Northeastern State University

College of Education

Masters of Science in Counseling: Addiction Counseling, Clinical Mental Health Counseling, & School Counseling

Student Handbook
# NSU Counseling Program Student Manual

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UNIVERSITY MISSION STATEMENT

Northeastern State University commits itself to excellence in instruction, to appropriate basic and applied research, to educational outreach and service. The University’s contemporary mission reflects the high aspirations and commitment to classical education made in 1846 by the founders of the original Cherokee seminaries.

To implement Northeastern State University’s mission of excellence in teaching, research and service, the following purposes provide direction for planning, administration and programming:

- Provide flexible, comprehensive, and relevant graduate programs;
- Maintain and support a university community committed to providing educational programs that enhance the quality and vitality of student experiences through effective teaching, research, continuing education, and public service;
- Provide multifaceted opportunities for personal and social development through effective student support services;
- Provide cultural and extracurricular activities that foster informed judgment, aesthetic sensibility, and a sensitivity for ethnic and cultural diversity and a sense of historical continuity;
- Offer programs which prepare students for leadership and decision-making roles in a technologically and globally oriented society and which enable students to develop awareness and appreciation for local, state, national and international perspectives.

CORE VALUES

Integrity: We model ethical and intellectual development by advancing honesty, human dignity, and accountability

Excellence: We pursue continuous improvement individually and as a community.

Creativity: We advance knowledge by exploring new possibilities through critical inquiry and intellectual freedom.

Leadership: We have a compelling commitment to serve, inspiring and preparing others to do the same.

Collaboration: We build partnerships to create learning opportunities and promote educational and economic success.
HISTORY

Northeastern State University was founded as the Cherokee National Female Seminary in 1846. This historic link to the Cherokee Nation and Indian Territory makes Northeastern the oldest institution of higher learning in Oklahoma. The original Seminary was built in Park Hill south of Tahlequah and destroyed by fire on Easter Sunday 1887. On May 7, 1889, the Cherokee National Female Seminary was dedicated north of Tahlequah, where it would continue to provide learning opportunities for young women for 20 years. Seminary Hall is now the historic centerpiece of Northeastern State, and each year on May 7, Descendants of Seminarians gather to observe Seminaries Homecoming in honor of our first students. Our history as a state institution began on March 6, 1909, when the Oklahoma legislature purchased the Female Seminary and created Northeastern State Normal School, where the first classes were held on September 14, 1909. The educational program of the school consisted of four years of high school and two years of college level study. A decade later, the Normal School evolved to Northeastern State Teachers College in 1919 and established a four year curriculum leading to the bachelor's degree. The Oklahoma legislature authorized changing the name of NSTC to Northeastern State College in 1939. The university officially became Northeastern State University in 1985.

MASTERS OF SCIENCE IN COUNSELING PROGRAM

Welcome and congratulations on your acceptance into the Northeastern State University (NSU) Psychology and Counseling Department graduate training program. Transitioning to graduate study and training to become a professional counselor is an exciting and unique opportunity. Graduate training is in every sense of the term a transition along a professional developmental path. It is also a demanding endeavor. The training faculty in Psychology and Counseling have developed this student handbook to assist you in your transition to the program and to provide you with a document that sets out guidelines for the NSU Masters of Science in Counseling program. If you familiarize yourself with this handbook your progression through the master’s program will be more manageable.

While not designed to be a stand-alone guide (we encourage you to consult with faculty throughout your training) the handbook provides the student with a "map" to plan their coursework. Training to become a counselor regardless of program specialization (Clinical Mental Health Counseling, Addiction Counseling, School Counseling) involves dynamic processes that while grounded in course work, go beyond academic performance. Adequate progression through professional counselor training is driven by completion of coursework (in sequence), the appropriate evolution of professional identity and associated behaviors, as well as counseling competencies. These depend upon mastery of material in coursework (theory, intervention conceptions, counseling relationship dynamics, etc.). Professional development as a counselor involves the application of skill and style to training experiences.

Consider the student handbook an outline and description of coursework and preparation experiences, documentation and associated paperwork. The student handbook is not meant to address every situation, question or event in training that may arise, rather the manual provides a clear and accessible reference source for the NSU Psychology and Counseling graduate student.
Faculty wish to emphasize at the outset that the culture of professional counselor training at NSU is a dynamic and challenging undertaking. Working and serving others as an addiction, school or professional counselor is a rewarding and exciting venture. It also is very much dependent upon students' engagement and development as a professional counselor based on their training. The rigors and demands of training and development can be greatly facilitated by your familiarizing yourself with this manual. Course sequences, expectations and requirements are outlined in this document. You are encouraged to utilize this handbook to orient to the program and to meet necessary student responsibilities towards successful and timely completion of course work and training events. The more familiar you are with the handbook the more you will benefit from your training.

We sincerely look forward to mentoring your training and invite you to engage and benefit from the rich training in professional counseling offered here at NSU!

**MASTER OF SCIENCE IN COUNSELING MISSION STATEMENT**

The NSU counseling program is dedicated to positively influencing the regional and global impact of the counseling field through professional stewardship. This commitment will be achieved through the recruitment and retention of diverse professionals who demonstrate a willingness to engage in personal struggle, tolerate ambiguity, seek feedback, and grow alongside all counselors-in-training (CITs) and viewpoints.

The faculty seek to create a culture of learning where CITs feel supported to deconstruct preconceived ideas of the self and the world in which they live leading to a knowledgeable, skillful, and ethical counseling practice. These experiences will be facilitated through open-minded discourse with differentiated learning experiences.

Throughout the course of the program CITs will be challenged to apply their knowledge, skills, and dispositions to promote social justice and ethical conduct, thus enhancing self-actualization and sound mental health in self, clients, and systems they encounter.

The culmination of the program will result in counselors focused on self and client betterment who emerge as dedicated change agents, positively impacting the greater society in which they will serve.

**GRADUATE PROGRAM ACCREDITATION**

NSU’s Masters of Science in Counseling is accredited by the Council of Accreditation of Counseling and Related Educational Programs (CACREP). CACREP is an independent agency recognized by the Council for Higher Education Accreditation to accredit master's programs in Counselor Education and doctoral programs in Counselor Education and Supervision. Achieving CACREP accreditation demonstrates NSU’s commitment to the enhancement of the program’s reputation, the desire to attract highly qualified students seeking enrollment in CACREP
programs, increasing faculty productivity in areas such as research, publication and service, and demonstrates a commitment to meeting the highest academic standards.

The program offers a 60-hour Masters of Science in Counseling with 3 tracks (Clinical Mental Health Counseling, Addiction Counseling, and School Counseling). Students complete 42 hours of core classes and 18 hours of specialization courses. The Masters of Science in counseling program prepares students for a counseling career or for further advanced study. The program familiarizes students with the use of scientific thought and principles as applied to the practice of professional counseling. This rigorous and unique program includes a 600 clock hour supervised internship experience. This program meets or exceeds the educational requirements for becoming either a Licensed Professional Counselor (LPC), a Licensed Alcohol and Drug Counselor (LADC), or a Certified School Counselor (K-12) in Oklahoma as well as most other states.

http://www.ok.gov/health//Protective_Health/Professional_Counselor_Licensing_Division/

http://www.okdrugcounselors.org/

www.sde.state.ok.us

DESIRED STUDENT QUALITIES

Appropriate to their progress in the sequence of course work, students are encouraged to display an increasing refinement of the following qualities:

Accountability
The most respected students and professionals take responsibility for their actions and apply initiative.

Personal and Professional Growth
The Masters of Science in Counseling faculty believes that the most effective professionals and students continually evolve, and that one avenue for growth is personal therapy in either a group or individual setting. However, because of the ethical prohibition against dual relationships, students should not expect therapy to be provided by the program faculty, in courses or otherwise.

Commitment
The faculty place special emphasis on:
- Equal accessibility-- students should be sensitive to the inequities many groups and individuals experience.
- A lifespan perspective-- students are expected to be aware of the developmental stages of different populations, and be committed to lifelong development for themselves and those they serve.
- The counseling profession--participation is encouraged in academic, honors, and professional organizations.
Evolving Personal Philosophy
The masters program does not espouse a favored philosophical base regarding counseling; instead, the program exposes students to a variety of perspectives and expects students to formulate a personal philosophy of counseling. Students are expected to become capable of designing effective strategies for counseling which consider the nature and purposes of clients and the competencies of the counselor or consultant.

Professional Identity
Students are expected to conduct themselves ethically as helping professionals who work closely with other professionals in multi-disciplinary settings.

Research Orientation
Students will gain an awareness of pertinent research during their training, and should develop personal research skills appropriate to their academic and occupational goal.

Leadership
Members of the faculty strive to model professional leadership and to make students aware of leadership opportunities. Examples of student opportunities include service to the community, positions in student organizations, graduate assistantships, presentations to professional groups, publication in professional journals, and voluntary work for the masters program.

CURRICULUM GOALS AND POLICIES
The learning experiences of the Masters of Science in Counseling program include activities that focus on three domains:

- Knowledge: using primarily didactic methods to convey theories and facts
- Skills: using both didactic and experiential methods in conjunction with individual supervision
- Personal Development: by encouraging self-examination, responsibility, and openness to diverse experiences

To encourage student growth in the three named domains, each faculty member strives to meet the following goals:

- Prepare each student to work in a dynamic profession and world
- Train students to be counselors first and specialists second
- Immerse each student in the fundamental knowledge and skills that current professionals deem essential in counseling

Based on the above considerations and many years of curriculum formulation, the faculty designed the Masters of Science in Counseling program to progress in the following categorical sequence: (a) experiential, (b) theoretical, and (c) clinical. Full-time students typically need seven semesters, including summers, to complete the masters program.

ETHICAL STANDARDS (ACA)
All students are expected to understand and demonstrate their understanding of the 2014 ACA Code of Ethics and standards of conduct (http://www.counseling.org/docs/ethics/2014-aca-code-
of-ethics.pdf?sfvrsn=4), and the Northeastern State University rules and regulations for student conduct, including those identified in the Northeastern State Student Handbook (http://offices.nsuok.edu/studentaffairs/RightsResp/Handbook.aspx). The counseling program at NSU, as well as the counseling profession in general, has high expectations of students, and violations of University rules or professional ethical standards could render a student unfit to continue in the program. Students are expected to periodically review the rules and regulations for student conduct and the ethical standards to insure continued understanding and practice.

CHI SIGMA IOTA

Chi Sigma Iota (CSI) is the international honor society of professional counseling. At NSU, we are the Nu Sigma Upsilon chapter of CSI. CSI was established in 1985 through the efforts of leaders in the profession of counseling whose desire was to provide recognition for outstanding achievement as well as outstanding service within the profession. CSI was created for counselors-in-training, counselor educators, and professional counselors whose career commitment is to research and service through professional counseling. The mission of CSI is to promote scholarship, research, professionalism, leadership and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling. Membership in Chi Sigma Iota is open to both students and graduates of counselor education programs. Students must have completed at least one semester of full-time graduate coursework in a counseling program, have earned a grade point average of 3.5 or better on a 4.0 system, and be recommended for membership in CSI by the chapter.

Chi Sigma Iota Website: http://www.csi-net.org/
Nu Sigma Upsilon Chapter Facebook Page: http://www.facebook.com/groups/276348259148268

PROFESSIONAL ORGANIZATIONS

Students in the Masters of Science in Counseling Program are encouraged to seek membership and active involvement in the various professional organizations available at the university, state, and national levels that are appropriate to their chosen areas of concentration. The following are some examples.

www.counseling.org
American Counseling Association (ACA)
Student membership in the American Counseling Association (ACA) is available at reduced rates. Brochures about ACA are available in HH 114. ACA has national divisions, state branches, and organizational affiliates that span counseling, personnel, and guidance work at all levels in schools, community agencies, government, business, and industry.

http://corpsok.com/odapca/about.html
Oklahoma Drug and Alcohol Professional Counselor Association (ODAPCA) is the advocacy and membership organization for Certified Prevention Specialists (CPS), Certified Alcohol and
Drug Counselors (CADC), and Licensed Alcohol and Drug Counselors (LADC) in the state of Oklahoma.

http://schoolcounselor.org/
The American School Counselor Association (ASCA) supports school counselors' efforts to help students focus on academic, personal/social and career development so they achieve success in school and are prepared to lead fulfilling lives as responsible members of society. ASCA provides professional development, publications and other resources, research and advocacy to more than 31,000 professional school counselors around the globe.

National Office for School Counselor Advocacy (NOSCA) believes counselors are uniquely positioned as the school professionals best able to guide all students toward college readiness, marshaling forces from across the school, district and community. We work to institutionalize school counseling practice that advances equitable educational access and rigorous academic preparation necessary for college readiness for all students.

http://www.oklahomacounseling.org/
Oklahoma Counseling Association (OCA) has a long history of helping Oklahoma counselors grow in their profession. OCA is made up of college educators, school counselors, mental health counselors, vocational counselors and college personnel. OCA provides educational opportunities, support and a community for counselors of all types.
In short, we connect counselors together, grow individuals professionally, members mentor to other members, and the positive results are successful members who know they are not alone, that are able to do their jobs better.

http://www.okschoolcounselor.org/
The Oklahoma School Counselor Association (OSCA) is a chartered state division of the American School Counselor Association (ASCA) that supports School Counselors' efforts to help students focus on academic, emotional / social and career development so they achieve success in school and are prepared to lead fulfilling lives as responsible members of society. OSCA provides professional development and networking opportunities to Professional School Counselors in Oklahoma.

DEGREE REQUIREMENTS

Masters of Science in Counseling: Clinical Mental Health, Addiction, School Counseling
See Appendix for official degree plans related to each track

Core Courses (all tracks)

- COUN 5163 - Counseling Theories
- COUN 5033 - Professionalism and Ethics
- COUN 5333 - Assessment and Statistics
- COUN 5413 - Methods and Techniques of Counseling
• COUN 5653 - Advanced Lifespan Psychology and Adjustment
• COUN 5603 - Practicum I
• COUN 5903 - Counseling Research
• COUN 5273 - Clinical Psychopathology
• COUN 5283 - Career Development
• COUN 5443 - Diversity Issues in Counseling
• COUN 5473 - Marriage and Family Counseling
• COUN 5693 - Psychopharmacology for Co-Occurring Disorders
• COUN 5821-6 - Internship
• COUN 5923 – Thesis option

Total Core Hours ___42___

Specific Track Courses

Clinical Mental Health:

• COUN 5613 - Personality Assessment
• COUN 5133 - Foundations in Counseling
• COUN 5713 - Group Process
• COUN 5633 - Practicum II for Counselors
• COUN 5723 - Supervision
• COUN 5101 - Psychology Seminar (3 hours required)

Total Hours ___18___

Masters of Science in Counseling: Addiction Counseling:

• COUN 5183 - Addiction Counseling Theories
• COUN 5153 - Foundations in Addiction Counseling
• COUN 5753 - Addiction Group Process
• COUN 5673 - Practicum II for Addiction Counselors
• COUN 5573 - Family Addiction Theories
• COUN 5583 - Addicted Family Interventions and Assessment

Total Hours ___18___

Masters of Science in Counseling: School Counseling:

• COUN 5153 - Foundations in School Counseling
• COUN 5713 - Group Process
• COUN 5643 - Practicum II for School Counselors
• COUN 5513 - Child and Adolescence Counseling
• COUN 5523 - Childhood Assessment & Appraisal
• COUN 5101 - Psychology Seminar (3 hours required)

Total Hours ___18___
CANDIDACY PROCESS

All students must complete the following requirements before being approved to candidacy for the Master of Science in Counseling program:

- Maintain a 3.0 (“B”) average in all graduate coursework attempted
- Receive recommendations from the graduate faculty based on all aspects of academic performance, ethical behavior, and professional behavior.
- Candidacy evaluation will occur during the first (1st) spring semester for full time students and the second (2nd) spring semester for part time students.

The performance of all applicants, students, and candidates for the master’s degree in counseling will be evaluated both objectively and subjectively by all counseling faculty on the basis of academic, social, emotional, and behavioral fitness for the profession.

PRACTICUM AND INTERNSHIPS

The purpose of the Practicum I & II in Counseling are to provide the student with an opportunity to use and integrate knowledge and skills gained from previous course experience. The Practicum I is an experience in which the student applies, under supervision, the core skills of the helping profession. Emphasis is on developing a helping relationship with “volunteer” counselees and providing an appropriate emotional climate for change to occur. This helping relationship is recorded, reviewed, evaluated, and used to enhance and improve counseling skills. The Practicum II experience is the start of the on-site experience for students. In Practicum II students will pair with a mental health clinic or site to start learning about the functions of the site and begin to see clients who are in need of counseling. This relationship between the student and the mental health clinic or site can continue through Internship. (See NSU Clinical Handbook for more information related to Practicum course work, requirements, and expectations)

THESIS OPTION

Thesis will serve as an option for students to engage in research related to a specific area of interest in the field of counseling. An essential professional competency is to read and understand quantitative research and empirical methods. This option of completing a research study relates also to the need to increase counseling masters students’ knowledge in qualitative/interpretive research, the limited availability of qualitative/interpretive courses, and the programmatic need to provide further research opportunities for students’ who desire to engage in such an academic exercise. A thesis is guided by a three-person faculty committee. One member of the committee should be a member of the NSU faculty that is not considered counseling faculty. Faculty members must be regular tenured or tenure-track graduate faculty of NSU.

Course catalogue description**: COUN 5923 Thesis (3 hours). A master's thesis is an option of the Master of Science in Counseling degree. A thesis is a demonstration of the student's research competence. As an option in the student’s degree plan a Thesis is formal research exercise to include; design of a study with relevant and appropriate reviews of the literature,
analysis of data and presentation of results, and discussion and interpretation of findings. (Optional to all tracks).

**Major Goals:** A master's thesis may be original research, or a replication or quasi-replication study. Students may collect their own data for the research study, or may use archival data with permission of the individual or office who "owns" the data. All proposed research, whether using archival data or collecting original data, must have approval of the student’s thesis committee (chair (member of the counseling faculty), one member of the counseling faculty, and one other member of the faculty) and the University's Institutional Review Board prior to proceeding with data collection and data analysis. A thesis is comprised of five chapters. The first three chapters are the proposal for the thesis and include an introduction to the research, a review of the relevant literature, and the methodology proposed for the study, including limitations which can be identified in advance of the study. The proposal is a formal meeting presenting the planned research to the thesis committee. Chapter IV is a presentation of the results of the research. Chapter V is a discussion/interpretation of the results, relating the findings to previous research and literature and identifying limitations of the study, implications for practice, and recommendations for future research. Once the thesis is complete, a formal defense must be scheduled with the thesis committee.

***The department intends to offer thesis at 1, 2, and 3 credit hour increments. Check with your advisor for more information.

**REQUIREMENTS FOR GRADUATION**

In addition to the requirements in the Academic Information Section of the Graduate Catalog, the candidate for the Master of Science in Counseling must

- Complete the approved program of study in Counseling;
- Pass the Counselor Preparation Comprehensive Examination (CPCE)
- Maintain a 3.0 grade point average in all graduate course work attempted.
- Maintain a 3.0 grade point average in all courses applicable to the program.

**NORMAL PROGRESS STATEMENT**

Students are expected to maintain “normal progress” in their degree programs. It is, however, impossible to establish a single standard for normal progress. Obviously, normal progress differs for part-time students versus full-time students. Normal progress may also be impacted by the need to accommodate the student’s needs, or interruptions to the program caused by events in the student’s life. Therefore, it will be up to the student’s advisor and the graduate program coordinator to define normal progress for each student. Factors to be taken into consideration include, but are not limited to:

- Grade point average.
- Courses successfully completed toward the degree.
- Unresolved incompletes.
- Progress and/or completion of Practicum/Internship.
- Completion of comprehensive examination.
- Progress toward completion of the thesis, where appropriate.
• Consistently meets criteria on the Fitness to Practice Policies and Review form.

The student’s ability to maintain normal progress will be assessed throughout their academic program. Professions engaged in protection of the public health and welfare charge their members with the responsibility of monitoring potential new members. Therefore, the NSU faculty believes a component of their responsibility to their students, their professions, and the eventual consumers of services provided by graduates, is the necessity to monitor students’ academic progress which not only includes course work but also includes the personal characteristics of students that will affect their professional performance in counseling and therapy. These characteristics should be of a quality so as to enhance the students' professionalism or helping capacity.

FITNESS TO PRACTICE POLICY AND PROCEDURES

This policy applies to all graduate students enrolled in the Department of Psychology and Counseling.

As part of meeting the program objectives set forth in the Department of Psychology and Counseling Program Student Handbooks and Graduate Catalog and Policies, students are expected to conduct themselves in an ethical, responsible, and professional manner. This conduct is evaluated through the Fitness to Practice (FTP) policy as a core component of students’ academic performance. The purpose of the FTP review process is to regularly monitor students' professional and personal development and to provide structured feedback to students (CACREP, 2009) to ensure students demonstrate appropriate progress towards developing the necessary behaviors, attitudes, and professional competencies to practice as a counselor-in-training. Student progress is routinely monitored, addressed and assessed during regular academic terms at faculty meetings, and if warranted, then by further evaluation and action planning to remediate the FTP concern.

At the onset of their academic program, students are directed to review these standards and seek clarification when needed.

In order to successfully complete the program and be endorsed for any relevant certifications or licensure, students must demonstrate academic performance meeting or exceeding department standards in all settings, including classes, advising sessions, clinical sites, and all verbal and written communication, including:

1. Demonstrate fitness in their interactions with others as measured on the Fitness to Practice Standards, which include the following competencies:
   • Follows ethical and legal considerations
   • Displays multicultural competence
   • Open to new ideas
   • Aware of own impact on others
   • Responsive, adaptable, and cooperative
   • Receptive to and uses feedback
   • Responds to conflict appropriately
   • Accepts personal responsibility
• Expresses feelings effectively and appropriately
• Dependable in meeting obligations,
• Promotes self-care practices, and

2. Conform to the codes of ethics of professional associations in counseling and all related national and state licensure and certification boards.

Understanding Fitness to Practice (FTP):

The Fitness to Practice (FTP) process involves three tiers of evaluation.

- **Standard FTP** involves an ongoing and routine monitoring and evaluation of all students in a minimum of 2 courses per semester throughout their program of study.
- **Incidental FTP** involves an FTP issue within an instructor or faculty member’s course within a given semester.
- **Extended FTP** involves an ongoing FTP issue that is not resolved within a single semester. Extended FTP issues continue to be evaluated in a minimum of 1 subsequent semester with evaluation completed either by the original instructor or faculty documenting FTP concern or by a different instructor or faculty member in which the student is currently enrolled in his/her course.

Admission to the program or receiving Candidacy does not guarantee fitness to remain in the program. Throughout the program of study, student competence is evaluated using the Standard FTP Process with documentation being made on the FTP Evaluation Form. An Incidental FTP review may be initiated on any student at any time if a faculty member, staff, course instructor, program advisor or field supervisor believes the student has displayed behavior which suggests the student does not possess sufficient competency on one or more FTP criteria. An Incidental FTP is not a requirement for a student to have an Extended FTP (for example, in situations when an FTP issue developed within the remaining few weeks of a semester and an ongoing evaluation of FTP is warranted in the future semester(s), thereby creating an Extended FTP). Inability to show appropriate level of competency in a minimum of one FTP standard is sufficient for dismissal from the program. **Examples of failure to meet FTP competencies can be found in the chart following the FTP section of the handbook.** Beyond the use of FTP Evaluation Form for Standard FTP or Incidental FTP purposes, faculty may initiate an FTP review at any time, including but not limited to the following reasons:

- Students who engage in illegal or unethical behaviors,
- Students who present a threat to the wellbeing of others or threat to self, or
- Students who violate the NSU Student Code of Conduct, other applicable NSU policies or procedures (in conjunction with existing university procedures regarding Student Conduct), or any other NSU Department of Psychology and Counseling policies or procedures.

In such cases, depending upon the circumstances, the FTP process may result in the student being dismissed from the NSU Department of Psychology and Counseling without the opportunity for remediation.
The Fitness to Practice Evaluation Process:

As a part of training towards counseling competence, faculty members, staff, course instructors, program advisors, and field supervisors evaluate all students according to these standards. Standard FTP is completed on each student each semester. With each tier of FTP, students will have the opportunity to participate and respond at each step of the FTP process.

Performance on the FTP standards will be rated on a scale of 1 (Unacceptable) to 5 (Target) as described in the Fitness to Practice Standards. A rating of 3 (or higher) on all FTP standards will indicate competence. The FTP Evaluation Form then will be shared with the student and a copy placed in the student’s file. A rating of 1 on any of the FTP standards will initiate the following procedure for an Incidental FTP process:

(1) The student will be contacted to schedule a meeting to review the FTP Evaluation Form. It is expected that the student will receive formal notification prior to the meeting that the scheduled meeting will address an FTP concern. The meeting will be held with the issuing faculty member, unless the FTP process was initiated because the student engaged in illegal or unethical activities, presented a threat to the wellbeing of self or others, or violated the NSU Student Code of Conduct (in conjunction with existing university procedures regarding Student Conduct) or any policy(ies), in the Department Student Handbook, or Clinical Manual (in which case, the meeting will be held with a faculty review committee, as outlined in Step 3 below). It is also at the discretion of the issuing faculty member to have another faculty member/student advisor present in the FTP Evaluation meeting. All Extended FTP meetings are expected to have the initiating faculty plus the student’s advisor or another faculty member present; Incidental FTP meetings may have only the initiating faculty member or another faculty member present if requested. The function of the additional faculty member/student advisor in the meeting will be to serve as a witness to the FTP process. In cases where an additional member is present, the student will be notified of the additional witness at the time of the initial notification of the FTP meeting. Witnessing faculty member’s role is to act as an observer of the process to enhance impartiality and efficient process of presenting the concerns noted in the FTP.

The student has five business days to respond to the request to schedule a meeting. If the student does not respond by the close of business on the fifth business day, the matter will proceed to step 3 below.

(2) At the meeting, the issuing faculty will review the FTP Evaluation Form with the student and complete the FTP Action Plan form, defining measurable objectives. The FTP Action Plan will include:

   a. Specific competency(ies) from the FTP Standards which require(s) remediation,
   b. Specific recommendations to achieve remediation,
   c. Specific requirements to demonstrate remediation efforts have been successful, and
   d. A specific timeline and ultimate deadline for subsequent monitoring to progress.
Both the student and issuing faculty may retain copies of the signed FTP Evaluation Form and FTP Action Plan and copies will be placed in the student’s folder. At any time during the FTP evaluation, the issuing faculty member may refer the student to a faculty review committee.

1. A faculty review committee will be convened if:
   a. The FTP process was initiated because the student engaged in illegal or unethical activities, presented a threat to the wellbeing of others, or violated the NSU Student Code of Conduct (in conjunction with existing university procedures regarding Student Conduct) or any policy(ies) in the Student Handbook,
   b. A student fails to respond to the issuing faculty’s request to schedule a meeting to review the FTP Evaluation Form within 5 business days of the request, or
   c. A student fails to show reasonable progress in the original FTP Action Plan addressing an Incidental FTP concern (at which time an Extended FTP will be discussed and outlined).

The faculty review committee will be comprised of the instructor or faculty issuing the Incidental or Extended FTP concern and the student’s advisor. It is expected that a minimum of one faculty member present at the meeting is a tenured or tenure-track faculty member. The student will be required to meet with the faculty review committee in accordance with the procedures described in #1 and #2 above. The faculty review committee may consult with any of the full Department of Psychology and Counseling faculty regarding the development of alternative remedial strategies and/or evaluation of the student's fitness for continuation in the Department of Psychology and Counseling.

The faculty review committee is beholden to the development of a student FTP Action Plan consistent with present concerns, to the establishment of a timeline for monitoring the student’s progress toward completion of the established plan, and to the clarification of requirements necessary to achieve resolution of the remediation plan. These requirements will be stated as measureable objectives that are documentable. If at any time the student is determined not to be making satisfactory progress, the faculty review committee may either modify the remediation plan or recommend dismissing the student from the program. Additionally, if at any point the student has an FTP initiated due to FTP policy 3.a, the student may be required to suspend course activities immediately until the FTP process has been fully instated and due process completed.

(4) All faculty review committee decisions for a student's dismissal from the Department of Psychology and Counseling will be forwarded to the Department Chair for maintaining student records and involvement in the Fitness to Practice process. The Department Chair will forward the committee’s decision to the Deans of Graduate College and the College of Education. The student may appeal the committee’s decision to the Dean of Graduate Studies. Decisions by the Dean are final.

**Due Process Protocol:**

Students who have concern about the FTP process are expected to first discuss their concerns with the faculty issuing the FTP Evaluation and Action Plan. It is expected that students will
email or contact the faculty requesting a meeting after the initial FTP Evaluation meeting to discuss this concern. Students have 5 business days to contact the initiating faculty member to inform them of this Due Process Step 1.

In the event that this meeting does not lead to a mutual agreement on the needed remediation, the student is then able to contact the Department Chair of Psychology and Counseling, at which time a meeting will then be scheduled between the Department Chair, faculty issuing the FTP, and the student. The student has 5 business days following Due Process Step 1 to contact the Department Chair to initiate Due Process Step 2.

In the event that the meeting between the Department Chair, initiating faculty member, and student does not lead to a mutual agreement on the needed remediation, the student is then able to contact the Dean of the Graduate College at Northeastern State University. The student has 5 business days following Due Process Step 2 to contact the Dean of the Graduate College to initiate Due Process Step 3.

Students will be reminded of their due process rights at the time of the initial FTP meeting.

**Demonstration of Student Understanding of FTP:**

All students will complete a Student Learning Outcome in the Professionalism and Ethics in Counseling (COUN 5033) course. This SLO will demonstrate that students have had the opportunity to develop an understanding of the FTP process.
**Fitness to Practice Standards**
All standards are evaluated based on student performance in programmatic, academic, clinical, supervisory, and interpersonal contexts.

**Follows ethical and legal considerations**

<table>
<thead>
<tr>
<th>Competence not achieved</th>
<th>Competence achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Displays inappropriate and/or disrespectful boundaries with clients, faculty, supervisors, and peers</td>
<td>- Maintains appropriate and respectful boundaries with clients, faculty, supervisors, and peers.</td>
</tr>
<tr>
<td>- Does not demonstrate awareness of personal values or imposes personal values on others.</td>
<td>- Demonstrates awareness of personal values and does not impose personal values on others.</td>
</tr>
<tr>
<td>- Breaches applicable professional counseling ethical codes and laws.</td>
<td>- Follows applicable professional counseling ethical codes and laws.</td>
</tr>
</tbody>
</table>

**Displays multicultural competence**

<table>
<thead>
<tr>
<th>Competence not achieved</th>
<th>Competence achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Discriminates or expresses prejudice towards those of a different race, culture, gender, religion, sexual orientation, age, ability status, gender identity, marital status/partnership, language preference, or socioeconomic status than self.</td>
<td>- Demonstrates sensitivity to diversity.</td>
</tr>
<tr>
<td>- Does not demonstrate multicultural counseling competencies.</td>
<td>- Demonstrates multicultural counseling competencies.</td>
</tr>
</tbody>
</table>

**Open to new ideas**

<table>
<thead>
<tr>
<th>Competence not achieved</th>
<th>Competence achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Dogmatic about own perspective and ideas.</td>
<td>- Openly discusses and respects perspectives other than own.</td>
</tr>
<tr>
<td>- Unable or unwilling to consider others’ points of view.</td>
<td>- Considers others’ perspectives and points of view.</td>
</tr>
</tbody>
</table>

**Aware of own impact on others**

<table>
<thead>
<tr>
<th>Competence not achieved</th>
<th>Competence achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Shows little or no concern for how others are impacted by them.</td>
<td>- Recognizes how own words and actions impact others.</td>
</tr>
<tr>
<td>- Blamers others for problems without self-examination.</td>
<td>- Avoids blaming others and examines own role in problems.</td>
</tr>
<tr>
<td>- Disrespectful toward peers, supervisors, and/or instructors (e.g., monopolizes discussion or gossips).</td>
<td>- Respectful toward peers, supervisors, and/or instructors.</td>
</tr>
</tbody>
</table>
### Responsive, adaptable, and cooperative

<table>
<thead>
<tr>
<th>Competence not achieved</th>
<th>Competence achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Shows little or no effort to adjust behaviors in response to changes in professional &amp; interpersonal contexts.</td>
<td>- Shows reasonable effort to adjust behaviors in response to changes in professional &amp; interpersonal contexts.</td>
</tr>
<tr>
<td>- Expresses intolerance of changes in programmatic, academic, clinical, or supervisory settings.</td>
<td>- Expresses tolerance of change in programmatic, academic, clinical, or supervisory settings.</td>
</tr>
<tr>
<td>- Reactionary and defensive in response.</td>
<td>- Thoughtful and reflective in response.</td>
</tr>
<tr>
<td>- Shows little or no engagement in cooperative activities.</td>
<td>- Appropriately cooperates in cooperative activities.</td>
</tr>
<tr>
<td>- Monopolizes cooperative activities.</td>
<td>- Compromises in cooperative activities.</td>
</tr>
</tbody>
</table>

### Receptive to and uses feedback

<table>
<thead>
<tr>
<th>Competence not achieved</th>
<th>Competence achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Responds to feedback with defensiveness, anger, and/or denial.</td>
<td>- Responsive, open, and receptive to feedback.</td>
</tr>
<tr>
<td>- Shows little or no evidence of incorporating feedback.</td>
<td>- Appropriately incorporates feedback.</td>
</tr>
</tbody>
</table>

### Responds to conflict appropriately

<table>
<thead>
<tr>
<th>Competence not achieved</th>
<th>Competence achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Shows minimal willingness to examine own role in conflict.</td>
<td>- Actively examines and acknowledges own role in conflict.</td>
</tr>
<tr>
<td>- Shows minimal effort and/or ability at problem solving.</td>
<td>- Actively participates in problem solving efforts.</td>
</tr>
<tr>
<td>- Displays hostility when conflicts are addressed.</td>
<td>- Appropriately expresses emotions when conflicts are addressed.</td>
</tr>
<tr>
<td>- Does not address conflict directly with individual(s) involved and addresses with others instead.</td>
<td>- Addresses conflict directly with individual(s) involved.</td>
</tr>
</tbody>
</table>

### Accepts personal responsibility

<table>
<thead>
<tr>
<th>Competence not achieved</th>
<th>Competence achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Refuses to admit mistakes or examine own contribution to problems.</td>
<td>- Examines own role in problems.</td>
</tr>
<tr>
<td>- Lies, minimizes, or embellishes the truth to extricate self from problems.</td>
<td>- Accurate and honest in describing own others roles in problems.</td>
</tr>
<tr>
<td></td>
<td>- Accepts own mistakes and responds to them as opportunity for self-improvement.</td>
</tr>
</tbody>
</table>
Expresses feelings effectively and appropriately

<table>
<thead>
<tr>
<th>Competence not achieved</th>
<th>Competence achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Does not express <em>own</em> feelings appropriately.</td>
<td>- Expresses <em>own</em> feelings.</td>
</tr>
<tr>
<td>- Does not recognize or acknowledge feelings or <em>others</em>.</td>
<td>- Acknowledges <em>others</em> feelings.</td>
</tr>
<tr>
<td>- Acts out negative feelings (through negative behaviors)</td>
<td>- Acts professionally while experiencing difficult emotions.</td>
</tr>
<tr>
<td>rather than articulating them.</td>
<td></td>
</tr>
<tr>
<td>- Expression of feelings is inappropriate to the setting.</td>
<td>- Expression of own feelings is appropriate to the setting.</td>
</tr>
</tbody>
</table>

Dependable in meeting obligations

<table>
<thead>
<tr>
<th>Competence not achieved</th>
<th>Competence achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Absent from scheduled program obligations (e.g., class, supervision, GA,</td>
<td>- Satisfactorily meetings attendance requirements and notifies others in advance</td>
</tr>
<tr>
<td>or clinical site) and does not notify others in advance.</td>
<td>regarding absences.</td>
</tr>
<tr>
<td>- Arrives late for scheduled obligations.</td>
<td>- Arrives on-time for scheduled obligations.</td>
</tr>
<tr>
<td>- Rarely meets deadlines (i.e., practicum and internship paperwork, applications,</td>
<td>- Meets deadlines and satisfactorily completes paperwork.</td>
</tr>
<tr>
<td>tapes, other assignments) or paperwork is incomplete when submitted.</td>
<td></td>
</tr>
</tbody>
</table>

Promotes self-care practices

<table>
<thead>
<tr>
<th>Competence not achieved</th>
<th>Competence achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Neglects wellness and/or wellbeing practices (including physical, emotional,</td>
<td>- Maintains appropriate wellness and wellbeing practices (including physical,</td>
</tr>
<tr>
<td>relational, spiritual, etc.).</td>
<td>emotional, relational, spiritual, etc.).</td>
</tr>
<tr>
<td>- Does not maintain appropriate personal and professional boundaries.</td>
<td>- Maintains appropriate personal and professional boundaries.</td>
</tr>
<tr>
<td>- Does not maintain appropriate work/life balance.</td>
<td>- Achieves appropriate work/life balance.</td>
</tr>
<tr>
<td>- Does not monitor self for signs and symptoms of impairment.</td>
<td>- Monitors self for signs and symptoms of impairment.</td>
</tr>
<tr>
<td>- Does not acknowledge areas for improvement or self-understanding of blind spots.</td>
<td>- Acknowledges areas for improvement and self-understanding of blind spots.</td>
</tr>
</tbody>
</table>
FACULTY ADVISEMENT

A faculty advisor is assigned to the student by the department when admitted to the Masters of Science in Counseling program. The student is required to arrange a conference with the faculty advisor before the student’s first enrollment. The advisor in conference with the student develops a plan of study (degree plan) for the student’s degree program and reviews the Statement of Understanding, the Statement of Academic Integrity and Honesty, and the NSU Student Handbook. After which both parties sign the documents. Copies of the signed degree plan, the Statement of Understanding, and the Statement of Academic Integrity and Honesty are sent to the Graduate College for the Dean’s approval and distribution. Any changes made in the student’s plan of study require prior written approval by the faculty advisor, Department Chair, and the Dean of the Graduate College. (Copies of each form can be found in the appendix)

MALPRACTICE INSURANCE

All students will be required to provide proof of liability insurance by the third week of the first semester of enrollment and maintain liability insurance for the duration of the program. A variety of vendors offer malpractice insurance, but perhaps the most widely used and recommended resource is the sponsored by the American Counseling Association (ACA). The specific information regarding this insurance can be found on the ACA Insurance Trust Website (www.acait.com). This insurance is underwritten by the Healthcare Providers Service Organization (HPSO). The following FAQ’s from the Healthcare Providers Service Organization (www.hpso.com) may help to clarify some basic concerns.


1. Does HPSO offer coverage to student healthcare providers?

Yes, HPSO offers coverage for student healthcare providers.

2. Are there any discounts available to students?

Yes, HPSO offers a student discount that varies by state and profession. Find out your rate through their on-line quick quote. Additionally, if you have completed training within the previous 12 months, you are entitled to a 50% discount, depending on your profession, as a first-year graduate.

3. Will your policy protect me while I’m still in school? What happens after I graduate?

Our student policy is designed to protect you for your professional liability while doing clinical work as part of your school curriculum. After graduation you can take advantage of another benefit of our policy. We do not require that you increase your coverage to professional status until your policy's next renewal. You will be automatically covered after graduation, as a professional until your renewal -- at no additional charge! Be sure to obtain malpractice insurance now. Being a professional counselor means being responsible
in your actions and protecting yourself and your clients through appropriate malpractice insurance.

PERSONAL COUNSELING

The Counseling program at NSU strongly encourages counselors-in-training to experience counseling first hand. You are encouraged to seek out personal counseling in your own community. If you like, you can also participate in free confidential counseling from the NSU HawkReach Counseling Services, call (918) 444-2042. In some circumstances the student may be asked to complete personal counseling as part of a Fitness to Practice remediation plan if faculty determine engaging in personal counseling could help the student overcome barriers to fitness to practice as a counselor.

REGISTRATION

Students are registered prior to each semester by the counseling program administration upon consultation with their faculty advisor and pursuant to circumstances as necessary in accordance to standardize progression of courses set for the concentration the student is pursuing.

FINANCIAL AID

Students are encouraged to apply for financial aid, in the form of grants and loans, depending on eligibility. The Northeastern State University Office of Student Financial Services is dedicated to informing and educating you on options regarding federal student aid. The NSU Office of Financial Aid staff adhere to the National Association of Student Financial Aid Administrators (NASFAA) code of conduct. The NASFAA code of conduct may be viewed here. Our main purpose is to provide you with the opportunity to reach your educational goals by ensuring you receive all eligible federal aid. The NSU Office of Student Financial Services recommends all NSU financial aid recipients check their NSU e-mail accounts regularly. Our office transmits important information and reminders to students via these accounts.

Office Hours: Monday-Friday: 8 a.m. - 5 p.m.
Office Phone: (918) 444-3456   1-800-722-9614

Office Location: The Office of Student Financial Services is located on the Tahlequah campus in the CASE building.

Mailing Address:
Northeastern State University
Office of Student Financial Services
701 N Grand Ave
Tahlequah, OK 74464-2399

Email Address: financialaid@nsuok.edu
NSU GRADUATE COLLEGE REQUIREMENTS

The information provided below pertains to all masters students at NSU and is an expectation the Psychology and Counseling Department has of all students enrolled in the Masters of Science in Counseling Program. The complete Graduate College handbook can be found at the link provided.

http://academics.nsuok.edu/Default.aspx?alias=academics.nsuok.edu/graduatecollege

TRANSFER CREDITS

A maximum of nine semester hours of approved transfer credit may be applied toward the master’s degree. Students who wish to transfer graduate credit applicable to a degree program at Northeastern State University must have attained a B average in all graduate course work attempted at the transferring institution. No credit will be given for a transfer course in which the grade is lower than B. Course work must meet the six year time limit guideline.

WITHDRAWAL

If it is necessary for a student to drop a single class, withdraw from a single class, or withdraw completely from all courses at the University, the student must complete the process by doing the following:

Drop a single course (on or before the full refund date) - The student can drop via goNSU unless he/she has a hold that impacts registration. In the case of a hold, contact the Office of the Registrar.

Withdraw from a single course - The student can withdraw via goNSU unless he/she has a hold that impacts registration. In the case of a hold, contact the Office of the Registrar.

Completely withdraw from all courses - The student must complete a Semester Withdrawal form. The form is also available in the Office of the Registrar at the Tahlequah Campus or the Student Services Office at the Broken Arrow or Muskogee campuses.

Drop during Refund Period — if a student drops a class during the refund period, the course will not appear on their academic record.

Withdrawal Before or During the Twelfth Week — if a student withdraws from a single class or completely from the University after the refund period through the end of the twelfth week of a regular fall or spring semester, the instructor will assign a “W” (withdrew passing) regardless of the student’s progress in the course. The automatic “W” period for short term classes is prorated at 3/4 time from the start of class.

Withdrawal after the Twelfth Week — If a student withdraws from a single class or completely from the University after the twelfth week (automatic “W” period), the instructor will assign a “W” or “F” depending on the student’s standing in the class at the time of withdrawal.
A “W” will be assigned if the student was passing at the time of withdrawal. An “F” will be assigned if the student was failing at the time of withdrawal.

Drop and withdrawal deadlines are published each semester in the schedule of courses. Failure to follow the above procedures may have a negative impact on your standing with the university and financial aid status.

Eight Week Courses - All faculty will be asked to report students for Administrative Withdrawal from weeks 4-6. This will appear on the student’s transcript as AW and it is GPA neutral.

Once the Registrar’s office receives the Administrative Withdrawal request, it is processed immediately, and the student is contacted through their official University e-mail address and/or listed phone number.

INCOMPLETE GRADES

Incomplete grades may be given at the end of a semester to students who may have a small amount of work left unfinished, which may be completed with further class attendance. Any incomplete grade not removed within one calendar year will remain permanently on the student’s record as “Incomplete” and will not be included in computing grade point average. If the permanent incomplete is for a course required on the student’s program, re-enrollment in and completion of the course shall be necessary. The department expects that courses with an incomplete grade be completed prior to the start of the following semester, barring any extreme circumstance.

PROBATION, SUSPENSION, AND DISMISSAL

A student whose grade point average falls below 3.0 during the pursuit of graduate studies is placed on probation. The grade report will show the students probation. To be removed from probation, the student must achieve a cumulative grade point average of 3.0 by the end of the next semester or next nine hours of enrollment. If the grade point average remains below 3.0 at the end of the probationary period, the student is suspended from the Graduate College and may not continue to pursue their graduate degree. Only through appeal to the Dean of the Graduate College and approval by the Graduate Council may a student continue in the program or later be readmitted. However, if a student has become inactive for one academic year (three semesters) they may apply for readmission. Readmission into a program will be determined by the Dean of the Graduate College and the Program Chair. A student who is readmitted to the Graduate College and a graduate program based upon a successful appeal to suspension or having been inactive for one year must meet with his/her academic advisor to determine the number of hours allowed to be taken to raise the grade point average to a minimum of 3.0. The number of hours allowed, must be approved by the Graduate Dean and documented on the Readmission Statement of Understanding. Readmitted students must earn a letter grade of A, B, W or I in each course taken throughout the remainder of graduate tenure. Graduate courses that are not part of the student’s official degree plan may not be taken in an attempt to raise the GPA. A student, who fails to achieve a 3.0 cumulative grade point average upon completion of the approved number of hours, will be dismissed, will not be readmitted to the Graduate College and will not receive a graduate degree.
**REINSTATEMENT**

A student who withdraws from the Master of Science in Counseling program must reapply for admission in a manner consistent with University policy.

**ACADEMIC MISCONDUCT**

Academic misconduct includes cheating (using unauthorized materials, information or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement, or assisting others in any such act or attempts to engage in such acts. Academic misconduct in any form is inimical to the purposes and functions of the University and, therefore, is unacceptable and prohibited. Any faculty member, administrator or staff member may identify an act of academic misconduct and should report that act to the department head/college dean, Vice President for Academic Affairs or administrative supervisor.

Students violating the standards of academic honesty are subject to disciplinary action including reduction of a grade(s) in a specific course, assignment, paper, or project; a formal or informal reprimand at the professorial, dean, or academic vice president level; expulsion from the class in which the violation occurred; expulsion from a program; or expulsion from the University. (See Initial Advising section above for specifics related to the Masters of Science in Counseling program)


**STUDENT CONDUCT**

As noted in the University Catalog, the University admits students with the expectation that they will comply with its rules and regulations and conduct themselves in the proper manner. Rules are considered necessary for the promotion of the highest welfare of the University community and the advancement of its academic purposes. A student is held responsible for any breach of respectable conduct, whether or not expressly stated in University publications.

Northeastern State University’s Student Conduct Code is designed to set forth standards necessary to provide a learning environment conducive to the preparation of students for success in an increasingly challenging, diverse and global society. The University is, first and foremost a community where the academic standards are strictly upheld and where the rights, responsibilities, safety and dignity of every individual are respected and paramount to the achievement of academic excellence. The Student Conduct Code serves not just as a disciplinary system, but also as a part of the educational process. The purpose of the Student Conduct Code is to teach students to live and act responsibly in a community setting and to encourage the development of good decision-making and personal integrity. University community members are expected to respect the rights of fellow community members, property, common resources, Student Conduct Code and laws associated with the broader community (e.g. city, state, nation...
and world). This Student Conduct Code does apply but is not limited to all locations of the University (e.g., a foreign country or another state).

http://offices.nsuok.edu/studentaffairs/RightsResp/CodeofConduct.aspx

LIBRARY AND ELECTRONIC RESOURCES

NSU provides physical library facilities at its Tahlequah, Broken Arrow and Muskogee campuses. Library services include coordinated acquisitions, cataloging, reference, circulation, instruction and interlibrary loan. The libraries also provide access to online resources and services that are available to all students and faculty from the Internet at http://library.nsuok.edu/index.html.

Online services currently include Internet access to over 140 databases containing a wide variety of information resources including electronic books; full text journals; journal indexes; electronic versions of reference books in a variety of subject areas; online maps, test information, design images, etc. The growing electronic book collection contains over 108,000 titles. The library provides access to a collection of almost 14,000 Internet based journal titles.

The John Vaughan Library at the Tahlequah campus is a three-story, 120,000 square foot facility. It contains over 1.2 million physical items including a special collection of Native American heritage materials and an archival collection of local, county and university records and historical photographs. The library facilities on the Broken Arrow campus offer NSU students an environment that is conducive to individual or group study and research. For more information concerning the resources, services and policies of Broken Arrow Library, please visit their home page at http://library.nsuok.edu/nsuba/. The Muskogee campus library includes reference, reserve and current periodical collections in traditional paper format. The Muskogee Library is online at http://library.nsuok.edu/nsum/.

RESOURCES FOR WRITING SKILLS

Tahlequah Campus
Seminary Hall Language Arts Writing Center
English & writing tutoring – Seminary Hall, room 135
Reading tutoring – Seminary Hall, room 136

Broken Arrow Campus
Liberal Arts 284
918-449-6452

BLACKBOARD

Blackboard is a Web-based course-management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching. Blackboard enables instructors to provide students with course materials,
discussion boards, virtual chat, online quizzes, an academic resource center and more. The
degree to which Blackboard is used in a course varies. For example, instructors may supplement
an on-campus class by putting their syllabus and handouts on their course sites. In contrast, other
courses may be conducted entirely through Blackboard, without any on-campus sessions. If
you’re enrolled in a course that uses Blackboard, be sure to find out how Blackboard will be used
in that course. Visit the NSU web site to download the NSU Blackboard application for smart

DISABILITY SERVICES

In conjunction with the overall mission of Northeastern State University and Student Affairs,
Student Disability Services is committed to ensuring an atmosphere of understanding and
awareness of special needs in a welcoming, friendly environment. By providing or arranging
reasonable accommodations and services, Student Disability Services collaborates with the
campus community to promote equal access to educational and enrichment experiences for the
academic and personal growth of the students we serve. The advocacy each student receives
supports the student’s endeavor for self-sufficiency and determination to succeed.
Under University policy, the federal Americans with Disabilities Act (ADA) and state laws,
students with qualified disabilities are entitled to reasonable accommodation unless the
accommodation would pose an undue hardship upon the University. Students enrolled in
postsecondary education are required to self-identify if they would like to request services on
the basis of disability. The responsibilities of postsecondary schools are significantly different
from those of school districts. Postsecondary schools are charged with the responsibility of
providing appropriate academic adjustments and to ensure that the student is not discriminated
on the basis of disability.

Upon acceptance to the University, contact the Coordinator of Student Disability Services, at
918-444-2120 or visit Student Disability Services in the Administration Building, Room 204 for
an appointment to discuss your special needs and educational objectives. You may also visit the

ASSISTANTSHIPS

A limited number of paid teaching and research assistantships are available in the Department of
Psychology and Counseling. These are primarily day positions and are offered on the Tahlequah
campus and Broken Arrow campus. Interested applicants should request an “Application for
Graduate Assistantship” from the Graduate College Office. A master’s student can apply to be a
lab assistant in the Experimental Psychology Lab. At minimum, two positions are available each
year; one in Tahlequah and one in Broken Arrow.

COMPREHENSIVE EXAMINATION

All masters student are required to take and successfully pass the Counselor Preparation
Comprehensive Examination (CPCE) prior to being eligible for graduation. Students register to
take the exam during the fall semester of their second year of study. If students are not successful
their first attempt, they can take it two more times. The CPCE is designed to assess counseling students’ knowledge of counseling information viewed as important by counselor preparation programs. The exam itself is made up of multiple choice items covering a number of content domains (subject areas) as well as context areas (corresponding to the type of work activity where the knowledge might be applied). There is no official study guide for the CPCE. Since the CPCE and the National Counselor Examination for Licensure and Certification (NCE) are based on the same eight knowledge areas, any study materials developed for the NCE should be useful for the CPCE.

If you do not pass the CPCE within 3 attempts you have an option to complete an alternative exam. To successfully complete the Alternative CPCE, students must fully answer questions/prompts related to all of the same core areas covered in the CPCE. Successfully completing the Alternative CPCE requires that the student earns an overall “satisfactory” score by a review committee, composed of 3 full time counseling faculty members. Students who do not receive passing on the Alternative CPCE will be asked to review the responses to the content area(s) where a “below expectation” score was received. Students will then be scheduled to meet with a committee of 3 faculty members to complete an oral examination of the content area(s). Students who do not receive a “satisfactory” score on the oral examination of the CPCE content area will be declared as “not passing” the CPCE.

Study Guides for National Counselor Examination

- For a copy of the Preparation Guide for the National Counselor Examination Contact: National Board for Certified Counselors 3 Terrace Way, Suite D Greensboro, NC 27403-3660 (336) 547-0607 www.nbcc.org

Other NBCC websites that may be useful:
http://studentworks.nbcc.org/
http://www.nbcc.org/art_licensurevs-cert
http://www.nbcc.org/stateexamination
http://www.nbcc.org/ncc_credential

CERTIFICATION AND LICENSURE

Clinical Mental Health Counseling
All of the emphases courses in the Masters of Science in Counseling: Clinical Mental Health Counseling meet the academic requirements to become a Licensed Professional Counseling in
the State of Oklahoma (http://www.ok.gov/health//Protective_Health/Professional_Counselor_Licensing_Division/). A list of all requirements can be found on the Oklahoma State Department of Health webpage under Acts and Regulations. Each applicant for the LPC licensure will take and pass a written exam according to State Board of Health. The counseling program’s exit exam is designed to prepare students for the state exam. The Exit Exam covers the same eight core subject domains.

Clinical Mental Health Counseling students who wish to pursue the LADC licensure are required to complete an additional 15 credit hours of addiction counseling courses in order to meet state requirements.

**School Counseling**

All of the emphases courses in the Masters of Science in Counseling: School Counseling track meet the academic requirements to become a certified P-12 school counselor in the state of Oklahoma. Licensing and credentialing varies by states as there is not currently a national license or certification for school counseling. The American School Counselor Association lists the credentialing requirements per state at the following website: http://www.schoolcounselor.org/content.asp?contentid=242.

Each applicant for the Oklahoma School Counseling certification will take and pass the following exams: (1) Oklahoma Professional Teaching Exam [OPTE], (2) Oklahoma’s Subject Area Test in school counseling [OSAT] and (3) The Oklahoma General Education Test [OGET]. Students also leave the program with all the necessary course requirements in order to sit for the National Counselor Exam and to pursue licensing as a Licensed Professional Counselor.

**Addiction Counseling**

All of the emphases courses in the Masters of Science in Counseling: Addiction Counseling meet the academic requirements to become a Licensed Alcohol and Drug Counselor (LADC) in the state of Oklahoma (http://www.okdrugcounselors.org). A list of all requirements can be found on the Oklahoma State Board of Alcohol and Drug Counselors (OSBADC) webpage under the link Basic Requirements. The OSBADC establishes the state examination requirements to become an LADC (Title 38; Senate Bill 1277) based on standards established by the International Certification and Reciprocity Consortium (IC&RC). Each applicant for the LADC licensure will take and pass written and oral examinations according to State Board standards. The counseling program’s exit exam is designed to prepare students for the state exam. The Exit Exam covers the same eight core subject domains. Students who complete the Masters of Science in Counseling: Addiction Counseling track also meet educational requirements to be eligible for LPC licensure in the state of Oklahoma.

**FREQUENTLY ASKED QUESTIONS**

**When are applications due for graduate programs?**
Applications are due by December 31 for admission for the following fall semester.

**What all needs to be included in the applications?**
A packet is available for each program which includes all needed documents.
Do I really need to take the GRE?
Yes, it is required. Scores if 288 or higher are ranked in our application review process.

What if I want to switch from part time to full time status?
Due to the structure of course offerings, it is not possible to switch from part time to full time status once you start on the part time degree plan.

What if I want to switch from full time to part time status?
If you decide that you would like to change from full time to part time you will need to meet with your advisor to discuss this change. Your advisor will provide you with the part time degree plan and discuss how your prior coursework will guide how you register for course in the future.

How do we get in contact with mental health clinics to do an internship?
The semester before Practicum II each campus holds a Practicum II/Internship fair where students in Practicum I will be able to meet with potential sites in their area. Students are also able to check with other agencies, as long as the agency is willing and able to meet the program’s site experience and supervision requirements.

When should I talk with my advisor? How often?
You will have to schedule a meeting before beginning the program. This will be to go over different types of paperwork. You can meet with your advisor as often as you need, but be sure to pay attention to office hours on the professor's schedule or current course syllabus. You should at least meet with your advisor once a semester.

How do I get involved in research?
All professors are interested in some area of counseling with specific populations. At Northeastern State University, the professors in the Psychology and Counseling department have diverse interests. Discuss your research interest(s) with your advisor, or locate the professor in the area of counseling that most interests you. Many events allow students to show their research, such as Oklahoma Research Day.

How does the exit exam work?
A requirement for Graduates in the Masters of Science in Counseling program, is that they pass the exit exam (CPCE). See the comprehensive exam section of the student manual for more information.

Can a student in the Addiction track become LPC eligible?
A student who successfully completes the course work for the Addiction track will meet all the educational requirements to apply for the LPC license in the State of Oklahoma.
Can a student in the Clinical Mental Health track become a LADC or School Counselor?
A student who successfully completes the LPC track is not eligible for the LADC licensure. In order to meet the LADC educational requirements in the State of Oklahoma, a student in the LPC track must take an additional 15 credit hours of specific substance abuse course work in order to meet these requirements. This course work is offered at NSU.

FREQUENTLY USED CONTACT INFORMATION

Northeastern State University
Tahlequah Campus
600 N. Grand Ave
Tahlequah, Ok 74464
(918) 456-5511
(918) 444-3015 Sue Opp: Administrative Assistant
(918) 458-2397 (Fax)

Broken Arrow Campus
3100 E. New Orleans
Broken Arrow, OK 74014
(918) 449-6000
(918) 449-6146 Joyce Leggett: Administrative Assistant
(918) (Fax)

RiverHawk Shoppe: Bookstore
Tahlequah Campus: (918) 444-2510
Broken Arrow Campus: (918) 449-6150

Business Affairs
Tahlequah Campus
601 N Grand Ave
Tahlequah, OK 74464
Phone: 918-444-2160
Fax: 918-458-2196
nsuoba@nsuok.edu

Broken Arrow Campus
3100 E New Orleans
Broken Arrow, OK 74014
Phone: 918-449-6250
Fax: 918-449-6147
nsuoba@nsuok.edu

Financial Aid
Office Location:
The Office of Student Financial Services is located on the Tahlequah campus in the CASE building.
Northeastern State University
Office of Student Financial Services
701 North Grand Ave.
Tahlequah, OK 74464-2300
(918) 444-3456 main office
1-800-722-9614 (Toll Free)
918-458-2150 (Fax)

Email: financialaid@nsuok.edu
Office Hours: Monday-Friday: 8 a.m. - 5 p.m.

Registrar
The Registrar is located on the Tahlequah campus in the CASE building.

Northeastern State University
Office of Student Financial Services
701 North Grand Ave.
Tahlequah, OK 74464-2300
(918) 444-3456 main office
NSU IT Help Desk
(918) 456-5678

Campus Police
Tahlequah Campus: (918) 444-2468 or ext 2468
Broken Arrow Campus: (918) 449-6248 or ext 6248
Muskogee Campus: (918) 683-5010 or ext 5010
Website: offices.nsuok.edu/publicsafety
MASTER OF SCIENCE IN COUNSELING
STATEMENT OF UNDERSTANDING

I understand that:

1. Official transcripts of all college work must be filed in the Office of Administration and Records and the Graduate College.

2. I understand that I must file an approved Plan of Study with the Graduate College; file a signed Statement of Understanding with the Graduate College file a signed Statement of Academic Integrity and Honesty with the Graduate College.

3. I may transfer a maximum of nine (9) semester hours of graduate credit provided that all graduate level transfer course work carries a grade of “B” or better; that the transferred coursework was taken at an accredited university; and that the coursework is approved as equivalent by the Department of Psychology and Counseling.

4. I will adhere to and maintain enrollment in the course sequence as designated by my official degree plan.

5. An “A” or “B” must be earned in Practicum I and Practicum II.

6. I must obtain profession liability insurance during the first semester, provide such proof to the COUN 5033 (Professionalism & Ethics) instructor, and maintain such insurance through completion of the degree program. I understand that if I do not provide proof of insurance, or maintain liability insurance, I may not be allowed to enroll in current coursework and a HOLD will be placed on any future enrollment.

7. No course with a grade less than a “C” may be used for graduation. (A student whose grade point average falls below 3.0 during the pursuit of the degree is placed on probation. To be removed from probation, the student must achieve a cumulative grade point average of 3.0 within the next 9 hours of graduate enrollment. No workshop/seminar may be taken while on probation. If the GPA remains below 3.0 at the end of the probation period, the individual will be subject to dismissal from the graduate program.)

8. I understand that to be eligible for licensure or certification, I must complete a background investigation by the end of the first semester of course work.

9. I must receive a passing score on the comprehensive examination (CPCE). If I do not earn the required points on the comprehensive examination the first time, I may take it again at the next regularly scheduled testing session at University expense. I may take the comprehensive examination as many times as I wish, after the second time at my own expense. I further understand that I have (6) years to satisfactorily complete the program.
10. I understand that a change in status (full-time or part-time) requires submission of a new degree plan. I understand if I take a leave of absence longer than one year, I must reapply to the program and be readmitted.

11. Students seeking a change in program emphasis must make a formal request to faculty, receive approval by faculty, and be in good standing at the time of the request. Emphasis change request will be reviewed by faculty in the months of October and March during the student’s first academic year if full time and by the fall of the second academic year if part time. Emphasis change requests are not accepted after students complete the first 24 hours of their program.

12. Student conduct is evaluated through the Fitness to Practice (FTP) policy as an element of students’ academic performance.

13. I must complete the following requirements before being approved to candidacy for the Master of Science in Counseling program:

- Maintain a 3.0 (“B”) average in all graduate coursework attempted
- Receive recommendations from the graduate faculty based on all aspects of academic performance, ethical behavior, and professional behavior.
- Candidacy evaluation will occur during the first (1st) spring semester for full time students and the second (2nd) spring semester for part time students.
DEGREE PLANS
NSU COLLEGE OF EDUCATION
DEPARTMENT OF PSYCHOLOGY AND COUNSELING

MASTER OF SCIENCE IN COUNSELING: Addiction Counseling
FULL TIME OPTION DEGREE PLAN (60 HOURS)

Name: ________________________________________ N #___________________ Phone(C)_______________(H)____________
Address: ________________________________________________________ E-mail ______________________________

Assigned Campus:         ______ Tahlequah             ______ Broken Arrow

Steps for Completing Degree

1. ___ Admissions to Graduate College
2. ___ All Application Materials received
3. ___ Admissions to Degree Program
4. ___ File Approved Degree Plan
5. ___ File Signed Statement of Understanding
6. ___ File Signed Statement of Academic Integrity and Honesty
7. ___ GRE Submitted to Graduate College
8. ___ Meet Candidacy Requirements and Receive a Favorable Candidacy Vote
9. ___ Satisfactory Completion of Exit Exam
10. ___ Apply for Graduation

Course Sequencing – Student MUST Remain in Sequence
Broken Arrow Students Meet on Monday and Wednesday Nights
Tahlequah Students Meet on Tuesday and Thursday Nights

Fall Semester # 1
COUN 5163 Counseling Theories & Issues
COUN 5173 Foundations of Addictions Counseling
COUN 5033 Professionalism & Ethics
COUN 5053 Assessment and Statistics

Spring Semester # 2
COUN 5573 Family Addictions Theories
COUN 5693 Psychopharmacology: Dual Diagnosis
COUN 5673 Practicum II for Addiction Counseling
COUN 5923 Thesis (if selected)

Spring Semester # 1
COUN 5093 Counseling Research
COUN 5273 Clinical Psychopathology
COUN 5413 Methods & Techniques of Counseling
COUN 5443 Diversity Issues in Counseling

Summer Session # 2
COUN 5821-26 Internship in Addiction Counseling (600 hrs total)
COUN 5583 Addicted Family Interventions
COUN 5923 Thesis (if selected)

Summer Session # 1
COUN 5283 Career Development
COUN 5183 Addiction Counseling Theories

Fall Semester # 3
COUN 5821-26 Internship in Addiction Counseling (600 hrs total)
COUN 5923 Thesis (if selected)

Fall Semester # 2
COUN 5653 Advanced Life Span Psychology & Adjustment
COUN 5753 Addiction Group Counseling
COUN 5473 Marriage & Family Counseling
COUN 5603 Practicum I

NOTE: Students have an option of completing COUN 5923 Thesis.

____________________________________________________________________________________

______________________________________________
Student Date

Advisor Date

Dept. Chair/Dean Date

Graduate Dean Date

Revised 7/1/13

7/20/16 37
NSU COLLEGE OF EDUCATION  
DEPARTMENT OF PSYCHOLOGY AND COUNSELING

MASTER OF SCIENCE IN COUNSELING: Addiction Counseling  
PART TIME OPTION DEGREE PLAN (60 HOURS)

Name: ________________________________________  N # ____________________  Phone(C)___________(H)__________
Address: ________________________________________________________  E-mail ______________________________

Assigned Campus:   _____ Tahlequah   _____ Broken Arrow

Steps for Completing Degree

1. ___ Admission to Graduate College  
2. ___ All Application Materials received  
3. ___ Admission to Degree Program  
4. ___ File Approved Degree Plan  
5. ___ File Signed Statement of Understanding  
6. ___ File Signed Statement of Academic Integrity and Honesty  
7. ___ GRE Score Submitted to Graduate College  
8. ___ Meet Candidacy Requirements and Receive a Favorable Candidacy Vote  
9. ___ Satisfactory Completion of Exit Exam  
10. ___ Apply for Graduation

______________________________________________________________________________________________

Course Sequencing – Student MUST Remain in Sequence  
Broken Arrow Students Meet on Monday and Wednesday Nights  
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</table>

NOTE: Students have an option of completing COUN 5923 Thesis.

______________________________________________________________________________________________

Student  Date  Advisor  Date

Dept. Chair/Dean  Date  Graduate Dean  Date
NSU COLLEGE OF EDUCATION
DEPARTMENT OF PSYCHOLOGY AND COUNSELING

MASTER OF SCIENCE IN COUNSELING: CMHC
FULL TIME OPTION DEGREE PLAN (60 HOURS)

Name: ________________________________________ N #__________________________
Phone(C)________________________ (H)________________________
Address: ____________________________________________________________ E-mail ________________________________

Assigned Campus: _____ Tahlequah _____Broken Arrow

Steps for Completing Degree

1. Admission to Graduate College 7. GRE Submitted to Graduate College
2. All Application Materials received 8. Meet Candidacy Requirements and Receive a Favorable Candidacy Vote
3. Admission to Degree Program 9. Satisfactory Completion of Exit Exam
4. File Approved Degree Plan 10. Apply for Graduation
5. File Signed Statement of Understanding
6. File Signed Statement of Academic Integrity and Honesty

Course Sequencing – Student MUST Remain in Sequence
Broken Arrow Students Meet on Monday and Wednesday Nights
Tahlequah Students Meet on Tuesday and Thursday Nights

Fall Semester # 1
COUN 5163 Counseling Theories & Issues
COUN 5133 Foundations of Clinical Counseling
COUN 5033 Professionalism & Ethics
COUN 5053 Assessment and Statistics

Spring Semester # 2
COUN 5723 Supervision
COUN 5693 Psychopharmacology: Dual Diagnosis
COUN 5733 Practicum II for Counselors
COUN 5923 Thesis (if selected)
COUN 5101 Seminars (see note)

Spring Semester # 1
COUN 5903 Counseling Research
COUN 5273 Clinical Psychopathology
COUN 5413 Methods & Techniques of Counseling
COUN 5443 Diversity Issues in Counseling

Summer Session # 2
COUN 5283 Career Development
COUN 5923 Thesis (if selected)
COUN 5101 Seminars (see note)

Summer Session # 1
COUN 5613 Personality Assessment

Fall Semester # 3
COUN 5653 Advanced Life Span Psychology & Adjustment
COUN 5713 Group Process
COUN 5473 Marriage & Family Counseling
COUN 5603 Practicum I

Fall Semester # 2
COUN 5801-06 Internship in Counseling (600 hrs total)
COUN 5101 Seminars (see note)
COUN 5923 Thesis (if selected)
COUN 5101 Seminars (see note)

NOTE: - Students have an option of completing COUN 5101 Seminars offered each semester (a total of three (3) seminars), or complete a 3 credit hour course outside of their degree plan.

· Students have an option of completing COUN 5923 Thesis.

Student ___________________________ Date ___________________________ Advisor ___________________________ Date ___________________________
Dept. Chair/Dean ___________________________ Date ___________________________ Graduate Dean ___________________________ Date ___________________________
## DEPARTMENT OF PSYCHOLOGY AND COUNSELING
### MASTER OF SCIENCE IN COUNSELING: CMHC
### PART TIME OPTION DEGREE PLAN (60 HOURS)

Name: ________________________________________ N # _____________________
Phone(C)_____________(H)____________
Address: ________________________________________________________ E-mail ________________

Assigned Campus:         ______ Tahlequah             ______ Broken Arrow

## Steps for Completing Degree

1. ___ Admission to Graduate College
2. ___ All Application Materials received
3. ___ Admission to Degree Program
4. ___ File Approved Degree Plan
5. ___ File Signed Statement of Understanding
6. ___ File Signed Statement of Academic Integrity and Honesty
7. ___ GRE Score Submitted to Graduate College
8. ___ Meet Candidacy Requirements and Receive a favorable Candidacy Vote
9. ___ Satisfactory Completion of Exit Exam
10. ___ Apply for Graduation

## Course Sequencing – Student MUST Remain in Sequence

### Broken Arrow Students Meet on Monday and Wednesday Nights
### Tahlequah Students Meet on Tuesday and Thursday Nights

<table>
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<tr>
<th>Fall Semester #1</th>
<th>Summer Session #1</th>
<th>Spring Semester #1</th>
<th>Fall Semester #3</th>
<th>Summer Session #2</th>
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<td>Methods &amp; Techniques of Counseling</td>
<td>COUN 5693</td>
<td>Psychopharmacology: Dual Diagnosis</td>
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<td>Personality Assessment</td>
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<td>Seminars (see note)</td>
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<tr>
<td>COUN 5101</td>
<td>Seminars (see note)</td>
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</table>

### NOTE:
- Students have an option of completing COUN 5101 Seminars offered each semester (a total of three (3) seminars), or complete a 3 credit hour course outside of their degree plan.

* Students have an option of completing COUN 5923 Thesis.

<table>
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<tr>
<th>Student</th>
<th>Date</th>
<th>Advisor</th>
<th>Date</th>
<th>Dept. Chair/Dean</th>
<th>Date</th>
<th>Graduate Dean</th>
<th>Date</th>
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</table>
NSU COLLEGE OF EDUCATION  
DEPARTMENT OF PSYCHOLOGY AND COUNSELING  
MASTER OF SCIENCE IN COUNSELING: School Counseling  
FULL TIME OPTION DEGREE PLAN (60 HOURS)

Name: ________________________________________ N # ___ ________________ Phone (C) ______________ (H) ______________
Address: ________________________________________________________ E-mail ________________________________

Assigned Campus: _____ Tahlequah ______ Broken Arrow

Steps for Completing Degree

1. Admission to Graduate College  
2. All Application Materials received  
3. Admission to Degree Program  
4. File Approved Degree Plan  
5. File Signed Statement of Understanding  
6. File Signed Statement of Academic Integrity and Honesty  
7. GRE Submitted to Graduate College  
8. Meet Candidacy Requirements and Receive a favorable Candidacy Vote  
9. Satisfactory Completion of Exit Exam  
10. Apply for Graduation

Course Sequencing – Student MUST Remain in Sequence

Broken Arrow Students Meet on Monday and Wednesday Nights  
Tahlequah Students Meet on Tuesday and Thursday Nights

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<thead>
<tr>
<th>Fall Semester # 1</th>
<th>Spring Semester # 2</th>
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<tbody>
<tr>
<td>COUN 5163 Counseling Theories &amp; Issues</td>
<td>COUN 5513 Child and Adolescence Counseling</td>
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<td>COUN 5153 Foundations of School Counseling</td>
<td>COUN 5693 Psychopharmacology: Dual Diagnosis</td>
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<tr>
<td>COUN 5033 Professionalism &amp; Ethics</td>
<td>COUN 5841 - 46 Internship School Counseling (600 hrs total)</td>
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<td>COUN 5101 Seminars (see note)</td>
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<th>Spring Semester # 1</th>
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<tr>
<td>COUN 5903 Counseling Research</td>
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NOTE: - Students have an option of completing COUN 5101 Seminars offered each semester (a total of three (3) seminars), or complete a 3 credit hour course outside of their degree plan.

* Students have an option of completing COUN 5923 Thesis.

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Revised 7/1/13
**Steps for Completing Degree**

1. Admission to Graduate College  
2. All Application Materials received  
3. Admission to Degree Program  
4. File Approved Degree Plan  
5. File Signed Statement of Understanding  
6. File Signed Statement of Academic Integrity and Honesty  
7. GRE Score Submitted to Graduate College  
8. Meet Candidacy Requirements and Receive a Favorable Candidacy Vote  
9. Satisfactory Completion of Exit Exam  
10. Apply for Graduation

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**Course Sequencing – Student MUST Remain in Sequence**

**Broken Arrow Students Meet on Monday and Wednesday Nights**

**Tahlequah Students Meet on Tuesday and Thursday Nights**

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<td>COUN 5413 Methods &amp; Techniques of Counseling</td>
<td>COUN 5603 Practicum I for School Counselors</td>
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<td>COUN 5473 Marriage &amp; Family Counseling</td>
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<th>Summer Session # 1</th>
<th>Spring Semester # 3</th>
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<td>COUN 5283 Career Development</td>
<td>COUN 5513 Child and Adolescence Counseling</td>
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<td>COUN 5513 Child and Adolescence Counseling</td>
<td>COUN 5923 Thesis (if selected)</td>
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<td>COUN 5101 Seminars (see note)</td>
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<th>Fall Semester # 2</th>
<th>Summer Semester # 3</th>
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<td>COUN 5153 Foundations of School Counseling</td>
<td>COUN 5523 Childhood Assessment &amp; Appraisal</td>
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<td>COUN 5053 Assessment and Statistics</td>
<td>COUN 5101 Seminars (see note)</td>
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<td>COUN 5923 Thesis (if selected)</td>
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<th>Spring Semester # 2</th>
<th>Fall Semester # 4</th>
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<td>COUN 5903 Counseling Research</td>
<td>COUN 5841-46 Internship in School Counseling (600 hrs total)</td>
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<td>COUN 5443 Diversity Issues in Counseling</td>
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<td>COUN 5101 Seminars (see note)</td>
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**NOTE:** - Students have an option of completing COUN 5101 Seminars offered each semester (a total of three (3) seminars), or complete a 3 credit hour course outside of their degree plan.

- Students have an option of completing COUN 5923 Thesis.

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<tr>
<th>Student</th>
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<th>Advisor</th>
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<tr>
<td>Dept. Chair/Dean</td>
<td>Date</td>
<td>Graduate Dean</td>
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Revised 7/1/13