be met in order to receive any transfer credit from other institutions for graduate programs at IUP. The official guidelines regarding graduate transfer credit appear in the Graduate School Catalog.

See the following link for further information <http://www.iup.edu/page.aspx?id=127261>. Further information may be obtained from the Assistant Dean for Administration in the Graduate School.

For more information regarding School of Graduate Studies and Research policy on transfer credits, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*:
<http://www.iup.edu/graduatestudies/>

LiveText

Beginning Fall of 2016, all students, as part of our CACREP assessment and continuous requirement plan, are required to obtain the LiveText software in order to submit summative assignments for each class. The directions to obtain the software are listed below:

1. From www.livetext.com, click on the Register link in the upper right corner
2. Under Purchase Membership, click the Purchase button.
3. Enter your personal information into the required fields (students should use their IUP email for both school and personal; their school ID is their Banner ID) and click the Continue button.
4. Select your membership package from the dropdown menu. The students will purchase the Field Experience Edition. Then, click the checkbox indicating you've read and agree to the terms of service. Finally, click the Continue button.
5. Enter your billing information, and click the Continue button.
6. After successfully completing the registration process, LiveText will display the Congratulations page. This page will display your username and the option to click to reveal your password.

Department Participation and Attendance Policy

Graduate students are training to be professional counselors. As such, they demonstrate to the department faculty their professionalism and ability to attend to career responsibilities and client concerns in a variety of ways, including through their participation and attendance in class meetings, both in face-to-face and online courses. Through participation and attendance faculty evaluate the readiness and preparedness of each student to enter the profession.

Participation and attendance constitute a portion of your class grades. Attendance means arriving for class on time and staying for the duration of the class and remaining focused on the class for the duration of the class meeting. (Attendance in online courses is determined by the individual instructor). Participation means preparing for class by reading required texts/materials, entering into class and online discussions with informed and relevant comments/questions and participating in class activities.

A student who misses more than five hours of class time in face-to-face courses may be subject to possible action by the instructor, which includes, but is not limited to the following consequences. Students missing the equivalent in online courses, as determined by the instructor guidelines, are also subject to the following possible actions.

- Recommendation to withdraw from the class prior to the end of the University withdrawal period.
- Additional assignments to complete from the class.
- Reduction in grade per the percentage allotted to attendance and participation.
- Other actions deemed appropriate by the instructor. These may include but are not limited to making up a missed class meeting at the convenience of the instructor, completing additional web-based assignments, etc.

A student who rarely or never participate in class or online discussions or activities may also receive a grade reduction despite attendance. The Department of Counseling faculty members are sensitive to significant life

circumstances that can result in class absence. In such instances, faculty will attempt to work with these students on a case-by-case basis.

In summary, good attendance and reasonable levels of class participation are expected behaviors for graduate students in training to be counselors.

Letters of Recommendation

Letters of Recommendation are considered by the Department of Counseling Faculty at IUP to be letters of endorsement for continued education, employment, professional credentials or professional awards. Such letters are not automatically provided. Students are invited to ask individual faculty members if they will write a letter of recommendation or endorsement. Faculty members reserve the right to refuse these requests.

Liability Insurance and Clearances

The department requires that all students maintain professional liability insurance from their first class (**Due in the Counseling Department Office by the first class**) throughout the program until degree completion. Also, students must submit the appropriate clearances for their respective programs of study and **keep those clearances up to date with the department office**. The initial clearances are due to the Department on **October 1st** of the student's Fall semester. It is students' responsibility to track when their clearances will be out of date and arrange to have them updated! Students **MUST** be in compliance with this policy at all times and those who are not will be referred to the Student Review Committee possible sanctions. The process for obtaining clearances and submitting them can be found in [Appendix B](#). Note: Please be advised that the ACT 151 clearance could take up to 8 weeks to renew so plan accordingly.

Plan of Study

All students must complete a plan of study. This plan of study is designed to facilitate progress towards degree completion. The plan of study must be completed by the student and his/her advisor during the semester that the student completes of 12 hours of graduate credits. The signed completed plan of study will then be given to the department chairperson. During the student review process, the department chairperson will present the completed Plan of Study to the department faculty. The completed Plan of Study form is added to the student's departmental file and also documented in the departmental database. See the Plan of Study for both the MED and MA degree programs in [Appendix C](#).

Change of Program

If a student desires to change program/degree emphasis (within the Counseling Department) anytime during their course of study, a new Graduate School application and new Goal Statement is needed. These materials must be submitted to the Graduate School to initiate the process. Admission to the new degree and/or certification program may not require re-attendance at an Admission's Workshop. The Graduate School Policy regarding transfer credits applies to departmental change of program requests. For more specific information please refer to <http://www.iup.edu/page.aspx?id=127261>

Change of Campus

If students desire to change campuses (from Indiana to Pittsburgh East or Pittsburgh East to Indiana), they must discuss the rationale for the change with their advisor. If their advisor agrees that a strong case has been made

for the change in programs, the advisor will have them submit the request in writing to the department chairperson. The department chairperson will bring the request forward to the departmental faculty members for discussion and approval at the next faculty meeting. Following the faculty meeting, students will be notified of the decision by their advisor.

Professional Orientation and Responsibilities

One of the most important learning experiences for students enrolled in a counseling program is the development of a professional identity as a counselor and clinical mental health professional. The Department of Counseling faculty are committed to helping students grow in this regard. It is important that students understand the various facets of this development. This section is meant to provide students with an overview of the process.

Membership in Professional Organizations

Within the field of counseling, there are several professional organizations that focus on both counselor and client. Two primary national organizations: the American Counseling Association (ACA) and the American School Counselors Association (ASCA) have state affiliates - the Pennsylvania Counseling Association (PCA) and the Pennsylvania School Counselors Association (PSCA). Also, within these organizations there are subdivisions for special interest groups, such as the Association for Specialists in Group Work (ASGW) and National Career Development Association (NCDA). Professional organizations offer members numerous benefits including journals, newsletters, annual conferences, scholarships, and reduced liability insurance rates. These organizations encourage students in counseling programs to become members by providing substantially reduced rates. Students are encouraged to consider involvement in these professional organizations as part of their professional identity development by joining them early in their student careers. Examples of past student involvement include making presentations at state and national conferences, receiving reduced conference registration fees, being scholarship recipients, and participating in job/professional networking.

Professional Codes of Ethics and Standards of Practice

As members/future members of the counseling profession, both faculty and students in the Department of Counseling must adhere to the profession's Codes of Ethics. Counseling students are required to complete a course focusing on professional ethical standards. Two sections within these Codes and Standards refer directly to students. First, students should understand that faculty members are charged with a responsibility to evaluate students' academic strengths and limitations and to facilitate remediation as needed. In certain circumstances, this could include a recommendation for the student to seek personal counseling.

The Department's position, stated above, is based on Section F of the ACA Code of Ethics (2014):

Section F: Counseling Supervision, Evaluation, Remediation, and Endorsement

F.6.b. Gatekeeping and Remediation. Through initial and ongoing evaluation, supervisors are aware of supervisee limitations that might impede performance. Supervisors assist supervisees in securing remedial assistance when needed. They recommend dismissal from training programs, applied counseling settings, and state or voluntary professional credentialing processes when those supervisees are unable to demonstrate that they can provide competent professional services to a range of diverse clients. Supervisors seek consultation and document their decisions to dismiss or refer supervisees for assistance. They ensure that supervisees are aware of options available to them to address such decisions.

F.9. Evaluation and Remediation

F.9.a. Evaluation of Students. Counselor educators clearly state to students, prior to and throughout the training program, the levels of competency expected, appraisal methods, and timing of evaluations for both didactic and clinical competencies. Counselor educators provide students with ongoing feedback regarding their performance throughout the training program.

F.9.b. Limitations. Counselor educators, through ongoing evaluation, are aware of and address the inability of some students to achieve counseling competencies. Counselor educators do the following:

1. assist students in securing remedial assistance when needed,
2. seek professional consultation and document their decision to dismiss or refer students for assistance, and
3. ensure that students have recourse in a timely manner to address decisions requiring them to seek assistance or to dismiss them and provide students with due process according to institutional policies and procedures.

The second professional issue relevant to students is that of personal well-being. Counselors must be able to monitor their emotional, mental, and physical health so as to maximize their professional effectiveness and competence. The 2014 ACA Code of Ethics dictates that counselors refrain from offering services if they are impaired in any way. Given this professional obligation, it is imperative that the counseling faculty help students increase their self-awareness in this regard and facilitate the process of self-exploration and self-understanding. In many classes, students are asked to engage in activities to help them become more self-aware and to grow personally and interpersonally. Examples of such activities are journaling, real-playing (role-plays in which the situation being discussed has a personal meaning), small interpersonal groups, and self-reflection papers. Faculty focus is on helping students in positive ways to appreciate their own personal wellness. However, it is important that students understand that while the faculty do their best to honor students' confidentiality, there may be issues/disclosures which bring to faculty members' attention students' limitations (as noted above) or impairments (as defined below). This could result in a faculty member being obligated by the ACA Code of Ethics to address these issues.

Section - F.5.b. Impairment. Students and supervisees monitor themselves for signs of impairment from their own physical, mental, or emotional problems and refrain from offering or providing professional services when such impairment is likely to harm a client or others. They notify their faculty and/or supervisors and seek assistance for problems that reach the level of professional impairment, and, if necessary, they limit, suspend, or terminate their professional responsibilities until it is determined that they may safely resume their work.

Section - F.8.c. Self-Growth Experiences. Self-growth is an expected component of counselor education. Counselor educators are mindful of ethical principles when they require students to engage in self-growth experiences. Counselor educators and supervisors inform students that they have a right to decide what information will be shared or withheld in class.

F.8.d. Addressing Personal Concerns. Counselor educators may require students to address any personal concerns that have the potential to affect professional competency.

(See also Handbook section re: Student Review and Remediation).

Student Professional Logs

All students will participate in practicum and field experiences. During this time records will be kept of the hours spent in these experiences. It is important that all students keep records from practicum and field experiences (final completed and signed logs) as they may be needed for licensing, especially for other states' licensure requirements.

Inclement Weather Policy

IUP is committed to the safety and security of its students, faculty, staff, and visitors. Therefore, the decision as to whether the university should close or remain open during periods of adverse weather conditions is based on the overall concern for the university community. In general, however, IUP's practice will be to remain open and to conduct classes as usual during periods of inclement weather.

Closure of the university: Should adverse weather conditions arise or be anticipated that would make it inadvisable to operate the university on a given day, the President may, at his or her discretion, close the institution (i.e., cancel all classes and on-campus activities at all campuses). In the event of either a full- or partial-day closure, notification will be provided to the following radio and television stations: WDAD Radio (Indiana), WCCS Radio (Homer City), WJAC-TV (Johnstown), KDKA-TV and KDKA Radio-1020 AM (Pittsburgh), U-92 FM 92.5 (Indiana), WPXI-TV (Pittsburgh) and WTAE-TV and WTAE Radio-1250 AM (Pittsburgh). The IUP website (www.iup.edu) will also have notices.

In the case of hazardous travel conditions, students should decide to attend or not based on their own particular circumstances and common sense.

Dual-Level Courses

All dual-level courses (those carrying a 500-599) course number are open to enrollment by both graduate and qualified undergraduate students. All courses open only to graduate students carry the 600-series and above numbers. The number of 500-599 course credits applicable to a degree program is limited and students should check with their advisors if more than two 500 level courses are being considered. Graduate students who enroll in dual-level courses should be aware that dual-level courses impose greater obligations on graduate students than on undergraduate students taking the same course(s).

Final Credits Policy

“All degree candidates must complete their program's final six credits of graduate work in courses offered by IUP. Under unique circumstances, petitioning the Graduate School Dean after obtaining Departmental approval may authorize appropriate waiver of this requirement.” (Graduate Catalog 2014-2015, page 120)

Change of Name and Address

In the event of a name or address change, please visit the secure area of MYIUP to make these changes. In addition to notifying the University, please submit the changes to the departmental secretary (Stouffer 206).

(If you add program policy, be sure to delineate University policy and program policy.)

Practicum Experience & Field Experience

Practicum

Students will take two practicum classes as part of the degree program. These practicum experiences require significant time outside of class for meeting with students/clients and attending supervision. Students should consult the Department website (<http://www.iup.edu/page.aspx?id=30101>) to obtain the current *Practicum Manual* which outlines the requirements in more detail.

IMPORTANT: Students wishing to enroll in practicum courses **MUST** complete a mandatory pre-practicum orientation on Moodle the semester BEFORE the expected enrollment. This online orientation consists of reading materials and a quiz which students must pass with 100%. They must also submit all the required paperwork by the due dates for the semester desired. Failure to do so could result in referral to student issues.

School Counseling Practicum Experiences

All school counseling students are required to take two practicum classes that are required for pre-K-12 school counseling certification.

- **COUN 667: Elementary School Practicum**
 - Direct Service: 20 hours
 - Indirect Service: 30 hours
- **COUN 659: Secondary School Practicum**
 - Direct Service: 20 hours
 - Indirect Service: 30 hours

Clinical Mental Health Practicum Experiences

All clinical mental health counseling students are required to take two practicum classes.

- **COUN 657: Individual Counseling Practicum**
 - Direct Service: 30 hours
 - Indirect Service: 45 hours
- **COUN 669: Group Counseling Practicum**
 - Direct Service: 10 hours
 - Indirect Service: 15 hours

Field Experience

Field Experience is designed as the final learning experience and provides the opportunity to integrate and practice learning obtained throughout the degree/certification program. Even though Field Experience is scheduled as one of the last classes in a student's program, early planning is necessary. The department mandates that all required core COUN degree course work must be completed **before** a student is eligible for Field Experience.

All students enrolling in Field Experience for the first time are **required** to attend a **mandatory** Field Experience orientation meeting. This meeting provides information on such topics as liability insurance, course requirements, site selection, time deadlines, etc. An overview of the required paperwork will be discussed during this meeting. This

paperwork must be completed and returned to the Field Experience Coordinator by the specified due date. Students who do not submit the necessary paperwork by the required deadline may be referred to student issues. Students should consult the Department website (<http://www.iup.edu/page.aspx?id=30127>) to obtain the current *Field Experience Handbook*, which outlines the requirements in more detail.

A 600 hour Field Experience is required for school counseling students and clinical mental health counseling students. Students may complete these hours in one semester (600 hours) or over two semesters (300 hours each semester). Students may have a maximum of 2 field experience sites during the 600 hour field experience.

Clinical Mental Health Field Experience

- **Option 1: 600 hours in one semester**
 - Direct Service: 240 hours
 - Indirect Service: 360 hours
- **Option 2: 600 hours over two semesters**
 - Direct Service: 120 hours per semester
 - Indirect Service: 180 hours per semester

School Counseling Field Experience

- **Option 1: 600 hours in one semester**
 - Students will likely have two sites (one for elementary and one for secondary)
 - Students will split their time between the two sites, completing approximately 20 hours per week at each site
 - Direct Service: 120 hours at each level (elementary & secondary)
 - Indirect Service: 180 hours at each level (elementary & secondary)
- **Option 2: 600 hours over two semesters**
 - Students will have one site each semester (one semester will be at the elementary level and one will be at secondary level)
 - Students will complete approximately 20 on-site hours per week each semester
 - Direct Service: 120 hours per semester
 - Indirect Service: 180 hours per semester

Students who have questions about practicum and/or field requirements should contact the Clinical Coordinator of the Department.

Graduation

Students apply for graduation by via the secure area of their MYIUP. The deadlines for submitting graduation applications are December 1 for December graduation, May 1 for May graduation, and August 1 for August graduation. There is no graduation application fee. If all requirements have been met, the degree will be awarded at the next diploma award date.

Graduation caps, gowns, and hoods can either be purchased or rented from the IUP Co-op Bookstore. There are two graduation ceremonies each year, in May and December. Students completing their course work during the summer may attend the May graduation ceremony, but cannot apply officially for May graduation. If a summer graduate desires to be a part of a May ceremony, the student should complete a form distributed in Spring semester Field Experience class and available in the Department office. This form will be then forwarded to the Department

Graduation Coordinator. In addition to the formal University graduation ceremony, the Department has its own ceremony in May to honor the year's graduates.

Research

Applied Research Lab: www.iup.edu/arl/

For more information, visit the website of the School of Graduate Studies and Research, click on *Research*: www.iup.edu/graduatestudies/

Department/Program Awards

Janet L. Fontaine Outstanding Student Award

At the May Department graduation ceremony, the “Janet L. Fontaine Outstanding Counseling Student” award is given to a graduate who, in the eyes of faculty, has demonstrated exceptional professional behavior. Nominations are accepted during March and April (for May and August graduates) and in November and December (for December graduates). The recipient is acknowledged at the graduation ceremony and receives a plaque recognizing his or her accomplishments.

Student Rights and Responsibilities

For more information regarding student rights and responsibilities, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

IUP Publications and Other Publications

Students are responsible for keeping informed about university policies, deadlines, and rules. There are several important university publications graduate counseling students should possess. This Handbook, for example, contains much useful information but only supplements official university policy. Official university policy is contained in the following publications, which may be obtained online. On-line locations for these publications are provided below.

Student Handbook

<http://www.iup.edu/studentconduct/thefsource/>

A Student Handbook is available in .pdf format online. It includes rules and regulations regarding citizenship at the University, extracurricular programs, and general information of interest to graduate students.

Graduate Student Catalog

<http://www.iup.edu/graduatestudies/catalog/>

A Graduate Student Catalog is available online in .pdf format. It contains relevant policies, rules, regulations and general information of interest to graduate students. This is a critical document that all students SHOULD access and review.

Thesis/Dissertation Manual

<http://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-manual/default.aspx>

A Thesis/Dissertation Manual is online and includes guidelines, deadlines, and forms for students preparing a thesis. Only students interested in writing a thesis need to obtain this manual.

Field Experience Handbook

<http://www.iup.edu/page.aspx?id=30127>

This Handbook contains important information, forms, and instructions pertaining to Field Experience in both School and Clinical Mental Health Counseling. All students need a copy of the Handbook to prepare for their Field Experience.

Publication Manual of the American Psychological Association

(The manual may be purchased at the bookstore or online at various resources.)

This Manual published by the American Psychological Association offers updated information on editorial style and manuscript preparation. This is an important and essential resource when writing papers for classes. It is recommended that all students purchase the latest edition.

American Psychological Association, (2009). The publication manual of the American Psychological Association. Sixth Edition. Washington, DC: American Psychological Association, c2010.

Student Services and Organizations

Chi Sigma Iota

<http://www.csi-net.org/>

As defined on their website, “CSI is an international honor society that values academic and professional excellence in counseling. We promote a strong professional identity through members (professional counselors, counselor educators, and students) who contribute to the realization of a healthy society by fostering wellness and human dignity. Our mission is to promote scholarship, research, professionalism, leadership, advocacy, and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling.” The IUP Chapter, Iota Upsilon Pi, was chartered in 1997. Students are inducted typically in the Spring semester; students interested in IUP-CSI membership should contact a CSI executive officer or faculty member.

The Counseling Center

<http://www.iup.edu/counselingcenter/>

The Counseling Center provides confidential personal counseling on an individual and group basis to students seeking assistance. The Center is located in Suites on Maple East, G31

901 Maple Street. Students may call 724-357-2621 or for an initial appointment. The Center is open from 8 a.m. to 4:30 p.m., Monday-Friday. These services are available for graduate students free of charge. We encourage students to take advantage of these services for their personal and professional growth.

Career Development Center

<http://www.iup.edu/career/>

The Career Development Center, Suite 302 Pratt Hall, is open to all IUP graduate students and alumni. Individuals and classes are encouraged to utilize the resources of professional staff, career-related materials, and physical facilities for ongoing assistance in the process of career planning and successful entry into meaningful and productive employment. The primary functions of the program include career planning assistance through voluntary conferences with professional career counselors; arranging campus interviews; and publicizing career-related information. Other functions include: receiving and assembling current job vacancy listings which are available on a regular schedule, maintaining a career information library, arranging for dispersal of occupational information through extensive meetings with representatives from education, business, industry, and government, and conducting frequent statistical studies of graduates to assemble “supply/demand” data.

The Office of Career Services sponsors various recruiting and networking events. In some instances, pre-registration is required. Students are encouraged to “Like” the Center’s Facebook page to keep current on the events of interests – search for Indiana University of Pennsylvania Career Development Center.

Services for Students with Disabilities

<http://www.iup.edu/disabilitySupport/>

Disability Support Services, located in room 216 Pratt Hall, “provides services to students with disabilities of all kinds, including learning, physical, hearing, vision, or psychological. IUP is committed to ensuring equal access to education as intended by Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act.”

Students with disabilities are urged to register with the office. Services provided may include early registration; assistance in locating accessible housing; equipment loan; test proctoring and reading; note taking; recording of books; liaison with faculty, OVR, and BVS; and general advising and counseling. Further information by calling (724) 357-4067. The department and faculty will make all accommodations for students as directed by Disability Support Services.

Indiana University of Pennsylvania recognizes its responsibility for creating an institutional climate in which students with disabilities can thrive. If you have any type of disability for which you require accommodations to promote your learning in this class, please contact the professor as soon as possible to discuss your needs. Proper documentation of the disability is necessary. If you believe that accommodations are needed, please contact the IUP Advising and Testing Center Disability Support Services Program located in 216 Pratt (724-357-4067).

University Health Service

<http://www.iup.edu/healthservice/>

The University Health Service operates an outpatient clinic and provides routine health care to students while classes are in session. The outpatient clinic is staffed with physicians, nurse practitioners, nurses, and educators. It is located at the Center for Health and Well-Being

Suites on Maple East, 901 Maple Street. For emergency care when the Center is not open, go to Indiana Regional Medical Center's emergency department or call 911 (9-911 if on campus).

In addition to primary medical care, including minor surgery, some laboratory tests, and allergy injections, the University Health Service offers a self-care cold clinic and programs in chemical health, health education, and wellness. Call 357-2550 for an appointment or 357-6475 for more information.

Writing Center

<http://www.iup.edu/writingcenter/>

The mission of the IUP Writing Center has been to help students succeed with writing assignments in their classes at IUP. To accomplish this, trained Writing Center tutors offer one-on-one tutoring and group workshops. Due to the intensive writing requirements of graduate school, students are encouraged to familiarize themselves with the services of the writing center and take advantage of what they have to offer. The Writing Center is located in Eicher Hall, Room 218, and the phone number is 357-3029. The Writing Center hours are Monday through Thursday, 9:00am – 5:00pm and 6:00pm – 9:00pm, and Friday, 9:00am – 3:00pm.

IUP Center for Creativity and Change

<http://www.iup.edu/counseling/centers/>

The IUP Center for Creativity and Change is based in the Department of Counseling and has offered workshops for Counseling students and area mental health professionals since 2005. Presenters are nationally and internationally known experts in the Counseling profession. Workshops are offered at a discounted student rate during the early and regular registration periods. Information about upcoming Center workshops is emailed to Counseling students and announced in classes.

Appendices

APPENDIX A - Offices at IUP and Faculty

Indiana, PA Zip code is: 15705

NOTE: All main campus phone numbers have a 724 area code.

Advising and Testing Services	357-4067
African American Cultural Center	357-2455
Bookstore	357-3145
Bursar's Office	
Campus Library Reference Desk	357-3006
Campus Police	357-2141
Career Services	357-2235
Financial Aid	357-2218
Graduate School Office	357-2222
Center for Health and Well-Being	357-9355
Information – IUP	357-2100
Registrar	357-2217
Scheduling	357-2652
Student Payroll	357-2511

Faculty Emails and Phone Numbers (724 area code)

Dr. Claire Dandeneau	Cdanden@iup.edu	357-4534
Dr. Holly Branthoover	holly.branthoover@iup.edu	357-4537
Dr. Michelle Bruno	michelle.bruno@iup.edu	357-2306
Dr. Stacia Carone	stacia.carone@iup.edu	357-2306
Dr. Sibyl West	swest@iup.edu	357-1403
Dr. Kim Desmond	k.j.desmond@iup.edu	357-2306
Dr. Lorraine Guth	Lguth@iup.edu	357-5509
Dr. Nadene L'Amoreaux	Nlamoro@iup.edu	357-2049

Dr. John McCarthy jmccarth@iup.edu 357-3807

Dr. Brittany Pollard brittany.pollard@iup.edu 357-3399

Department of Counseling website: <http://www.iup.edu/counseling/>

Department telephone number (724) 357-2306

Department fax number (724) 357-7821

IUP @ Pittsburgh East (412) 824-1999

Center for Counselor Training and Services: <http://www.iup.edu/counseling/centers/>

APPENDIX B - Liability and Clearances

Policy and Procedure for Obtaining Professional Liability Insurance and Clearance Information
Department of Counseling
Revised August 2016
Professional Liability Insurance and Clearances Required
Please keep the original copies of you clearances and give a copy to Kelly Montanti.

Clinical Mental Health:

Professional liability insurance (\$1 million per claim/\$3 million per occurrence coverage)

Act 34, Criminal Record Clearance, less than one year old

Act 151, Child Abuse Clearance, less than one year old

Act 114, Federal Clearance, within the last 5 years (needs to be updated if student is not continuously enrolled in Fall and Spring semesters)

Protection of Minors Training

M.Ed.

Professional liability insurance (\$1 million per claim/\$3 million per occurrence coverage)

Act 24, Arrest/Conviction Report and Certification Form

Act 34, Criminal Record Clearance, less than one year old

Act 151, Child Abuse Clearance, less than one year old

Act 114, Federal Clearance, within the last 5 years (needs to be updated if student is not continuously enrolled in Fall and Spring semesters)

Act 126, Child Abuse Recognition and Reporting Act (Protection of Minors) less than one year old

TB test, less than one year old (school districts may require shorter time periods at practicum or field placement)

Process:

1. Obtain the liability insurance and clearances as outlined below.
2. Mail the proof of liability insurance and clearances directly to Kelly Montanti in the Department of Counseling as outlined below.
3. Use the Checklist on p. 5 of this document each time you submit these documents and **include a self-addressed stamped envelope.**
4. Signed checklist will be returned to you to and will serve as a receipt.

Professional Liability Insurance Requirement – For M.A. and M.Ed. students

Deadline: Prior to the first night of class

Upon admission, students must obtain their professional liability insurance and submit the proof of the insurance policy **NO LATER THAN THE FIRST NIGHT OF CLASS. If you fail to turn these materials in you will not be permitted to attend class.**

Liability insurance may be purchased through any appropriate insurance carrier. **Liability insurance limits of 1 million: 3 million are required by the university.** Two options often used by counseling students include:

1. HPSO Professional Liability Insurance
1-800-982-9491

<http://www.hpso.com>

Approximately \$37.00 per year for students

You may also join the American Counseling Association at www.counseling.org. Student members receive professional liability insurance through HPSO as part of their membership.

Clearances required – For MA and MEd students (see list above)

Deadlines:

Fall & Summer Admissions: **Deadline October 1st**

Obtaining Clearances – See attached for how to obtain clearances

1. Students must apply for above listed clearances listed at the beginning of the semester in which they are enrolled.
2. Once clearances are received, please submit them to Ms. Kelly Montanti at the address below. If you mail in your clearances please provide a self-addressed, stamped envelope for return of the originals (It is recommended, though not required, for you to use certified mail).

Attn: Ms. Kelly Montanti

Department of Counseling

206 Stouffer Hall

Indiana, PA 15705

3. If a student has a finding on any clearance, the student should contact the Director of Field Placement Assistance for a meeting to discuss the finding. Ms. Montanti will be forwarding all paperwork to the Director after logging its receipt.

Director of Field Placement Assistance

College of Education and Educational Technology

Stouffer Hall, Room 104

1175 Maple Street

Indiana, PA 15705-1058

Phone: 724-357-2485

4. Prior to any practicum or field experience, the Director of Field Placement

Assistance is required to contact potential sites to disclose and discuss any findings.

Updating Liability Insurance and Clearances

1. Students are responsible for keeping liability insurance and all clearances updated. Updated paperwork is to be provided in the same manner as listed above.
2. Failure to provide updated liability insurance and clearances would prevent a student from enrolling or continuing in classes.
3. Non-compliance with this departmental policy would result in referral to the student issues committee and could result in dismissal from the program.

Clearances

1. Criminal Record Check – May be done online via the PA State Police at <https://epatch.state.pa.us/Home.jsp> or via mail and the attached form. Cost is \$10.00.
2. PA Child Abuse History Clearance – May be done online at <https://www.compass.state.pa.us/CWIS> or via mail. Cost is \$10.00. It can take up to six weeks if done by mail.
3. Federal Criminal History Record – This is required under Act 114 of 2006. It applies to work in schools, only for all experiences starting after April 1, 2007. The cost is \$40.00 and procedures are outlined at <http://www.iup.edu/teachereducation/forms/default.aspx>. Your application can be made online at www.pa.cogentid.com. See attached memo.
4. Arrest/Conviction Form and Certification – This is required under Act 24 of 2011. This form is available on the Pennsylvania Department of Education website. [http://www.portal.state.pa.us/portal/server.pt/community/background_checks_\(act_114\)/7493](http://www.portal.state.pa.us/portal/server.pt/community/background_checks_(act_114)/7493)
5. TB test (school counseling students only or if required by the site)
6. Act 126, Child Abuse Recognition and Reporting Act (Protection of Minors) less than one year old

For students in the school counseling program, it is a requirement of the Pennsylvania Department of Education to have proof of a negative tuberculosis test prior to any placement in a school district. There are two options for getting this testing:

1. You may go to any general practitioner of your choice, either electing to self-pay or utilize your private health insurance benefits.
2. If you are unable to pay for the testing, testing is available at no charge from the Allegheny County Health Department at the following two locations.

Allegheny County Health Department

Forbes Medical:

3441 Forbes Avenue Pittsburgh, PA

412-578-8062

Hours: 9:00AM – 4:00PM, Monday through Friday

**Do not park in Arby's or CVS or your car will be towed

Lawrenceville:

3901 Penn Avenue Pittsburgh, PA

412-578-8084

Hours: 8:30AM – Noon; 1:00PM – 4:00PM,

Monday through Friday, on street parking

Health Service on IUP's Indiana Campus

Center for Health and Well-Being

Suites on Maple East

901 Maple Street

Indiana, PA 15705

Phone: 724-357-2550

Call for information. Costs vary depending on whether you have paid the student health fee.

Appendix C - Plan of Studies

Program Plan of Study

M.Ed. School Counseling for admits Summer/Fall 2016

Student: _____ **Advisor:** _____

The plan of study is designed to facilitate progress towards degree completion. The plan of study must be completed by the student and his/her advisor during the semester that the student completes of 12 hours of graduate credits. The signed completed plan of study is submitted to the department chairperson.

Students who begin the MED program must meet with their advisors to be able to register for subsequent semesters.

	First 12 Credits	Projected Semester Enrollment
GSR 615 Elements of Research		
COUN 615 Counseling Across the Life-Span		
COUN 617 Basic Counseling Skills		
COUN 618 Multicultural and Diversity Issues in Counseling		
COUN 621 Introduction to Professional School Counseling		
COUN 624 Assessment Procedures for School Counseling		
COUN 636 Career Counseling		
COUN 628 Management of a Professional School Counseling Program		
COUN 637 Counseling & Consulting Theories		
COUN 639 Group Counseling Theory and Practice		
COUN 659 Secondary School Counseling Practicum		
COUN 667 Elementary School Counseling Practicum		
COUN 720 Professional Orientation and Ethical Practice in Counseling		
COUN 613 Counseling Children		
COUN 682 Counseling students/Clients with Disabilities		

COUN 672 Counseling and Consulting within Systems		
COUN 677 Crisis and Addictions Counseling		
Elective		
COUN 755 Field Experience (6 credits in one semester or 3 credits over two semesters)		
	60 Credits	
Co-requisite English as a Second Language 2 credit undergraduate class (not include in the 60 credit requirement)		

Student's Signature _____ Date _____

Advisor's Signature _____ Date _____

Filed in Student's Record _____ Date _____

Recorded in the Department's Database _____ Date _____

DLU: 8/12/14

Program Plan of Study

M.A. Clinical Mental Health Counseling for admits Summer/Fall 2016

Student: _____ **Advisor:** _____

The plan of study is designed to facilitate progress towards degree completion. The plan of study must be completed by the student and his/her advisor during the semester that the student completes of 12 hours of graduate credits. The signed completed plan of study is submitted to the department chairperson.

Students who begin the MA program must meet with their advisors to be able to register for subsequent semesters.

	First 12 Credits	Projected Semester Enrollment
GSR 615 Elements of Research		
COUN 710 Clinical Mental Health Counseling		
COUN 615 Counseling Across the Life-Span		
COUN 617 Basic Counseling Skills		
COUN 618 Multicultural and Diversity Issues in Counseling		
COUN 637 Counseling Theories		
COUN 639 Group Counseling Theories and Practice		
COUN 634 Assessment Procedures for Clinical Mental Health Counselors		
COUN 636 Career Counseling		
COUN 657 Individual Counseling Practicum		
COUN 669 Group Counseling Practicum		
COUN 671 Introduction to Diagnostic Issues for Counselors		
COUN 720 Professional Orientation and Ethical Practice in Counseling		
COUN 677 Crisis and Addictions Counseling		
COUN 672 Counseling and Consulting within Systems		

Elective		
Elective		
Elective		
COUN 755 Field Experience (6 credits in one semester or 3 credits over 2 semesters)		
	60 Credits	

Student's Signature _____ Date _____

Advisor's Signature _____ Date _____

Filed in Student's Record _____ Date _____

Recorded in the Department's Database _____ Date _____

DLU: 8/12/14

APPENDIX D - Student Review Rubric

Date_____

Status_____

Letter_____

Department of Counseling
Student Review Rubric

1=significantly weaker than expected 3= Meets Expectations 5=Significantly stronger than expected n/a=not applicable

Student Name_____

Advisor_____

Target Skills	Description	1	2	3	4	5	n/ a	Comments
Clinical Competencies	<p><u>Counseling</u>: Attends/responds empathically and non-judgmentally; formulates short & long terms goals, can articulate personal theory of counseling, possesses the ability to be present, the ability to acknowledge areas for growth; the ability to demonstrate basic counseling skills and ethical practice</p> <p>-----</p> <p>-----<u>Supervision</u>: Demonstrates a willingness to learn through active participation in individual, small group and other supervisory situations and a willingness to receive feedback; shows professionalism; demonstrates the ability to conceptualize and reflect upon intervention skills, conceptualization skills, personalization skills, and</p>							

Target Skills	Description	1	2	3	4	5	n/ a	Comments
	professional skills; demonstrates awareness of self and others; recognizes and accepts one's own power.							
Personal Maturity & Interpersonal Skills	Recognizes personal limitations; reacts in emotionally appropriate manner in difficult situations; recognizes own biases and assumptions about human behavior; is authentic, sincere, and able to admit mistakes; is present-oriented; demonstrates a sincere interest in the welfare of others; has one's own identity, and appreciates self; demonstrates receptiveness to feedback, possesses the ability to be self reflective; demonstrates professional behavior; is psychological healthy; is sensitive to multicultural issues; establishes, maintains, and respects boundaries							
Academic Aptitude and Coursework	Communicates ideas well orally and in writing on reports, summaries, and case studies; shows openness to new learning experiences; is ethically and morally grounded in laws and procedures; is prepared for class and practices outside of class; is appropriately self-disclosing; integrates knowledge, skills and self; prompt in turning in assignments, participates successfully and fully in group projects; demonstrates evidence of achieving class goals, participates in class with minimal absences/lateness.							

APPENDIX E - Remediation Plan Template

Department of Counseling Student Performance Remediation Plan

___ Initial Plan Review ___ Follow-up ___ Final Review

Student: _____ Date: _____

Advisor _____ ID _____

Identified Areas of Concern:

- 1.
- 2.
- 3.
- 4.
- 5.

Remediation Plan and Schedule:

Specific Behavioral Objectives & Target Dates	Method of Remediation	Met? Yes/No (and date)
1.		
2.		
3.		
4.		
5.		

Progress Since Last Review (if applicable): ___ Sufficient ___ Insufficient

Other steps taken to remediate concerns:

Advisor Comments and Recommendations:

Student Comments:

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

Faculty Responsible for
Implementing Remediation
Plan (if different from
Advisor) _____ Date: _____

Date of Next Review (if applicable):

APPENDIX F - Tri Semester Schedule

Due to major changes in the curriculum the tri-semester schedule is undergoing substantial changes. It will be made available to students as soon as it is completed.

Signature Page

Dear IUP student,

Congratulations on choosing to further your education here at IUP! The counseling department's ultimate goal is your success. So that your experience in the graduate program is the best it can be, the student handbook, provides one location for information essential to you. Not only does it contain information regarding IUP policies and procedures, but it also offers helpful information about the university services, activities, and the Indiana community. In addition, IUP's Civility Statement and our statement of student rights and responsibilities provide the framework for your role as an IUP citizen and a member of our IUP family.

Signing below indicates that you are responsible for reading and understanding the information outlined in the counseling department's student handbook.

_____I understand my program coordinator may share this document with the School of Graduate Studies and Research.

Print Name

Signature

Date

Submit to Dr. Claire Dandeneau – 206 Stouffer Hall

The Department of Counseling will keep this signed document on file.



Memorandum

TO: Faculty

FROM: Jennifer Fedele, Registrar

DATE: August 25, 2017

SUBJECT: Verification of Attendance

The IUP verification of attendance policy was approved by University Senate on April 4, 2017. The policy formalizes how IUP will remain in compliance with USDE federal regulations governing the determination of earned and unearned portions of federal Title IV student aid funds when students unofficially withdraw from the university (cease attending academically related activities).

The policy helps ensure that IUP students who do not begin attendance in any of their scheduled classes or who fail to earn a passing grade in at least one course do not receive improper aid that would need to be returned to the Federal Government. It is important for attendance to be recorded in individual courses to ensure compliance with financial aid disbursement regulations and to record correct tuition charges for IUP students.

Timely return of aid is imperative to avoid potential penalties. Verification of attendance also impacts proper enrollment reporting to the Department of Education.

The instructor of record must verify course rosters for census purposes at the end of Drop/Add. Verification of course rosters affirms that the students listed have been involved in academically related activities associated with the course. For online courses, the faculty member shall advise students to log into the course and begin course activity during the drop/add period.

The faculty member is required to record a non-participation (N) grade and the last known date of attendance or activity in the course on the Attendance Verification/Midterm Grade tab in MYIUP faculty midterm grading. In the instance when a student does not attend even one class please enter an "N" grade and 08/28/17 for the last date of attendance.

The verification of attendance will be open in MyIUP when classes begin on August 28, 2017 and will remain open until September 6, 2017 at 12:00 noon (last day of Drop/Add is September 5, 2017). Another opportunity to submit a non-participation (N) grade will be available at midterm grading and the last opportunity at final grading.

In summary the policy includes:

1. The creation of a non-participation (N) grade.
2. A process for entering a last known date of participation.
3. An approach for faculty to record non-participation at the following times:
 - Add/Drop
 - Midterm Grading

- Final Grading

Instructions to record a non-participation (N) grade and the last known date of attendance are located at <http://www.iup.edu/registrar/faculty/verification-of-attendance-n-grade/>

If you have any questions related to the policy or the utilization of the newly created (N) grade, please contact me at jfedele@iup.edu.