

Indiana University of Pennsylvania

## Counselor Education and Supervision Handbook

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Department of Counseling



Counselor Education and Supervision

Department of Counseling

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## Welcome!

Dear Doctoral Student,

We are pleased to welcome you to the doctoral program for Counselor Education and Supervision at Indiana University of Pennsylvania. The Department of Counseling is committed to successfully preparing PhD students in the areas of teaching, supervision, research, scholarship, and professional service. The Counselor Education and Supervision Student Handbook is intended to highlight policies and procedures that will help to guide you throughout the program; however, this handbook is not meant to replace the student advisement process. We encourage you to review the contents of this handbook and refer to it often to ensure your adherence to departmental procedures and regulations. In addition to utilizing this handbook effectively, we encourage you to familiarize yourself with the Graduate School Catalog for the overall policies of the Graduate School (<http://www.iup.edu/graduatestudies/catalog/>), as well as contact the Department of Counseling with any further questions. Using this handbook effectively will enhance the advisement process and enable you to take an active role in attaining your personal and professional goals. If you cannot locate information you need in this handbook, please contact your advisor or the doctoral coordinator. We hope that this is a rewarding and enjoyable experience and we look forward to working with you.

Sincerely,

The Department of Counseling Faculty and Staff

### Indiana University of Pennsylvania

Indiana University of Pennsylvania (IUP) has a history rich in accomplishment. The first building, named John Sutton Hall in the honor of the first president of the Board of Trustees, was opened for students on May 17, 1875. Since that year, when IUP served only 225 students in a single building, the university has experienced continuous growth, becoming the largest in the PA State System of Higher Education.

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

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

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

### IUP's Civility Statement

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

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

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

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

### Department of Counseling

The Department of Guidance and Counseling was founded in 1966 with only three faculty members. Since then, the Department of Counseling has grown to include ten graduate level faculty members that instruct students working towards their M.Ed. in School Counseling, M.A. in Clinical Mental Health Counseling, and Ph.D. in Counselor Education and Supervision. The doctoral program in Counselor Education and Supervision allows graduates to enter academia and positions of leadership with specialization in counseling, supervision, scholarship, teaching, and leadership and advocacy. The doctoral curriculum has been designed to meet the 2016 CACREP standards.

## Mission Statement

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

## Program Objectives

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

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

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

**Evaluation Method:** All students are required to participate in a ten hour group counseling experience. Students are also required to earn a “B” grade or better in practicum courses. Membership is encouraged in the Counselor Education Student Association (CESA) and Chi Sigma Iota (CSI) student associations. These organizations engage in community service activities each semester. Every student is also evaluated annually through the student review process (see section 2 of Student Review Rubric) related to Personal Maturity and Interpersonal Skills. In addition, Service-learning opportunities are provided throughout the curriculum.

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

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

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

**Evaluation Method:** All courses have a culminating assignment or Summative Assignment with corresponding rubric. Performance on the assignment is tracked across courses through LiveText. Every student is also evaluated annually through the

student review process (see section 1 of Student Review Rubric) related to clinical competence.

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

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

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

**Evaluation Method:** All students attend program orientation and are given a Department of Counseling handbook with professional membership information at the start of their graduate studies. Students are encouraged to collaborate on scholarly activities (e.g. publications, conference attendance and presentations) with faculty and maintain student membership in professional counseling organizations. Membership is encouraged in the Counselor Education Student Association (CESA) and Chi Sigma Iota (CSI) student associations. These organizations engage in community service activities each semester and provide various leadership opportunities for members.

### Faculty and Staff

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\*Department Chairperson

\*\*Doctoral Coordinator

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

**Department Telephone Number:** (724) 357-2306

**Department Fax Number:** (724) 357-7821

**IUP @ Pittsburgh East** (412) 824-1999

## Admissions

### Admission Criteria

The doctoral coordinator, after consulting with the department screening committee, will submit a recommendation regarding applicants to the Graduate School and Research. The following criteria will be reviewed:

- All official college/university transcripts
- Two letters of academic or professional recommendation
- Goal Statement: A summary of relevant educational/work experience; reasons for wanting to earn a Ph.D. in Counselor Education and Supervision (career goals); reasons interested in IUPs Ph.D. program (no more than 2-3 pages)
- Resume/Vita
- GRE
- Example of written work

### Admission Requirements

Students seeking admission to the program must meet the following criteria:

1A. Have earned a 48- or 60-credit hour master's degree in counseling from a CACREP-accredited institution.

OR

1B. Have earned a 48- or 60-credit hour master's degree in counseling *not* from a CACREP-accredited program.

Students whose master's degree is *not* from a CACREP-accredited program, but hold a 48- or 60-credit counseling degree, must complete the additional coursework necessary to meet CACREP 2016 standards. A transcript audit will be completed to identify any additional coursework. No applicant will be admitted who needs more than 12 credit hours including practicum.

2. Have a minimum graduate grade point average of 3.5.

### Review/Interview Process

Once the materials listed above are received and reviewed by counseling faculty, doctoral applicants will be interviewed by the doctoral admissions sub-committee (comprised of Department of Counseling faculty members). The submitted application materials and the interview process will address CACREP Standard 6 A3:



- Doctoral program admission criteria include (a) academic aptitude for doctoral-level study; (b) previous professional experience; (c) fitness for the profession, including self-awareness and emotional stability; (d) oral and written communication skills; (e) cultural sensitivity and awareness; and (f) potential for scholarship, professional leadership, and advocacy.

Graduate Admissions: [www.iup.edu/admissions/graduate/](http://www.iup.edu/admissions/graduate/)

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog:

[www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

## Financial Assistance

### Graduate Assistantships

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

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

### Financial Aid

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

## Academic Advisement

Consistent with CACREP standards, an advisor will be assigned at the time of admission and students will complete a program of study. A new student orientation will also be held to aid students as they transition into the doctoral program. It is the responsibility of the student to work with her/his advisor to develop a program of study and ensure program requirements are met.

## Campus Resources & Student Support

The School of Graduate Studies and Research: [www.iup.edu/graduatestudies/](http://www.iup.edu/graduatestudies/)

Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

Office of the Bursar: [www.iup.edu/bursar/](http://www.iup.edu/bursar/)

Office of the Registrar: [www.iup.edu/registrar/](http://www.iup.edu/registrar/)

Disability Support Services: [www.iup.edu/disabilitysupport/](http://www.iup.edu/disabilitysupport/)

IUP Campus Library [www.iup.edu/library/](http://www.iup.edu/library/)

MyIUP: [www.iup.edu/myiup/](http://www.iup.edu/myiup/)

Applied Research Lab: [www.iup.edu/ar/](http://www.iup.edu/ar/)

IT Support Center: [www.iup.edu/itsupportcenter/](http://www.iup.edu/itsupportcenter/)

Veterans and Service Members: [www.iup.edu/itsupportcenter/](http://www.iup.edu/itsupportcenter/)

IUP Writing Center: [www.iup.edu/writingcenter/](http://www.iup.edu/writingcenter/)

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

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

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

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

## IUP Email

IUP offers an email account to all active students. **Your IUP email address is the primary means by which the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit <http://www.iup.edu/itsupportcenter/get-support/e-mail-and-calendar/> to learn more about setting up this account.

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

For more information regarding University policy on email communication, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

## Graduate Student Assembly

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

## Programs and Degrees

### Doctoral Program

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

### Master's Program

IUP also offers two CACREP accredited master's level programs in counseling at both its Indiana and Pittsburgh East campuses that include a variety of counseling skills courses in addition to practicum and field experience. The MA program in Clinical Mental Health Counseling is designed to prepare students to work in a variety of settings, including mental health centers, drug and alcohol treatment programs, specialized community agencies, rehabilitation programs, correctional institutions, health care settings, and business and industry. The MEd program in School Counseling prepares students to obtain their preK-12 commonwealth certification and is based on the developmental approach to school counseling. Both programs are 60 credits and provide opportunities for self-growth and awareness.

### Certificates and/or Certification and/or Licensure

Students who already possess a master's degree and are interested in obtaining an elementary or secondary school counseling certification may apply to the counseling department for "Certification Only." The "License Only" option is designed for individuals who need additional credits to meet licensure standards. Students seeking licensure only status must have a master's degree with (a) a minimum of 36 credit hours and meet all other criteria for grandparenting as outlined by the

Licensing Board, of (b) 48 credit hours. All applicants should contact the program coordinator for additional information regarding admission requirements. Visit <http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/SocialWorkersMarriageanFamilyTherapistsandProfessionalCounselors/Pages/default.aspx> for additional information about licensure in PA as a Professional Counselor.

## Course Descriptions

The official course descriptions are listed in the Graduate Catalog at <http://www.iup.edu/graduatestudies/catalog/>. They are also listed below.

In keeping with the mission and philosophy of the program to prepare students for the professoriate, research and scholarship is infused in all of the courses below.

***COUN 860*** Counselor Education and Supervision Professional Identity 3c-01-3cr  
Examination of the professional identity of a Counselor Educator and Supervisor, current issues and trends in the field, involvement in scholarly activities, professional service, and responsibilities of the doctoral degree. The professional roles in five doctoral core areas are explored: counseling, supervision, teaching, research and scholarship, and leadership and advocacy.

***COUN 870*** Advanced Counseling 3c-01-3cr  
Explores major counseling theories in depth and through analysis of their utility within multiple contexts; lesser known ones and contemporary applications are also covered. Content includes critical evaluation of applicability to multicultural populations, evidence based practices, and integration of theories. Use of theories in measuring counselor effectiveness, and the professional development of students is emphasized.

***COUN 880*** Preparation for the Professoriate: Leadership, Advocacy, and Service 3c-01-3cr  
in the Counseling Profession  
Prepares students for entering the professoriate through study and application of the principles and practices of leadership, advocacy, and service in professional counseling. Exploration of current topical and political issues in counseling and how these issues affect the counseling profession and faculty role. Students use contemporary research to analyze the current trends and issues of the counseling profession. The course also includes practice in developing leadership and advocacy skills.

***COUN 890*** Quantitative Research and Statistical Analysis in Counselor Education 3c-01-3cr  
Prepares students for basic quantitative research in counseling. Research design, statistics, data analysis, and institutional review board preparation for doctoral-level research projects, scholarly publications and grant proposals in Counselor Education and Supervision will be emphasized.

***COUN 900*** Preparation for the Professoriate: Teaching in Counseling 3c-01-3cr

Focuses on the development of university-level teaching in counselor education. Course development, syllabi construction, course evaluation, and class implementation will be highlighted. Students will explore multiple strategies for classroom teaching to create interactive learning environments for students. Students will also develop teaching philosophies that will be demonstrated in constructing, teaching and evaluating at least 3 graduate counseling courses. Ethical guidelines for teaching in counselor education will also be covered in this course.

**COUN 910** Counseling Supervision and Consultation 3c-01-3cr  
Examination of supervision and consultation practices within clinical mental health and professional school counseling settings, as well as the supervisory responsibilities of counselor educators. Exploration of the ways in which clinical supervision parallels the therapeutic process, including requisite roles and responsibilities, varying theoretical orientations, and strategies for implementation, reflection on relevant legal and ethical considerations, and assessment of current field-specific issues and trends.

**COUN 920** Qualitative Methodology in Counselor Education 3c-01-3cr  
Introduces students to qualitative research and will prepare them for basic qualitative research inquiry relevant to counseling and counselor education. Qualitative research theory, design, data collection, data analysis and representation, validity, reliability, and ethical considerations in Counselor Education and Supervision will all be emphasized.

**COUN 930** Doctoral Practicum in Counseling 3c-01-3cr  
Participate in a 100 hour (40 direct hours) doctoral level, supervised counseling practicum in an agency or school setting. Emphasis will be placed on applying counseling theories and techniques in a clinical setting customized to the student's learning goals. Focus on theoretical integration, diagnostic evaluation, and accountability under intensive supervision

**COUN 940** Preparation for the Professoriate: Conducting Research in Counselor Education and Supervision 3c-01-3cr  
Examines the status of current research in various domains in counseling and the academics role of scholarly inquiry. Students will articulate their role as researcher/scholar as future faculty in institutions of higher education. Students are expected to more fully develop their dissertation proposal through course content and have completed the initial chapters of this project.

**COUN 950** Advanced Research in Counselor Education: Mixed Methods Approaches 3c-01-3cr  
This doctoral level course introduces students to Mixed Methods research and will prepare them for basic Mixed Methods research inquiry relevant to counseling and counselor education. Mixed Methods research theory, design, data collection, data analysis and representation, validity, reliability, and ethical considerations in counselor education and supervision will all be emphasized. Provides a deeper understanding of methods of research in educational settings. Exploration of advanced methodological principles within theoretical frameworks and procedures will provide the framework for this course. Prerequisite: COUN 890 and COUN 920.

**COUN 960** Doctoral Field Experience in Counselor Education 3c-01-3cr

Apply counselor education knowledge and skills in a 300-hour intensive capstone field experience in three of the following five areas: counseling, supervision, teaching, research and scholarship, and leadership and advocacy. Under supervision, experience is gained in a customized field setting relevant to student's professional goals. Repeated for a maximum of 6 credits.

**COUN 995** Dissertation in Counselor Education and Supervision

3c-01-3cr

Provides an opportunity for students to successfully propose, complete, defend, and submit the dissertation. Students must demonstrate doctoral level scholarship in counselor education and supervision by conducting a research investigation in the principal field of study and making an original contribution to knowledge in the field.

## Evaluation of Students

### Comprehensive Examination

#### Process

Students are eligible for comprehensive exams if they have completed and passed all coursework prior to the comprehensive exam date. Comprehensive exams will be conducted prior to the beginning of the second year of study (typically the week before fall classes begin) and held in a campus computer lab. The written component of the exam will consist of two questions per day over two days. Students will have a total of four hours per day to complete questions. Students are permitted to submit **one .pdf document saved by last name**, of double-spaced references (one-sided, 12 point font, name in header), organized by topic (i.e., counseling; supervision; research & scholarship; and leadership & advocacy) to the doctoral coordinator one week before the exam date. The submitted reference list will be returned to the student on the date of the written exam and collected at the conclusion of the exam each day. Students will also be provided with the current CACREP standards and ACA Code of Ethics on the exam date. Students will *not* have internet access during the written comprehensive exams.

At the conclusion of the written exam, students will work with the doctoral coordinator to schedule and complete a 50-60 minute teaching demonstration in an IUP master's-level counseling course. The demonstration is videorecorded and submitted to the doctoral coordinator for faculty grading.

#### Content

Comprehensive exams will address the current CACREP doctoral standards including: counseling; teaching; supervision; research & scholarship; and leadership & advocacy. Students will be expected to incorporate scholarly resources to support their position, adhere to APA format, and demonstrate the ability to critically evaluate and apply material.

#### Evaluation

Written comprehensive exams will be de-identified; and a team of Department of Counseling faculty will evaluate the responses using a faculty approved rubric. Outcomes for *each* of the four written exam questions include: Pass/Verbal Clarification/Fail. A grade of "Pass" indicates a student has successfully demonstrated

mastery of the topic. A grade of “Fail” indicates that a student must re-take the topic during the Comprehensive Exam re-take date. A grade of “Verbal Clarification” indicates that more explanation is needed to demonstrate mastery of the subject. The doctoral coordinator will schedule a clarification meeting with the student and a team of faculty. At this meeting, the doctoral student will be given the opportunity to answer questions that remain unclear in the written response and clarify content. The team of faculty, by vote, will determine the outcome of the verbal clarification. If the outcome of the verbal clarification is “Pass”, then the student has successfully demonstrated mastery of the material. If the verbal clarification outcome is “Fail,” then the student will re-take the question in Attempt 2.

<b>Attempt 1: Written</b>			
<b>Result:</b> Must pass all rubric sections	Pass	Verbal Clarification	Fail

The doctoral coordinator will set the Comprehensive Exam re-take date prior to the end of the fall semester. Students must “Pass” *all* four written questions to successfully complete written comprehensive exams. Students who fail any question in Attempt 1 will have one additional written attempt to pass the question, Attempt 2. The student may earn a grade of “Pass” or “Fail” for Attempt 2. A grade of “Pass” indicates a student has successfully demonstrated mastery of the topic. A grade of “Fail” indicates the student has *not* demonstrated mastery of the topic.

<b>Attempt 2: Written</b>		
<b>Result:</b> Must pass all rubric sections	Pass	Fail

Outcomes for the teaching component of the comprehensive exam include: Pass/Fail. A grade of “Pass” indicates a student has successfully demonstrated teaching the topic. A grade of “Fail” indicates that a student must re-take the teaching demonstration in Attempt 2. The Doctoral Coordinator will set the Teaching Comprehensive Exam re-take date prior to the end of the fall semester.

<b>Attempt 1: Teaching</b>		
<b>Result:</b> If the student fails two or more areas on rubric then she/he must re-take the teaching demonstration.	Pass	Fail

<b>Attempt 2: Teaching</b>		
<b>Result:</b> If the student fails two or more areas on rubric then she/he fails the teaching demonstration.	Pass	Fail

Students will not be able to proceed to the dissertation phase of their degree program until they have passed comprehensive exams (written and teaching). Feedback, using a standardized rubric, on the written component and the teaching demonstration will be made emailed to the student within 30 days of the *last* exam date.

**Per the Graduate Catalog (<https://www.iup.edu/graduatestudies/catalog/>):**

## **Reexamination Policy (Candidacy Examination: Comprehensive Examination)**

No student is permitted a “third” examination without a recommendation to that effect from the degree program’s sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research.

## **Program Level Exams Appeal Policy**

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

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

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

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

## **Degree Completion**

The Ph.D. program in Counselor Education and Supervision is designed to build on the 60 credit CACREP Master’s degree in counseling. The curriculum requires a minimum of 48 semester hours of acceptable graduate credit beyond the Master’s degree. Each student must complete the following 1) all required and elective course work 2) comprehensive examinations 3) dissertation proposal and its defense 4) dissertation and its defense.



For more information, view the view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

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

## Thesis and/or Dissertation Completion

More information about the dissertation process at IUP can be found at this website:

<https://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/>

### Dissertation

A dissertation is required of all doctoral candidates and must demonstrate the candidate's mastery of his/her research and reflect the results of an original investigation in the principal field of study. The goal should be to make a definite original contribution to knowledge in the field.

### Dissertation Committee

The dissertation/thesis committee may supervise several aspects of the student's degree program from the point at which he/she is admitted to candidacy through defense of the dissertation/thesis. Students must consult with the sponsoring department to determine which supervisory roles apply. The committee may approve the student's plan of study; arrange for the candidacy examination; arrange for the comprehensive examination; and oversee the candidate's general supervision related to research, the dissertation/thesis, and the general meeting of degree requirements.

Committees must be comprised of at least three members. **Please note that at least two members must be faculty from the Department of Counseling.** For doctoral committees, the chair must have graduate teaching eligibility at the doctoral level. The remaining committee members must have graduate teaching eligibility at the masters level. For masters committees, only the chair must have masters level graduate teaching eligibility. Students who wish to have a committee member that is outside the faculty bargaining unit ("outside readers") must contact their graduate coordinator and the School of Graduate Studies and Research Thesis/Dissertation Office for guidance.

### Dissertation Approval Process

Upon acceptance of the dissertation/thesis by the candidate's advisor, the candidate must follow procedures acceptable to his/her department and dean in providing copies for review by the dissertation/thesis committee. The candidate shall request a formal meeting of the dissertation/thesis committee, at a time convenient to all members, to defend the dissertation/thesis and secure dissertation/thesis approval. A draft electronic copy must be submitted to the Thesis/Dissertation Office in the School of Graduate Studies and Research for

compliance review at least two weeks prior to final submission. The dissertation/thesis must be approved in writing by each member of the committee, as well as by the dean of the School of Graduate Studies and Research.

## Evaluation Outcome for Dissertation and/or Thesis

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

For more information, view the view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)  
Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>

## University Policy and Procedure

**University policy is the baseline policy.** Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact the Ph.D. in Counselor Education and Supervision doctoral coordinator or the School of Graduate Studies and Research.

### Academic Calendar

View the IUP Academic Calendar: [www.iup.edu/news-events/calendar/academic/](http://www.iup.edu/news-events/calendar/academic/)

### Academic Grade Appeal Policy

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

For Information regarding the Grade Appeal policy, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

### Academic Integrity

Academic dishonesty (plagiarism, falsification of information, cutting and pasting from web-based resources without acknowledgement, etc.) is a serious violation. Plagiarism will not be tolerated. Plagiarism is defined as copying another's work or portions thereof and/or using ideas or concepts of another and presenting them as one's own without giving proper credit. Academic dishonesty will result in consequences that affect grades and/or may result in disciplinary charges. Instances suspect of violating academic integrity will immediately be addressed following IUPs Academic Integrity

Policy and Procedures <https://www.iup.edu/academicintegrity/>

**The department recommends that students who need further understanding of this important academic principle refer to the Writing Center’s plagiarism webpage for clarification and explanation: <https://www.iup.edu/writingcenter/writing-resources/research-and-documentation/plagiarism/>.** Additionally, students who are unfamiliar or unskilled in graduate writing, especially in the use of the APA writing style should refer to the Center’s APA Style website: <https://www.iup.edu/writingcenter/writing-resources/research-and-documentation/apa-style/>.

For more information, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)  
*The Source: A Student Policy Guide*: [www.iup.edu/studentconduct/thesource/](http://www.iup.edu/studentconduct/thesource/)

### Academic Status and Satisfactory Academic Progress

For more information, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

### Affirmative Action

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

### Bereavement-Related Class Absences

The university community recognizes the impact that the loss of a family member or loved one may have on the emotional and academic well-being of a student.

In such circumstances, a student may request that a bereavement absence notification be sent to their faculty by contacting either the Department of Disability Access and Advising or the dean’s office of the college of their major, who will send an e-mail to the student’s faculty stating that the student is away from the university due to the death of a family member or loved one. Documentation that verifies the death (e.g., a funeral program, death notice, obituary, etc.) and the nature of the student’s relationship to the deceased may be requested.

The university encourages allowances for the grieving process, while acknowledging the faculty member’s right in determining the terms of variance from the course syllabus. The student is

expected to take the initiative to make all arrangements for meeting academic requirements. The university community also encourages students affected by a loss to contact the IUP Counseling Center or other university and community resources, as appropriate, if they are in need of ongoing emotional support.

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

### Continuous Graduate Registration for Dissertation and Thesis

Following the completion of course work, including internship or practicum (excluding comprehensive exam or qualifiers), all doctoral and master's thesis students must be continuously enrolled for at least one credit of dissertation or thesis each semester (fall and spring) annually, through the graduation of the student or until the time limit is exceeded.

There is no separation between completions of course work, internship, or practicum and initiation of dissertation or thesis credit registration. Once the student has registered for the number of dissertation credits required by the program of study (typically nine or twelve), or the number of thesis credits required by their program of study (typically three to six), she or he must register for one dissertation or one thesis credit each semester (fall and spring) annually through the graduation of the student or until the time limit is exceeded (See Time Limitation Policy for doctoral or master's students). For this period, the student will be considered a fulltime doctoral or master's student.

All dissertation and thesis credits will be pass/fail credits. Students must complete the minimum number of dissertation or master's thesis credits required by their program, but may take additional dissertation or thesis credits as necessary to comply with the Continuous Graduate Registration for Dissertation and Thesis policy.

Until the dissertation or thesis is successfully defended, a grade of "R" will be assigned to each registered credit. Upon successful completion of the dissertation or thesis, the grade assigned by the dissertation or thesis director will apply to all registered dissertation or thesis credits. Students must pay tuition and mandatory university fees for all credits (equal to the part-time mandatory fees), and may choose to pay the Wellness Fee.

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

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

### Graduate Fresh Start Policy

A graduate student who has been separated from the university as a result of academic dismissal, including time-to-degree dismissal, may only apply for readmission to the University if the student

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

### Conditions for a Graduate Fresh Start Application

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

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

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

## Social Equity

The Office of Social Equity: [www.iup.edu/social-equity/](http://www.iup.edu/social-equity/)

For more information regarding University policy, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

## Departmental Policies and Procedures

### Student Conduct

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

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

process and remediation plans in this handbook.

### Student Remediation

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

To monitor student progress and development, the Department of Counseling engages in a formal student review process each year. As part of this process each student is reviewed in three key areas, clinical competencies, personal maturity and interpersonal skills, and academic aptitude and coursework. A rubric has been developed for this review. In addition, this process allows faculty to address critical areas such as impairment, incompetence, ethical misconduct and problematic behaviors that could potentially impact future clients.

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

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

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

- Absenteeism Chronic tardiness

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

Some potential Remediation Activities could include:

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

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

### Professional Orientation and Responsibilities

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



## Membership in Professional Organizations

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

## Professional Codes of Ethics and Standards of Practice

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

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

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

F.9. Evaluation and Remediation<sup>[1]</sup>



F.9.a. Evaluation of Students. Counselor educators clearly state to students, prior to and throughout the training program, the levels of competency expected, appraisal methods, and timing of evaluations for both didactic and clinical competencies. Counselor educators provide students with ongoing feedback regarding their performance throughout the training program.<sup>[L]</sup><sup>[SEP]</sup>F.9.b. Limitations. Counselor educators, through ongoing evaluation, are aware of and address the inability of some students to achieve counseling competencies. Counselor educators do the following: 1. assist students in securing remedial assistance when needed, 2. seek professional consultation and document their decision to dismiss or refer students for assistance, and 3. ensure that students have recourse in a timely manner to address decisions requiring them to seek assistance or to dismiss them and provide students with due process according to institutional policies and procedures.

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

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

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

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

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

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

## Time Limitations

Doctoral candidates must complete degree requirements no later than seven years after beginning IUP doctoral program course work. No time extensions are considered for doctoral students unless all degree requirements other than the dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit.

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

## Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

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

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

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

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

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

for the extension and the amount of time will be required by the Dean (or designee) of SGSR to support the request.

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

No time extensions are considered for doctoral students unless all degree requirements other than dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit (see Time Limitations policy).

### Title IX Reporting Requirement

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

### Transfer of Credits (Effective fall 2017) Policy

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

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

For more information regarding School of Graduate Studies and Research policy on transfer credits, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)  
Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>

## Research

Applied Research Lab: [www.iup.edu/ar1/](http://www.iup.edu/ar1/)

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

## **Student Rights and Responsibilities**

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

## Signature Page

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this department/program student handbook.

\_\_\_\_\_ [please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Submit to Dr. Kim Desmond - 206 Stouffer Hall**

**The department will keep this signed document on file.**