



# Department of Counseling & College Student Personnel

## Student Manual

Effective October 1, 2009



## TABLE OF CONTENTS

Introduction.....	1
Counseling (M.Ed) .....	2
Counseling (M.S).....	3
College Student Personnel.....	3
College Counseling.....	4
Clinical Mental Health.....	4
Accreditation and Certification Approval.....	5
Purpose, Mission Statement.....	5
Student Learning Goals.....	7
Professional Performance Review (PPR).....	8
Admission to the Counseling Program.....	9
Initial Admission Procedure.....	9
Ongoing Admissions Evaluations.....	11
Advisors.....	12
Features of the Program-A Brief Overview.....	12
Candidacy - The Second Admissions Point.....	15
Portfolio Requirements.....	19
Requirements for Practicum & Clinical Field Experiences.....	20
Overall Requirements.....	20
Manatory Practicum Meetings .....	21
Act 34 Clearance & PA Child Abuse History Clearances.....	22
Practicum Requirements.....	22
Clinical Field Experience Requirements.....	23
Changing Sites After Submitting Registration Forms.....	23
Confidentiality Policy.....	25
Liability Insurance Coverage.....	26
Act 34, PA Child Abuse Clerances & FBI Fingerprinting.....	26
Department and Program Policies.....	27
Change of Specialization .....	27
Thesis Option.....	28

Transfer of Credit.....	28
Policy Concerning Waiver of Required Courses.....	29
Informed Consent.....	30
New Student Orientation.....	30
Writing Workshop.....	30
Students Rights.....	30
Academic Integrity.....	31
General Academic Policies.....	31
Non-Degree Students.....	31
Individualized Instruction.....	31
Grades.....	32
Ethics.....	32
Research.....	32
Student Retention Procedures.....	32
Financial Assistance.....	33
Counseling Center Services.....	34
Career Center Services.....	34
Personal Development, Certification and Licensure.....	35
Student Rights.....	36
Student Advisory Council.....	36
Academic Appeals Procedures.....	36
Grade Appeals.....	37
Personal Appeals Procedures.....	37
Sexual Harassment.....	37
Privacy.....	37
Department of Counseling & College Student Personnel Faculty.....	38