

ROWAN UNIVERSITY  
Department of Psychology

**Handbook for MA Students  
in the  
Clinical Mental Health Counseling Program**

2021-2022

Dear Graduate Student:

Congratulations on choosing Rowan University to pursue your graduate education! We hope that your experience here will be a very positive one and that you will leave feeling well-prepared for your professional or academic future.

Sometimes it can be difficult to navigate through what appears to be many obstacles to the completion of an academic program. This *Clinical Mental Health Counseling Handbook* has been designed to help guide your way. This handbook provides information about a myriad of topics, including:

- Course work
- Academic policies that affect graduate students
- Financial aid information
- Academic and support services
- Graduation requirements

This is not intended to be a comprehensive handbook. In addition, policies and procedures may change, at any time, throughout your time in the program. You will also want to become familiar with the many [University policies and resources](#).

Also, the office of the Global Learning & Partnerships of Rowan University (Rowan Global) has several [policies and resources](#) available for review.

If, at any time, you have questions about your program or about any University policy or procedure, you are urged to contact your Program Coordinator. This is the person who will be here as your main point of contact and as a resource for you throughout the program. It is also your responsibility to make sure you are staying in contact with your Program Coordinator:

Briget Nunn, MA, LAC, NCC  
Program Coordinator - MA CMHC and CAGS  
Department of Psychology  
856-256-4500 x3757 [nunn@rowan.edu](mailto:nunn@rowan.edu) (best way to reach)

If you need further assistance, you may also contact Rowan Global at (856) 256-4747 or via e-mail at [globalacademic@rowan.edu](mailto:globalacademic@rowan.edu).

We hope that you find this material informative and helpful and that you will have a most successful graduate education experience at Rowan University.

Best wishes on your journey through Rowan University's MA in CMHC Program!

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# **Full-Time Schedule (use this to guide registration)**

## **Fall Semester, First Year (12 credit hours)**

PSY 09595 *Introduction to Counseling: Development of Basic Skills*

PSY 01623 *Psychopathology I: Diagnosis and Epidemiology*

PSY 06625 *Assessment I: Psychometrics, Evaluation, & Treatment Planning*

PSY 01564 *Counseling Theory and Techniques I*

## **Spring Semester, First Year (12 credit hours)**

PSY 01566 *Counseling Theory and Techniques II*

PSY 01624 *Psychopathology II: Conceptualization and Etiology*

PSY 01572 *Research Methodology and Statistics in Counseling Psychology I: Basics*

PSY 01620 *Legal, Ethical & Professional Issues in Counseling*

## **Summer Semester, First Year (4 credit hours)**

PSY 01574 *Research Methods and Statistics in Counseling Psychology II: Applied*

PSY 01615 *Professional Pro-Seminar*

## **Fall Semester, Second Year (13 credit hours)**

PSY 01612 *Group Counseling and Psychotherapy*

PSY 06626 *Assessment II: Career/Vocational Interests, Treatments, & Programs*

PSY 01650 *Practicum in Counseling (Choose 4-credit option)*

PSY 05652 *Elective (Topic to be determined by faculty)*

## **Spring Semester, Second Year (13 credit hours)**

PSY 05610 *Social and Cultural Diversity*

PSY 10610 *Psychopharmacology and Biological Bases of Behavior*

PSY 01650 *Practicum in Counseling (Choose 4-credit option)*

PSY 05652 *Elective (Topic to be determined by faculty)*

## **Summer Semester, Second Year (6 credit hours)**

PSY 09560 *Lifespan Development*

PSY 00000 *Elective (Topic to be determined by faculty)*

## **Part-Time Schedule-4 Years** (at the discretion of Program Coordinator)

Note: There is also a 3-year option. Discuss with Program Coordinator.

### **Fall Semester, First Year (6 credit hours)**

PSY 09595 *Introduction to Counseling: Development of Basic Skills*

PSY 01623 *Psychopathology I: Diagnosis and Epidemiology*

### **Spring Semester, First Year (6 credit hours)**

PSY 01624 *Psychopathology II: Conceptualization and Etiology*

PSY 01620 *Legal, Ethical & Professional Issues in Counseling*

### **Summer Semester, First Year (3 credit hours)**

PSY 09560 *Lifespan Development*

### **Fall Semester, Second Year (6 credit hours)**

PSY 06625 *Assessment I: Psychometrics, Evaluation, & Treatment Planning*

PSY 01564 *Counseling Theory and Techniques I*

### **Spring Semester, Second Year (6 credit hours)**

PSY 01566 *Counseling Theory and Techniques II*

PSY 01572 *Research Methods and Statistics in Counseling Psychology I: Basics*

### **Summer Semester, First Year (3 credit hours)**

PSY 01574 *Research Methods and Statistics in Counseling Psychology II: Applied*

### **Fall Semester, Third Year (6 credit hours)**

PSY 01612 *Group Counseling and Psychotherapy*

PSY 06626 *Assessment II: Career/Vocational Interests, Treatments, & Programs*

### **Spring Semester, Third Year (6 credit hours)**

PSY 05610 *Social and Cultural Diversity*

PSY 10610 *Psychopharmacology and Biological Basis of Behavior*

### **Summer Semester, Third Year (1 credit hour)**

PSY 01615 *Professional Pro-Seminar*

### **Fall Semester, Fourth Year (7 credit hours)**

PSY 01650 *Practicum in Counseling (Choose 4-credit option)*

PSY 01685 *Master's Thesis I (Thesis Track Only-Not Offered AY18-19)*

PSY 00000 *Elective (Topic to be determined by faculty)*

### **Spring Semester, Fourth Year (7 credit hours)**

PSY 01650 *Practicum in Counseling (Choose 4-credit option)*

PSY 01687 *Master's Thesis II (Thesis Track Only-Not Offered AY18-19)*

PSY 00000 *Elective (Topic to be determined by faculty)*

### **Summer Semester, Fourth Year (3 credit hours)**

PSY 00000 *Elective (Topic to be determined by faculty)*

# Frequently Asked Questions (General)

***Q: How do I get an e-mail account/password?***

**A:** As a graduate student at Rowan University, you have an e-mail account provided by the University at no additional charge. To use your e-mail account, you must have a Rowan Network username and password.

To set up your account, go to the [Information Resources Support](#).

To use your Rowan email account, you must login through the [Student Campus Portal](#).

You are responsible for checking your Rowan email daily. Not checking email is not an excuse for missing assignments or important programmatic items.

***Q: How do I get a student identification card, parking pass, or campus map?***

**A:** A Rowan Card permits you to check out materials in the Campbell Library, purchase tickets to campus events at reduced prices, cash checks, use recreational facilities, etc. You may get your picture taken and learn more about the Student ID at the [Chamberlain Student Center](#).

Parking permits are **only** available [online](#) from the Parking Permit Store.

You can also find directions to the [campus and campus maps](#) (that show where buildings and parking lots are located). There is often construction occurring, so be sure to keep abreast of changes via the Rowan Announcer that comes through email.

***Q: How can I find out what is going on at Rowan?***

**A:** By going to the [Rowan University Home Page](#), you may sign up for different ways to get connected. You will get continuous announcements of campus lectures, athletic events, bookstore sales and other community notices.

Select the “[Students](#)” tab for access to an assortment of links (e.g., email, BlackBoard...).

You can also learn about special events (student art shows, musical events, lectures, movies) at the [Rowan Events Calendar](#).

For emergency school notifications and closings, join the [Rowan Alert System](#).

***Q: Does Rowan have a gym?***

**A:** Rowan has a great [Recreational Center](#) that has several indoor pools, a running track, fully equipped fitness center and fitness classes. As a full-time student, your membership to the Recreational Center is paid through your student fees!

***Q: Is there any assistance available to help with tuition costs?***

**A:** You may apply for limited [financial aid](#), which is mostly in the form of loans. It is generally up to the graduate student to seek out employment opportunities or possible assistantships on campus. As the CMHC Program is made aware of any opportunities, we pass them along as well.

***Q: Who do I talk to if I have questions or concerns related to the CMHC Program?***

***A:*** The Program Coordinator, Ms. Nunn, is your main point of contact for any questions about the CMHC Program. She is the administrator who will be following you throughout the program. She is the person to contact with questions regarding program policies, issues or concerns in the program (see also *Grievance Policy*), cohort issues, feedback on your progress, professional development, program requirements, registration guidance, comprehensive exam process, licensure issues and any general program items. If you need to make any changes to your program, she is happy to guide you. It is important to stay in regular contact with the Program Coordinator and to communicate any concerns, questions or general student issues. Don't hesitate to contact her! Ms. Nunn can be reached at [nunn@rowan.edu](mailto:nunn@rowan.edu).

Each student is also assigned a preceptor, a core faculty member who serves as a resource, advocate and advisor for the student. The preceptor's role is to assist the student with his/her development as a counselor, with training experiences and on progress throughout the program. It is expected that the preceptor relationship will allow each student to develop a professional mentoring relationship with a core faculty member outside of the classroom, practicum or research time. The preceptor serves as a helper and guide to stimulate professional development and to optimize the student training experience. Students will meet at least once per semester with their preceptor to discuss their progress in the program. It is the responsibility of the student to reach out to the preceptor, by mid-semester, each semester for a meeting. These formal meetings provide the basis for regular discussions with the preceptor to review student's goals, progress and training experiences. The preceptor will work closely with the Program Coordinator to relay feedback on progress and development. The student should defer any program concerns, policies, grievance issues, etc. to the Program Coordinator. The role of the preceptor is to assist the student as a core faculty mentor throughout the program.

***Q: May I talk to staff on campus in the evening about my tuition bill, registration, etc.?***

***A:*** Most offices are open daily 9 a.m. until 4:30 p.m. Some offices have intermittent evening hours as well. If you have any CMHC program-specific questions, you may reach your Program Coordinator via email at [nunn@rowan.edu](mailto:nunn@rowan.edu).

*Please note: Some students may have special circumstances that are required to maintain their financial aid. One such circumstance is that some students may need to take 4.5 graduate credits for the summer courses. The program sequence only schedules 4 credits in the first summer semester. Please speak with the [Bursar's](#) office to discuss options for coverage of these classes. In some cases, students may be able to get permission from the Program Coordinator to register for an additional course.*

***Q: May I obtain health insurance as a graduate student? Is there a Student Health Center?***

***A:*** Yes, in fact it is now mandatory to have [health insurance](#). All full-time matriculated students and certificate students enrolled in 9 or more credits for graduate students, are automatically charged for Rowan University insurance coverage for the entire academic year. If you already have health coverage and wish to waive this policy and its cost, act now (**before September 15th**) and [remove](#) this charge from your bill (\*\*You will be required to enter your insurance company name and policy number).

Prior to admission, new students must submit [mandatory pre-entrance health forms](#). Please pay close attention to deadlines and requirements.

[Student Health Services](#) offers illness and injury visits free of charge. Evaluation by a physician or nurse practitioner, some medications and treatments, and/or referral for illnesses or injuries are offered to all matriculated students attending classes. Student Health Services does not take the place of a primary care physician. Certain medications, lab tests and immunizations are offered at a low cost and reimbursement receipts can be submitted to health insurance companies should payment be required. Student Health Services accepts cash, check, Rowan Bucks, Visa, Discover and MasterCard as forms of payment.

The [Rowan University Wellness Center](#) in Winans Hall on the main campus in Glassboro is a fully integrated health and wellness facility for Rowan University students. The clinical services integrated within the Wellness Center include: Student Health Services (SHS), Counseling and Psychological Services (CPS), Alcohol and Other Drugs Services (AOD) and Emergency Medical Services (EMS). Dedicated staff and licensed professionals collaborate to provide quality health and wellness clinical care to Rowan University students. Healthy Campus Initiatives (HCI), providing comprehensive health and wellness education and programming to students, is also housed within the Wellness Center.

# Graduate Academic Policies

## *Length of Time for Degree Completion*

The Master's degree (MA) must be completed within six academic years following the first enrollment as a matriculated student, in graduate courses, at Rowan University. Students who do not maintain continuous enrollment, within limits prescribed by University policy, may be involuntarily withdrawn from the University. In rare and compelling instances, an extension of up to one year may be requested by a degree candidate to complete his/her program. This request may be granted only once upon approval by the Program Coordinator and Rowan Global.

Note: When we accept a new cohort, we commit to following the full-time track and trajectory for the 2 years (and two summers). However, due to the dynamic growth and change at Rowan University we feel that it is necessary to state that we cannot guarantee that the program will continue "as is" beyond this time-period. Thus, students considering the part-time option need to be aware of this risk (e.g., the course needed for completion of the degree could be modified or no longer offered). We have no reason to believe this will be the case, but we want students to understand the possible so that you may make informed decisions.

## *Thesis Track vs. Advanced Clinical Track*

**Note: For AY18-19, the Thesis Track is not open. Should the Thesis Track re-open, students will be given an addendum to this Handbook to outline the policies.**

All students for the AY18-19 will enter through the Advanced Clinical Track, which simply means that two electives will be focused on advanced skills training, in lieu of additional research toward a thesis project. Students may still choose to be involved in a research faculty member's lab, without completing a thesis. This enables students to obtain insights into the research process that will be valuable in their careers. It also enables students to work more closely on a one-to-one basis with faculty. If you are interested in this option, schedule a meeting with a faculty member (**by the first or second week of the program**) who has a research lab to explore the possibilities.

## *Exam Requirement*

All students matriculated into the CMHC Program must complete an exam in the spring of their second year (third or fourth year for part-time students). This examination, the Counselor Preparation Comprehensive Examination (CPCE), is a comprehensive exam based on standard national content areas, as defined by the National Board of Certified Counselors. The CPCE does not count toward licensure eligibility; but it is meant to be a preparation for the licensure (LAC/LPC) exam (the National Counselor Exam). Students may elect to opt-out of the CPCE and instead take the National Counselor Examination (NCE) as a student (highly recommended). Passing the NCE is one of the requirements toward licensure. Students will have the opportunity to take the NCE, while still matriculated, and within the comfort and familiarity of the Rowan

campus. In addition, students will have the opportunity to take the exam prior to even graduating! Students declare their intentions to take the CPCE or NCE in October of their second year. The exams are held in April of the second year. Consult with the Program Coordinator to discuss the best option for fulfilling the exam requirements. **Note: For students who are in the part-time CMHC program, they are not eligible until their last semester of their program to take the NCE. The last opportunity for students to take the NCE on-campus at Rowan will be April 2023. If you are not completing your degree in Summer of 2023, please see the Program Coordinator for options for completing the exam requirement which will include taking the CPCE.**

## *Gatekeeping Standards*

It is the role of counselor training program faculty to serve as gatekeepers. The CMHC Faculty, Program Coordinator, Practicum Coordinator, Preceptors and Practicum Supervisors regularly meet to discuss student progress. As such, the Program Coordinator and CMHC Faculty will be evaluating students on an ongoing basis in various areas including, but not limited to, academics, professionalism, character development, clinical skills, interpersonal skills, etc. Faculty members will meet regularly to discuss students' progress. Because of the gatekeeper role, students should be aware that faculty members will not hold confidential student concerns or discussions held in class or with faculty. In addition, faculty members may be required to report certain student concerns, as required by the [ACA Code of Ethics](#) (primarily section F titled "Supervision, Training, and Teaching" for more information on this topic), or applicable federal law, including [Title IX](#).

As per the [ACA Code of Ethics and CACREP Standards](#) Students will engage in additional trainings and activities to assist in promoting awareness of various areas in this profession. These activities, small groups and trainings will foster the highest standards of care and advocacy in areas including but not limited to race, gender, ethnicity, LGBTQ, SES, disabilities and all applicable domains necessary to facilitate cultural competence with working diverse populations while addressing individual and systemic dynamics. *\*Please refer to the ACA code of Ethics, section C.2.a "Whereas multicultural counseling competency is required across all counseling specialties, counselors gain knowledge, personal awareness, sensitivity, dispositions, and skills pertinent to being a culturally competent counselor in working with a diverse client population". Section A.7.a. "Advocacy When appropriate, counselors advocate at individual, group, institutional, and societal levels to address potential barriers and obstacles that inhibit access and/or the growth and development of clients".* The nature of these activities will be determined by the Program Coordinator in order adhere to ethical standards and shall include areas that are required for clinical practice.

Students must remain in good standing in all domains to continue in the program. The Program Coordinator will be meeting with students, at least once per semester (or more often, as needed, to provide feedback on these areas). At any time, remediation may be put in place for behavioral or professional concerns. Further, violation of CMHC Program or University policies could result in dismissal. It is important that students are receptive to feedback, as well as show incorporation of feedback to make any needed changes. Failure to incorporate feedback provided, including feedback given on professionalism, disposition, interactions and other areas, may result in program dismissal.

## *Residency Requirement for Degree/Certification Programs*

Each candidate for the Master's degree is required to enroll in at least two sequential semesters in which the student must demonstrate the ability to engage in sustained and in-depth study. For the purposes of this requirement, a summer session may be counted as a semester. The seminar and research courses, with the approval of the Program Coordinator, may fulfill this requirement.

## *Program Transfers*

Students wishing to transfer from one program to another must complete a transfer request form and return the form to Rowan Global. Approval of transfer is given by the Program Coordinator/Advisor of both the exiting and receiving programs, Department Chair, College Dean and the Dean of Rowan Global. The student, however, must meet the conditions established by the Program Coordinator/Advisor of the program into which a transfer is requested. Students may need to apply to the receiving program. Credits from the CMHC program may not transfer to the new program. Students with questions about program change or special requests should see the Program Coordinator or the staff of Rowan Global. The six-year requirement for matriculated students to complete a program begins with the date of the initial program.

## *Minimum G.P.A.*

A cumulative grade point average of **3.000** must be maintained for graduate work involved in the program course requirements. Please note: if a student has a C+ or below in any of the core classes, the student will be required to take these classes over. Students may be allowed to re-take the class, but no more than one time. Students achieving a C+ or below the second time will be dismissed from the program (see below).

## *Academic Warning and Dismissal from a Graduate Program*

### Overview/General:

To maintain Minimum Satisfactory Academic Progress in, and to successfully graduate from, the CMHC Program (considered Category 2 in the Rowan Global Policies) students must:

- Earn no grades lower than a "B-"
- Earn an official cumulative GPA (according to matriculation level) of at least 3.000 on Rowan's 4.000 scale.

The first instance (term) in which a student fails to meet all conditions of satisfactory academic progress, the student will be placed on academic warning status.

Unless a special exception is made via an appeal (see Program Coordinator for current appeals policies), students on academic warning who do not meet the conditions of satisfactory academic progress during the next semester (for which they are registered) will be placed on academic probation.

Students on academic probation who do not meet the conditions of satisfactory academic progress during the next semester (for which they are registered) risk academic dismissal from their academic program and the University.

Should it become apparent to a student that they are in danger of not meeting these requirements, they should immediately speak with the appropriate faculty to discuss the situation. Please refer to the [Rowan policies](#) for more information.

Students academically dismissed may not register for any additional graduate courses at Rowan University either as matriculated or non-matriculated students. Students who do register will have their registrations withdrawn by Rowan Global or the Registrar. Students who have been dismissed may seek readmission through Rowan Global after one academic year. Students who are dismissed forfeit grants, graduate assistantships, and/or scholarship aid that may be in effect at the time.

Due to the clinical nature of the CMHC training, students may face remediation of their program or dismissal, for any of the following: not following the policies and procedures in this Handbook, conduct, professionalism, code of ethics violations, failure to follow through on feedback, dispositional or character concerns, as well as other concerns that would hinder their projected ability to be effective, ethical counselors-in-training.

### Guidelines for CSM/SHP Post-Baccalaureate and Graduate Student Dismissal:

#### **Academic Dismissal**

The Rowan Global Minimum Satisfactory Academic Progress Review process is conducted by Rowan Global at the end of each term (Fall, Spring and Summer) after official grades are submitted for the previous term.

Rowan Global will evaluate the academic record for each and every matriculated post-baccalaureate and graduate student whose cumulative GPA for the term in question falls below the minimum GPA of 3.000 (See Policy Categories). A report is also run for unacceptable grades-based Categories 1, 2 and 3 in the table below. If a student is found in violation of the Minimum Satisfactory Academic Progress policy Rowan Global will notify students and program coordinators if they have been placed in any academic progress status and/or if any actions must be taken.

<b>Minimum Satisfactory Academic Progress</b>	
<b>Category 1</b>	<b>Program</b>
Earn no more than two total “B-“ grades	Applied Behavior Analysis (CAGS)

Earn no grades lower than a “B-” Earn an official cumulative GPA of at least 3.000	Applied Behavior Analysis (MA) Applied Behavior Analysis (Post-Bacc)
<b>Category 2</b>	
Earn no grades lower than a “B-” Earn an official cumulative GPA of at least 3.000	Clinical Mental Health Counseling (CAGS) Clinical Mental Health Counseling (MA) Clinical Psychology (PhD) Bioinformatics (MS) Pharmaceutical Sciences (MS) School Psychology (MA) Pre-Health Studies (Post-Bacc) Athletic Training (MS) (hybrid of cat 2) Nursing (MSN)
<b>Category 3</b>	
Earn no more than two total C or C+ grades Earn no grades lower than a “C”	Wellness and Lifestyle Management (MA) Mathematics (MA) Computer Science (MS) Middle School Mathematics Education (COGS) Networks (COGS) Software Engineering (COGS) Web Development (COGS) Data Analytics (MS, COGS) Cybersecurity (COGS) Health Data Management (COGS)
Earn an official cumulative GPA of at least 3.000	

The first violation of the Minimum Satisfactory Academic Progress policy results in a “Warning.” A notification email is sent to the student, program coordinator and college dean. Each student should meet with the program coordinator and develop a remediation plan following the guidelines set forth below. The plan should be sent to the department chair/head and the college/school Assistant and Associate Dean for Research and Graduate Affairs for their records.

If the student has not regained Minimum Satisfactory Academic Progress by the end of the next term, then he/she is placed on “Probation.” A notification email is sent to the student, program coordinator and college dean. Each student should meet with the program coordinator to determine if he/she is on track with the remediation plan. If the student has not regained Minimum Satisfactory Academic Progress by the end of the third term, then he/she can be dismissed from the University.

### **Program Dismissal**

“Program dismissal” is a different process from university academic dismissal and it affects only post-baccalaureate and graduate students who fail to meet the required program-specific standards/requirements as outlined by the academic program in which they are matriculated.

If the academic program coordinator determines, and can document, that a student has failed to meet one or more of the established program-specific standards/requirements such that they are not able to progress in their post-baccalaureate or graduate-level program, the program coordinators have the right to propose program dismissal using the “CSM/SHP Post-Baccalaureate and Graduate Student Dismissal Form.”

Examples of situations in which a program may propose program dismissal include, but are not limited to:

- Failure to successfully pass a benchmark/required testing
- Failure to successfully complete a required field experience/practicum/internship/supervised “placement”
- Inability to continue and/or return to a placement situation based upon the evaluation of the supervisor
- Failure to successfully demonstrate appropriate student dispositions as outlined by the program’s professional standards and gatekeeping policies.

The program coordinator, department chair/head, and any other relevant program faculty will meet with the student to notify them of the recommendation for dismissal. This meeting should provide evidence for the dismissal and explain the opportunity for appeal. The student will be notified that they have ten business days to appeal the decision with a letter to the academic dean. Following the student meeting, the program coordinator will forward the dismissal form, dismissal letter, and any supporting documentation to the academic dean. The program coordinator should complete and submit the post-baccalaureate and graduate student dismissal form to the CSM/SHP Dean’s Office (c/o Assistant Dean and Associate Dean for Research and Graduate Affairs). The CSM/SHP Dean’s Office will hold the form for the required 10 business days pending a student appeal.

### **Remediation Plans**

A remediation plan must be devised whenever a student is placed on warning or probation or fails to meet or follow program-specific standards/requirements. The program coordinator should complete the remediation plan using the remediation plan form. For academic dismissal the plan should include: 1) that the student must retake the course(s) at the first offering; 2) that the student cannot receive another unsatisfactory grade as determined by the program category; 3) a timeline for completion of the remediation plan; and 4) consequences for not meeting the remediation requirements. For program dismissal the plan should include: 1) the program-specific standards/requirements that need to be met, 2) a timeline for completion of the remediation plan, and 3) consequences for not meeting the remediation requirements.

### **Post-baccalaureate and Graduate Student Dismissal Form**

Dismissal applies to post-baccalaureate and graduate students who fail to meet the required program-specific standards/requirements (such as benchmarks, final projects, thesis, tests, etc.) and/or academic requirements as outlined by the academic program in which they are matriculated. Program coordinators will submit the completed form to the CSM/SHP Dean’s Office (c/o Assistant Dean and Associate Dean for Research and Graduate Affairs). The CSM/SHP Dean’s Office will hold the form for the required 10 business days pending a student appeal.

## Appeal Process

### *Appeal Hearing*

The student has the right to appeal the program dismissal to the Academic Dean within ten (10) business days. The dismissal appeal process will be overseen by the Dean's Office. The student will submit a written appeal document detailing the reasons why he/she is appealing the dismissal, extenuating circumstances affecting the academic/program record and a plan for improving their performance if given the opportunity within ten business days of receiving notification of their dismissal to the program coordinator and the Assistant Dean. An appeal hearing will be held that includes the Dean (or designee), Assistant Dean, Program Coordinator (or designee), Student, and at least two additional CSM/SHP graduate program coordinators. During the dismissal hearing the program coordinator will provide the rationale for dismissal. The student will provide appeal evidence. The committee will have the opportunity to ask questions of the student and the program coordinator for further clarification. Following the hearing, the committee will vote and make a recommendation to the Dean regarding acceptance or denial of the appeal. The program coordinator is not considered part of the committee and does not have a vote. The Dean will make the final decision and send the decision letter to the student and all relevant parties.

The student has the right to have a representative present. If the student's representative is an attorney, then the University General Counsel also must be present at the appeal hearing. A signed FERPA waiver must be completed for any representative who will be attending the hearing. The representative will not be allowed to participate in the discussion except under the guidance of General Counsel.

If the student appeal is accepted by the Dean, then the program coordinator, in consultation with the Dean's Office, will work with the student to develop a remediation plan. The student will be on probation until he/she satisfies the remediation plan. A timeline for remediation and the consequences for not meeting the expectations need to be described in the remediation plan. If the student does not appeal the program's decision within ten (10) business days then he/she will be dismissed from the University. Program dismissal is possible even if the student meets the Rowan Global-wide minimum standards for Satisfactory Academic Progress.

### *Dismissal Student Options*

Dismissal officially ends the student's matriculation at Rowan University and prevents them from registering for future coursework (without re-application). It is recorded by Rowan Global in the student record (as an official hold with comments), but unlike university academic dismissal, it is not noted on the official Rowan transcript.

Dismissal is usually effective immediately and would prohibit registration for any future term. If any registration for a future term was already performed, it would be dropped by Rowan Global and the student will be made "inactive" in the system. In some circumstances, students may be allowed to finish the coursework for the current term.

The final decision recorded on the Post-Baccalaureate and Graduate Student Dismissal Form (and included in the student's official dismissal letter) will note whether the student was placed on regular "dismissal" or "dismissal with recommendation."

Students placed on regular "dismissal" are not being recommended by their academic program for re-application to any program within the university as a whole. Students are permitted to seek

readmission through Rowan Global after one academic year from the term in which they were dismissed; however, they are discouraged from reapplying. Approval of any new application would be made only in rare and compelling circumstances.

Students placed on “dismissal with recommendation” are usually given one of the following recommendations:

1. Students are advised to complete particular tasks (test prep, additional non-Rowan coursework, etc.) and are encouraged to reapply to the same academic program upon successful completion of these tasks.
2. Students may be prohibited from reapplying to the same academic program, but may be advised to reapply to a different academic program at Rowan University. Typically, students may reapply to any other program that interests them and do so as early as the next possible admissions entry point; however, reapplication is no guarantee of admission.

**CSM/SHP Post-Baccalaureate and Graduate Student Remediation Plan (Form)**

**Student Name (Last, First MI)**

**Banner ID**

**Program Code**

**Program Name**

**Meeting Date:**

**Persons Present at Meeting:**

**Reason for Remediation:**

**Remediation Plan with Measurable Outcomes:** (e.g. student must retake the course(s) at the first offering, student cannot receive another unsatisfactory grade as determined by the program category, student must meet program-specific standards/requirements) *Please be specific.*

**Timeline for Completion:**

**Consequences for Failure to Meet the Terms of the Remediation Plan:**

**Required Signatures:**

*My signature below indicates that I understand and accept the terms and timeline of the remediation plan and the consequences for failing to meet the terms of the remediation plan described above.*

*Post-Baccalaureate or Graduate Student*

*Printed Name*

*Date*

*Program Coordinator*

*Printed Name*

*Date*

*Department Chair/Head*

*Printed Name*

*Date*

The signed copy should be submitted to the CSM/SHP Dean's office.

## CSM/SHP POST-BACCALAUREATE & GRADUATE STUDENT DISMISSAL FORM

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**ABOUT THIS FORM:** Dismissal applies to post-baccalaureate and graduate students who fail to meet the required program-specific standards/requirements (such as benchmarks, final projects, thesis, tests, etc.) and/or academic requirements as outlined by the academic program in which they are matriculated.

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**The Program Coordinator(s) confirms that:**

Student's Last Name	First Name
Program Code	Program Name

**Has not met the following program-specific requirements (please check one or more boxes below and include/attach notes, explanations, remediation plan forms, and any documentation):**

- failure to successfully pass a benchmark/required testing
- failure to successfully complete a required field experience/practicum/internship/supervised placement
- inability to continue and/or return to a placement situation based upon the evaluation of the supervisor
- failure to successfully demonstrate appropriate student dispositions as outlined by the program's professional standards
- failure to maintain a 3.0 GPA and/or minimum satisfactory grades
- other:

**Therefore, consistent with University policy, and in accordance with program guidelines, the program requests that the student be dismissed from the program, as follows (check only one box below, which will be noted in the dismissal letter from the Academic Dean):**

- Standard dismissal:** student is not being recommended by the academic program for re-application to any program within the university as a whole. While the student is permitted to seek readmission to Rowan University after one academic year from the term in which he/she was dismissed, the student is discouraged from reapplying, and approval of any new application would be made only in rare and compelling circumstances.
- Dismissal with recommendation,** given with one of the following recommendations:
  - Student is advised to complete particular tasks (test prep, additional non-Rowan coursework, etc.) and is encouraged to reapply to the same academic program upon successful completion of these tasks. *The tasks as outlined by the academic program are listed in the dismissal letter and will be included in the dismissal letter from the Academic Dean.*
  - Student is prohibited from reapplying to the same academic program, but is permitted to

reapply to a *different* academic program at Rowan University.

Program representatives and student meeting to discuss program dismissal occurred on (date) \_\_\_\_\_  
Dismissal is effective (date) \_\_\_\_\_

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### REQUIRED SIGNATURES

_____ <i>Program Coordinator</i>	_____ <i>Printed Name</i>	_____ <i>Date</i>
_____ <i>Department Chair/Head</i>	_____ <i>Printed Name</i>	_____ <i>Date</i>
_____ <i>Academic Dean (or designee)</i>	_____ <i>Printed Name</i>	_____ <i>Date</i>

### *Change of Grade Policy*

Grades are subject to change under the following conditions (please also see [updated policies](#)):

**INCOMPLETES:** A grade of incomplete (IN) may be changed to a letter grade.

**ERRORS:** A grade calculated or recorded erroneously may be changed to the grade actually earned.

**DISPUTES:** A disputed grade may be changed if the student appeals it successfully. A disputed grade differs from a grade recorded in error in that disagreement over evaluation or application of criteria rather than miscalculation or clerical mistake is involved.

The policies for these three conditions differ substantially. Students are advised to read each policy carefully, paying particular attention to the respective time lines. A request for change of grade is appropriate only when an error has been made by the professor in calculating or recording a student's grade or when an "Incomplete" has turned into an "F" and the student has met all requirements, for the course. In cases of a need to change a final grade assigned for a course, the time limit for confirmed contact of the professor who awarded the grade is twenty (20) business days, not including summer, into the semester following the one in which the grade was recorded. If the professor is unavailable or fails to respond by the 30th business day of the semester, students have an additional ten (10) business days to contact the department chair. Where the department chair and the instructor are one and the same, twenty (20) business days suffice before the student can move on to the next step. Students should retain evidence of their attempts to reach either party, in extraordinary, rare, and compelling circumstances beyond the control of the student, these limits may be extended, and changes may be made only with the written approval of the course instructor, when available, the department chair, and the dean.

A change of grade is not a substitute for an "Incomplete." If a student has work missing at the end of a semester – exams, papers, assignments to be written or rewritten – an "Incomplete" may be assigned if circumstances warrant. It is not appropriate to use change of grade to alter

P/NC to A-F grade or vice versa after the completion of the semester unless an error has been made. In designated courses, a student may request a P/NC option before the end of the drop-add period during the semester in which the course is taken as noted in university policy. Students who do not declare an option for P/NC before the end of the drop/add period are to be graded on the A-F scale.

### *Student Complaint Procedure/Grievance Policy*

Students should be sure to follow the proper chain of command when dealing with grievances. If a concern is had with an Instructor, students should make every effort to resolve the concern in-person with the Instructor directly. If the concern is still unresolved, the student should meet with the Program Coordinator and then the Department Head and so on. Please see additional steps below:

1. If a letter of complaint is received by a department chair/supervisor, dean/department head, the provost, or the president from a student, parent, legislator, or any other individual in which a faculty, staff member, or administrator is named, the individual receiving the complaint will determine whether it has come as the result of the official complaint process, or directly to that office. If it has come directly to that office, the individual receiving the complaint will notify the complainant to acknowledge receipt of the complaint and provide a copy of the complaint procedure.
2. If a department chair/supervisor, dean/department head, the Provost, or the President of the University receives a letter of complaint about a faculty or professional staff member from a student, he/she will forward the letter to the individual being complained about and inform the student that the complaint process must begin with an attempt to resolve the problem with the faculty/professional staff member, and that the above complaint procedure must be followed.
3. To insure the protection of the parties' privacy, the process and all documentation will be completely confidential.
4. This policy and procedure does not apply to allegations of sexual harassment or sexual misconduct. For such allegations, there is a separate, distinct policy and process. The appropriate policy and procedures for sexual harassment and sexual misconduct can be found in the University Policy: [Student Sexual Misconduct and Harassment Policy](#).
5. This process does not apply to the students' personal preferences regarding the faculty/professional staff members' physical appearance, personal values, sexual orientation, or the right to academic freedom or the freedom of expression.
6. In all grievance matters, to the extent possible, the student will be responsible for documentation of his/her allegations.
7. The faculty/professional staff member being complained about is expected to attend all 8 meetings set up to resolve the complaint.
8. Student complaint procedures must begin with an attempt to resolve the problem with the faculty/professional staff member, and that the below complaint procedure must be followed:
  - a. Department Level
    - i. The student and faculty/professional staff member will meet to attempt resolution of the complaint.
    - ii. If the matter is not resolved, the student and the instructor will then meet with the department chairperson/supervisor, who will act as a facilitator, to determine if resolution is possible.

- iii. If the faculty/professional staff member is not accessible for any reason (e.g., prolonged illness, on leave, refuses to meet with student), or if the student fears reprisal, the student may initiate the process by first meeting with the department chairperson/supervisor.
- iv. In any case, if the matter is not resolved, the student must notify (in writing) the faculty/professional staff member or department chairperson/supervisor within twenty (20) calendar days from the date the student knew or should reasonably have known about the matter.
- v. If the above-named people are not available or cannot be contacted, the student must submit in writing his/her intention to pursue the process at the department level. The written statement must be sent to the department chairperson/supervisor within the same twenty (20) days noted above.
- vi. If the student wishes to pursue the matter immediately, the department chairperson/supervisor must schedule a meeting between the faculty/professional staff member and the aggrieved student within ten (10) working days after being contacted by the student and it must be held within fifteen (15) days of such contract. The student and faculty/professional staff member will be informed in writing by the department chairperson/supervisor of the outcome of the meeting.
- vii. If the student wishes to delay pursuing the matter until the semester is over, the department chairperson/supervisor must schedule a meeting between the faculty/professional staff member and the aggrieved student within twenty (20) working days of the next semester. The student and faculty/professional staff member will be informed in writing by the department chairperson/supervisor of the outcome of the meeting.
- viii. If the grievance is against the department chairperson/supervisor, the student may begin the complaint process at the college/unit level.
- ix. If the department chairperson/supervisor is unable to facilitate the meeting between faculty and student for any reason, the student may begin the complaint process at the college/unit level.
- x. In such instances, the student must submit in writing his/her intentions to pursue the process at the college/unit level.
  - b. College/Unit Level
    - i. If the issue is not resolved at the departmental level, within fifteen (15) working days of the departmental level meeting, the student shall schedule a meeting with the appropriate dean/director and will provide, in writing, the rationale for the complaint.
    - ii. The dean/director will convene a meeting to attempt to effect reconciliation between the two parties within fifteen (15) calendar days of receiving the student's written rationale for the grievance. Pertinent documentation provided by the faculty/professional staff member and/or the student shall form the basis of discussion at this stage. The faculty/professional staff member and the student may be assisted in the meeting by advisors. The advisors must be from within the university community and cannot speak for the faculty/professional staff member or the student. The advisors can only advise the parties they represent.
    - iii. The dean/director will render a written decision within fifteen (15) working days of the college level meeting. If the complaint cites a violation of the Ethics Code and the student is not satisfied with the outcome of this meeting, he/she may file a grievance with the Rowan University Senate Ethics Committee.

## *Restricted Courses*

Certain courses (usually practicum, seminar and selected clinical courses) are restricted to fully-matriculated graduate students who are nearing the completion of their programs and who have the permission of the Program Coordinator and/or Course Instructors. Non-matriculated or other students who register for restricted courses without permission do so at their own risk. Unless specific approval is given, course registrations in restricted courses are subject to withdrawal by the Registrar upon the recommendation of the Dean of Rowan Global.

## *Removal of Inactive Students from Active Status in the Student Information System*

On the 10th day of the fall and spring semesters, a computer-generated report (from SIS) is forwarded to Rowan Global with the names of all matriculated graduate students who have not enrolled in classes for four consecutive semesters. These students are withdrawn from the active file by graduate school staff on the 10<sup>th</sup> day of the fifth semester following the date of matriculation. Rowan Global staff will, at this time, remove these students from the active SIS data banks.

Should students, at a later time, request to be reinstated into a program, they will fill out a short reinstatement request form, pay a fee and be advised regarding options for completing a program in the required six-year time frame or reapply. Should the time-period for completing the degree program no longer be feasible within the six years that are permitted to graduate students, students must then reapply, but no additional application fees would be required. At the time of reenrollment, students may be required to complete additional program requirements reflecting programmatic changes that occurred since the students originally were admitted.

## *Accommodation Policy*

[Disability Resources](#) provides accommodations and assistance to students with various documented disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Students who meet University admissions requirements (i.e., otherwise qualified to attend the University) are required to submit appropriate documentation so that the University can determine whether they qualify for reasonable accommodations.

The staff coordinate and ensure accessible classes, use of assistive technology, audiotaped books (when available), examination administration in cooperation with the instructor, as well as other services as deemed necessary.

Set of policies and protocols to assist you with reporting concerns and seeking assistance in difficult situations:

1. Rowan University will provide reasonable accommodations for anyone to obtain equal access to educational or occupational programs and activities.
2. Disability Resources provides accommodations and assistance to students with various documented disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Students who meet University admissions requirements (i.e., otherwise qualified to attend the University) are required to submit appropriate documentation so that the University can determine whether they qualify for reasonable accommodations.
3. Applicants will need to provide comprehensive and current documentation of a qualifying disability and submit a request for services form. Forms are available by contacting the Academic Success Center.
4. Within one month of the beginning of the semester and submission of all essential information, the Director of the Academic Success Center, whose office is the first contact for students requiring assistance and the student will meet to seek agreement on accommodations to be provided.
5. Request for Services Process
  - a. Bring documents that verify disability.
  - b. Fill out Request for Services form.
  - c. Interview with the Director for the Academic Success Center and Disability Resources
  - d. Verification of documentation.
  - e. For in-classroom accommodations, pick up instructors' letters.
6. Rowan Global Students:
  - a. Any students in Rowan Global Extension/online/hybrid courses requesting accommodation must consult the additional information below:
  - b. Online/Hybrid Course Accommodation Procedures
    - i. The request and determination of online or hybrid course accommodations varies from those needed for in-class study. Therefore, students are required to follow these Online/Hybrid Course Accommodation procedures when enrolling in an online course:
      - Student contacts Disability Resources office to request an accommodation letter to be emailed to them prior to the start of their course. If necessary, the accommodation letter will be modified to meet the needs of the student for the online/hybrid course.
      - Student contacts professor with as much notice as possible to inform him/her of the online/hybrid course registration and disability accommodation.
      - Online/Hybrid accommodation letters are scanned and emailed to the student.
      - Student emails accommodation letter to the professor.
    - ii. Online course accommodations are approved on a case-by-case basis according to the student's disability and documentation
      - c. Online Timed Test Accommodations
        - i. For students who have an accommodation of extended time on tests there may be the need for an exception with online timed tests. This usually involves modifying the rules for the exam to give the student extra minutes based on the accommodation letter.
7. ADA/504 Grievance Procedures for Students
  - a. Students requesting accommodations under the ADA or Section 504 of the Rehabilitation Act who are dissatisfied with the results of the Disability Resources / Academic Success Center (ASC) may file a written grievance with the Vice President for Student Life and Dean of Students within ten days of receipt of the ASC's decision. The grievant must provide all pertinent

documentation supporting the grievance. If the student has been denied accommodations after they have been determined eligible, the process begins at the Disability Resource Office.

b. The grievant must specifically state the reasons for grievance and the action he or she believes should be taken to accommodate the identified disability.

c. Within eight days after notification of the grievance, the ASC will report to the Vice President for Student Life and Dean of Students what was done in response to the request for accommodations and the reasons why an agreement could not be reached.

d. The Vice President for Student Life and Dean of Students may request additional information from the grievant or the ASC at any time and may discuss the matter with anyone in reaching a decision. The grievance record will be closed when all information is received by the Vice President for Student Life and Dean of Students. The Vice President for Student Life and Dean of Student's report and recommendation will be sent to the University President Staff within ten days of the closing of the records.

e. Within ten days following the receipt of the Vice President for Student Life and Dean of Student's report, the University President Staff will accept, reject, or modify the report and recommendation and issue a determination.

f. If the grievant is not satisfied with the University President Staff's determination, he or she can appeal the determination to the President.

g. The President must issue a determination within eight days, which is the University's final decision.

h. These timeframes are subject to change in any given manner when essential individuals and/or information are not readily available or when the academic calendar warrants.

### *Family Educational Rights and Privacy Act*

Notice to Students Regarding Provisions of the [Family Educational Rights and Privacy Act of 1974](#):

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, as well as specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record, in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the [U.S. Department of Education](#) concerning alleged failures by Rowan University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-5920

## *Public Notice-Designating Directory Information*

Rowan University has designated the following categories of student information as Directory Information. Such information may be disclosed by the institution.

Category I: Name, address, telephone number, electronic mail addresses, dates of attendance, class.

Category II: Major field of study, awards, honors (includes Dean's List), degree(s) conferred (including dates).

Category III: Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

Students who desire to withhold the disclosure of information must provide written notification to the Office of the Dean of Students each year before the first week in October. Forms are available in the Dean's Office.

Rowan University assumes the failure on the part of any student to specifically request the withholding of categories of Directory Information indicates individual approval for disclosure.

## *Counseling and Psychological Services*

Counseling is a process which encourages a person to explore personal issues, examine feelings and consider alternatives in a supportive atmosphere with a professional who will listen and provide feedback. As one option, you may contact the [Rowan University Wellness Center](#).

Students sometimes have problems in their academic and personal lives, while taking graduate courses. Students may go to counseling for a variety of reasons. While some students seek help when they are in crisis, it is not necessary to have a serious problem to see a counselor. Sometimes what is needed is to have someone with whom to talk things over.

Some problems that students commonly experience include adjustment to graduate school, life transitions, relationship concerns, depression and anxiety, eating and body image concerns, family problems, recovery from abuse, trauma, alcohol and substance abuse problems, stress, grief and loss, social anxiety, test anxiety and identity development.

Counseling is an opportunity to speak privately and confidentially with a trained counselor about personal concerns and/or emotional problems, as well as to facilitate personal growth.

The Clinical Mental Health Counseling faculty members are aware that students sometimes have life-issues that might benefit from counseling services. We actively encourage students to work with other professionals (outside our program) to address these issues. This may also serve as a valuable learning experience that can further strengthen the student's ability to help others in the future both through the experience of counseling and through personal reflection on countertransference. There will not be a stigma surrounding the use of counseling/psychological

services within our program as it is encouraged. However, in very rare circumstances faculty members *may* have an ethical responsibility to address issues (i.e., emotional problems, etc.) with students that are interfering with their training. Similarly, students may be denied practicum experiences if there are persistent issues (i.e., not modified by feedback or other processes) that are judged to be potentially deleterious or harmful to clients the student might interact with as a part of their practicum experiences. See the [ACA Code of Ethics](#) (primarily section F titled “Supervision, Training, and Teaching” for more information on this topic).

## *Academic Integrity*

### **DEFINITIONS**

1. *Academic Misconduct*: Academic Misconduct includes the alteration of grades; involvement in the acquisition or distribution of unadministered tests; and the unauthorized submission of student work in more than one class.
2. *Cheating*: Cheating is an act of deception by which a person misrepresents his or her mastery of material on a test or other academic exercise.
3. *Fabrication*: Fabrication refers to the deliberate use of invented information or the falsification of research or other findings with the intent to deceive.
4. *Plagiarism*: Plagiarism occurs when a person represents someone else's words, ideas, phrases, sentences, or data as one's own work. When submitting work that includes someone else's words, ideas, syntax, data or organizational patterns, the source of that information must be acknowledged through complete, accurate and specific references. All verbatim statements must be acknowledged through quotation marks and properly cited. To avoid a charge of plagiarism, a person must be sure to include an acknowledgment of indebtedness, such as a list of works cited or bibliography.

### **POLICY**

1. The integrity of academic programs is imperative to Rowan University's mission. While acknowledging the social and collaborative nature of learning, the University expects that grades awarded to students will reflect individual efforts and achievements.
2. All members of the Rowan community are responsible for understanding what constitutes academic dishonesty; upholding academic integrity standards and encouraging others to do likewise; and knowing the procedures, rights and obligations involved in the Academic Integrity Policy. Academic dishonesty, in any form, will not be tolerated. Students who commit an act of academic dishonesty are subject to disciplinary sanctions up to and including expulsion from the university.
3. Violations of academic integrity are classified into four categories based on the seriousness of the behaviors and the possible sanctions imposed.
  - a. A Level 1 violation may occur because of ignorance or inexperience on the part of the person(s) committing the violation and ordinarily include a very minor portion of the course work. A sanction for a level 1 violation will not exceed a failing grade on the assignment.
  - b. Level 2 violations involve incidents of a more serious nature and affect a significant aspect or portion of the course. A second Level 1 violation will automatically become a Level 2 violation. A sanction for a Level 2 violation will not exceed a failing grade in the course.

c. Level 3 offenses are even more serious in nature and involve dishonesty on a more significant portion of course work, such as a major paper, hourly or final examination. If a student had previously been found responsible either of one or more violations at Level 2 or higher, or of two Level 1 violations, an additional violation at any level will automatically become at least a Level 3 violation. A sanction for a level 3 violation will not exceed suspension from the University.

d. Level 4 violations are the most serious breaches of academic integrity. They also include repeat offenses below Level 4 violations and violations committed while already on or after returning from Academic Integrity Probation.

#### 4. Reporting and Adjudication of Academic Integrity Violations

a. A student or University employee who has witnessed an apparent act of academic misconduct or has information that reasonably leads to the conclusion that such an act has or will occur must inform the instructor or the Office of the Provost.

b. Test center proctors, graduate teaching fellows, or other such surrogates acting on behalf of an instructor who believe that a student has attempted or committed an apparent act of academic misconduct must inform the instructor or the Office of the Provost and turn over all physical evidence.

c. An instructor who believes that a student has attempted or committed an apparent act of academic misconduct must investigate the matter. Instructors are encouraged to consult with staff in the Office of the Provost.

#### d. Role of Instructor

- i. If the instructor then concludes that misconduct has occurred, he or she must obtain a copy of the Report of an Academic Integrity Violation (RAIV) form from the web, the departmental office, or the Office of the Provost. The instructor must complete as much of the RAIV form as possible prior to meeting with the student, including the appropriate type of violation/level.
- ii. The instructor must make reasonable attempts to meet with the student in question as soon as possible. When necessary, such meetings may be conducted by telephone or electronic mail. In this meeting, every effort must be made to preserve the basic teacher/student relationship. The student must be given the opportunity to respond to the allegation and to review and sign the RAIV if he/she so chooses. The student's signature signifies that he/she is aware of the alleged violation and understands where information on next steps in the procedure can be found. The student must be allowed to remain in class and complete course work until a final resolution is reached.
- iii. For Level 1 and Level 2 violations, the instructor must indicate sanctions on the RAIV before the student signs the acknowledgement section of the RAIV form. (Instructors do not recommend sanctions for Level 3 and 4 violations.) Instructors may recommend sanctions up to and including a failing grade for the course depending on the level of violation. Students must not sign the form if they have additional questions or want to consult staff in the Office of the Provost.
- iv. At the conclusion of the meeting, the instructor must provide the student with a copy of the RAIV form, whether the student signed the form or not. The instructor must then forward the form and all supporting documentation to the Office of the Provost.
  1. Level 1 violations: The instructor will make the determination on whether a violation has occurred and on the penalty. Appeals go directly to the Office of the Provost and will be heard by the Academic Integrity Review Board.

2. Level 2 violations: The instructor will make the determination of whether a violation has occurred and on the penalty. Appeals go directly to the Office of the Provost and will be heard by the Academic Integrity Review Board.

3. Level 3 and 4 violations: The Office of the Provost will refer the matter to the Academic Integrity Review Board for adjudication at a hearing. The Board will issue a finding and recommendation to the Office of the Provost, which will make the final irrevocable decisions on both rulings and appeals.

e. Additional sanctions, including suspension or expulsion from the university, may be recommended when requested by the instructor, requested by the academic unit in which the violation occurred, or when stipulated by the academic integrity policy (i.e. the level of the violation or the existence of previous academic integrity violations by the student).

f. In the case that an instructor must assign a grade before the case is resolved, the instructor must assign a grade of "INC," which will be changed when the case is resolved.

5. Academic Integrity Review Board

a. The Academic Integrity Review Board may be convened for adjudication of an allegation of academic dishonesty.

b. The Academic Integrity Review Board is chaired by the Associate Provost for Academic Affairs. The Chair shall be a participating but nonvoting member of the Board.

c. The Board is composed of six regular members.

i. A minimum of two student members from a pool of between 7 and 14 students who are appointed by the Student Government Association. Student members must be matriculated and in good standing with the University.

ii. Two full-time members of the faculty who are appointed by the University Senate President.

iii. Two members of the administration who are appointed by the Office of the Provost.

iv. Two alternates from each category will also be appointed.

b. When convening the Academic Integrity Review Board for adjudication of an allegation of academic dishonesty, a quorum of four members, including at least one student, one faculty member and one administrator, must be present.

2. Rights in Hearings

a. The University disciplinary system is not a criminal or civil law process and the legal procedures applicable in criminal and civil cases will not apply. This policy is not intended to supersede any existing law or regulation.

b. University disciplinary hearings will accord the following specific rights to all students:

i. To receive written notice of the alleged violation.

ii. To have reasonable access to the case materials prior to and during any hearing.

iii. To have access to advice by an individual of his or her choosing, including an attorney.

However, the advisor may not participate in the hearing. The student must sign a FERPA waiver indicating he/she has consented to have the individual present.

iv. To participate in the hearing, present information on his or her own behalf, call witnesses and question information provided at their hearing. This does not include the right to directly question witnesses.

- v. To receive written notification of the decision reached and a list of any sanctions imposed.
  - 2. Description of Sanction
    - a. A student may receive single or multiple sanctions for violations of the Academic Integrity policy. Factors to be considered in deciding sanctions will include present demeanor and past disciplinary record of the student and the nature and severity of the violation.
    - b. Sanctions which may be imposed upon a student found responsible for a Level 3 or Level 4 include the following:
      - i. Notation of Academic Integrity Violation on Transcript: When a student fails a course because of a Level 3 or Level 4 violation, this will be noted on the student's transcript. The notation can be removed from the transcript at the student's request provided the student has had no further academic integrity violations for one calendar year (365) days. The student can have a maximum of one such notation removed in his/her career as a Rowan student.
      - ii. Academic Integrity Probation: Academic integrity probation is a period of one calendar year (365 days) indicating that a student is no longer in good standing with the university vis-à-vis academic integrity because of a Level 3 or Level 4 violation. (This status is distinct from Academic Probation, which concerns academic performance.) Any subsequent Academic Integrity Violation while in this status will likely result in suspension or expulsion from the university.
      - iii. Suspension: Beginning on the date the suspension takes effect, the student is no longer a registered student, may not attend classes, nor receive grades for a specified period of time. In addition, while in this status, the student is not permitted to be present on the campus or at a University-sponsored event for any reason whatsoever. The suspension will be noted on the student's academic transcript as disciplinary suspension. The student is not entitled to any refund of any fees after published refund dates.
      - iv. Expulsion: Beginning on the date the expulsion takes effect, the student may never again be a registered student, may never attend classes, nor receive grades. In addition, the student may never be present on the campus nor at a University-sponsored event for any reason whatsoever. The expulsion will be noted on the student's academic transcript as Academic Integrity Expulsion. The student is not entitled to any refund of any fees after published refund dates.

In the CMHC Program, it is imperative that students understand [academic integrity](#) and utilize the format required by the Instructors for writing (often APA format). It is extremely important that students master APA format and properly cite any work that is not their own!

### *Clinical Mental Health Counseling Program-Cell Phone and Electronic Device Policy*

The Master's in Clinical Mental Health Program strives to train students to uphold the highest standards of professional and ethical practice. As such, students are prohibited from texting or using social media in classes. Students should keep cell phones on silent; however, students are permitted to have an emergency ring assigned, should an emergency occur. Students are encouraged to notify friends and family of the phone number for campus security, should they need to be notified in an emergency. Students should obtain prior permission from the instructors if they are requesting to audio record the lecture(s) or utilize laptops for note-taking. At the discretion of the individual instructor, electronic devices may be used for instructional purposes only and should be properly stowed when that instructional time is complete.

Students are prohibited from using social media to defame any classmates or instructors, both inside and outside of the program. Under no circumstances should students take pictures or record another classmate or instructor without permission. Students should not post an identifying information of (nor allude to) students, instructors, or practicum supervisors on social media, unless specifically given the permission by the individual. Instructors and/or the Program Coordinator have the right, at any time, to excuse a student from class, and/or implement programmatic discipline, including dismissal from the program, should any part of this electronic device policy not be followed.

### *Social Media Presence*

CMHC students and graduates should take special care in monitoring their social media presence. The field of counseling is unique in that clients may be influenced by counselors' professional and personal opinions. Clients may experience a form of transference by viewing social media of counselors and counselors-in-training that can disclose personal beliefs or lifestyles. While counselors may seek to self-disclose in the therapeutic process, when for the benefit of the client, the self-disclosure should be individualized and only when appropriate and not through public platforms, when possible. As such, students and graduates should limit publicly-seen profiles on social media by using the highest privacy settings. Professional and personal profiles need to be kept separate. It is not acceptable to post about clients and confidential information on social media. Refer to [ACA Code of Ethics](#) (in particular, section H) for more guidance.

## Practicum in Counseling

### *Objectives*

- Students will gain practical experience in working with individual clients and groups.
- With the guidance of the on-site supervisor and the CMHC Practicum Supervisor, the student will demonstrate the ability to choose and implement appropriate counseling techniques.
- Students will demonstrate the ability to precisely define and monitor the attainment of client-centered goals.
- Students will demonstrate an ability to work in multicultural settings.
- Students will display appropriate understanding of, and adherence to, ethical principles.
- Students will demonstrate appropriate interpersonal skills in working with clients and other agency staff.
- Students will demonstrate the ability to utilize the appropriate elements of a counseling approach, including establishing the relationship, helping the client to identify issues, working with the client to establish goals for change, employing appropriate counseling techniques, recognizing when and how to alter the techniques and termination or transfer of the client to another counselor.

Students will 1) learn about the history of the clinical and counseling profession taking into account gender and multicultural issues 2) become familiar with different professional organizations in clinical and counseling psychology and they will understand the value of becoming an active member of such organizations 3) learn to integrate course content and skills learned in other courses and, in doing so, will learn to form a coherent sense of professional identity (including an awareness of their own multicultural disposition which could influence their practice) 4) learn about licensing and credentialing requirements in the field. Students will also learn about 1) the establishment of professional boundaries and confidentiality; 2)

professional credentialing, including certification, licensure; 3) applying ethical standards and the applications of ethical and legal considerations in professional counseling.

## *Frequently Asked Questions*

### ***Q: Where can I do my practicum?***

**A:** Rowan University is familiar with a myriad of sites in the local New Jersey area (including some in Philadelphia and Delaware). Collectively, our previous students have been successful in securing placements in a variety of locations and treatment settings (in-patient, out-patient, day programs, etc.). Prior to the start of your practicum class, you will have a chance to look over this large pool of previously attended sites and search for a match. The Practicum Coordinator, Dr. Krissy Young will also provide a list of practicum sites that have been particularly fruitful for students in the past. Always remember that senior graduate program students are a great resource for discussing potential placements – after all, they just went through the process you are about to go through!

However, you aren't limited only to sites that have been used before! You may independently seek out your own practicum site if you have special interests. All such sites will require an in-depth review by the Practicum Coordinator in order to ensure a successful learning opportunity. If you are going to contact outside agencies for practicum, the following procedures outlined must be followed:

First, check with the Practicum Coordinator to make sure that we have not already made contact or had previous interns at that location. We do not want multiple people contacting multiple agencies. This wastes the time of busy professionals at the agencies and does not reflect favorably upon us as a program.

If you get the “go-ahead” to contact the agency, tell them:

1. You are a graduate student in the MA in Clinical Mental Health Counseling Program at Rowan University.
2. You are contacting them to see if they take internship/practicum students.
3. If they do, who might the Practicum Coordinator call to arrange for that internship/practicum?
4. If they would be interested in contacting the Practicum Coordinator, you can also give them the contact information of the Practicum Coordinator at Rowan (Dr. Krissy Young).

### ***Q: Who is eligible to be my supervisor?***

**A:** Due to the case-by-case complexity of such a topic and ever-changing state regulations, faculty will review all supervisors to determine eligibility. Generally, your supervisor should have a master's degree or higher in a counseling-related field and, preferably, a minimum of five years of post-master's experience. The on-site supervisor should be licensed by the state in which they practice (LPC is best).

- Please note that a new regulation began October 5, 2011 that requires supervisors to hold an “Approved Clinical Supervisor Credential (ACS)” from the National Board of Certified Counselors (NBCC) or an equivalent supervisor credential recognized by the licensing board. As written, it appears that this is primarily for supervision *subsequent* to obtaining your MA degree

(i.e., once you have your degree and have submitted a supervision plan to the Professional Counselor Examiners Committee to complete the 4,500 hours of supervised experiences required for the LPC credential). However, to err on the side of caution we are encouraging students to seek placements with supervisors with this credential when possible.

The student also has an ongoing obligation to monitor the effectiveness of any eligible supervisor. Though a supervisor may initially be determined to be eligible, circumstances may change. We strongly encourage all students to discuss any difficulties with the Practicum Coordinator of our counseling program. Please refer to the “Practicum in Counseling” handbook provided in this class for further information and for up-to-date information on all practicum details.

***Q: How many supervised hours do I need?***

***A:*** You will need to obtain 600 hours of practicum experience as a requirement for this program. It is also expected that you will be directly collaborating with your supervisor at least once a week to review your progress, as well as attend regular class meetings. You may complete more than 600 hours as these hours count toward your eventual licensure.

***Q: How do I go about getting a background check and liability insurance?***

***A:*** It will depend on where you are planning to do your practicum. For most sites, you will simply sign a release, acknowledging your consent to a background check. There may also be a fee related to the background check, which you may be required to cover. Some institutions may require additional drug testing from you.

Each student is covered by the University Liability insurance during their practicum experience. However, you are also required to carry your own individual insurance, proof of which must be supplied before beginning any practicum experience. It is recommended that students obtain their liability insurance through the [American Counseling Association](#).

***Q: What kind of prior experience do I need to be able to get hired at a practicum site?***

***A:*** This will depend on several factors. One factor would be if you are looking to do a specific type of practicum, it would be helpful if you had previous experience working with that population or in a similar setting. For example, if you are working at a facility that only does Parent-Child Interaction Therapy, it would be beneficial to have previous experience with children. However, there are no hard and fast rules to what kind of experience you need. Some sites may be more willing to train students from the beginning, while others prefer a more seasoned applicant.

Part of your acceptance to this program was based on the fact that you had marketable experience – hence making it likely that you could be placed in a practicum site. If your previous jobs or internships placed you in a counseling or counseling-related setting, you ought to be on good ground. Remember, by the time you are expected to participate in practicum you will have had a year’s worth of counseling instruction – making your resume more attractive.

You may have also been accepted to the CMHC Program, on a probationary basis, contingent upon gaining additional clinical experience to be better prepared, and a stronger candidate, for

when applying for practicum placements. If you were accepted on this probationary status, the terms were outlined in your admissions letter.

## **Practicum Timeline**

The timelines presented below are meant to represent tentative timelines or guidelines. Additional, individual deadlines will be established by the Practicum Coordinator. **Failure to respond in a timely fashion to these deadlines will result in students not being able to enroll in practicum for the following academic year.** Because much of the communication about practicum sites and additional deadlines typically occur via email, students are expected to check email on a daily basis during the practicum placement period in order to stay abreast of all announcements and requests.

1. Declare your intent/request to take practicum  
2<sup>nd</sup> week of Spring Semester  
\*\*\*Students must complete the “Intent/Request for Practicum” Form\*\*\*
2. Finalize professional vitae and cover letter and complete the practicum checklist  
Mid-February
3. Narrow Practicum Placements & Participate in Interviews  
March, April, May
4. Final Practicum Contract Due  
End of May
5. Deadline for All Paperwork to Be Complete  
End of July

\*\*\*The “Intent/Request for Practicum Form” is submitted to the Practicum Coordinator. This identifies that you would like to begin practicum, in the following semester, and you are requesting approval to do so. Approval to begin practicum is based on several factors, including academic and dispositional standing in the program. The Practicum Coordinator will inform you if your request was approved. \*\*\*

Although the deadline for completion of all practicum paperwork is the end of July, it is expected that students work with the Practicum Coordinator to complete all necessary paperwork immediately after a verbal agreement is met. Failure to do so will be considered unprofessional behavior and will result in a student’s practicum site being revoked. This will require that s/he wait an additional year to complete his/her practicum.

A final note about practicum: The process of finding and securing a practicum site is a dynamic experience. From year to year, students change, supervisors change and even whole agencies sometimes change! Thus, we encourage you to seek out your own experience. Additionally, the practicum placement typically happens in the midst of a busy semester that is filled with obligations that both students and faculty members share. We encourage you to be proactive in working with the Practicum Coordinator to find a site that is best. If, for any reason, problems arise, we encourage you to meet them proactively with the Practicum Coordinator and seek out collaborative solutions to those problems.

Additional, detailed information regarding practicum and guidelines may be found in the “Practicum in Counseling Handbook”. This “Clinical Mental Health Counseling Handbook” is not an exhaustive overview of the guidelines and procedures.

# Licensure

## *Licensure in New Jersey*

(Note: Graduates from the CMHC Program have also become licensed in other states. If you are looking to reside/practice in another state, check the state's requirements for licensure).

In NJ-Falls under the prevue of the “*State Board of Marriage and Family Therapy Examiners*”

- While you will be receiving your license from the State Board, you will be submitting your materials to the “[Professional Counselor Examiners Committee](#)”

**There are different counselor licenses, which have different educational/supervision/experience requirements.**

- Licensed Associate Counselor (LAC)
- Licensed Professional Counselor (LPC)

## *Requirements for Licensure in NJ*

Licensure laws and regulations vary from state-to-state. Students should become familiar with the laws and codes of the state in which they want to be licensed.

For [NJ Laws and Regulations](#) and [Applications](#) regarding licensure:

- *For both LAC and LPC: 60 graduate semester hours (MA in Counseling)*
- *For LPC: 4,500 hours of supervised experience (may use up to one calendar year of practicum experience toward these hours)*
- *For both LAC and LPC: National Counselor Examination: Students of the CMHC Program will have the opportunity to take the NCE in April of their 2<sup>nd</sup> Year. There will be a different application and guidance by the Program Coordinator on taking this exam while still a student. Students may take the NCE up through April 2022. To take the NCE after graduation, click [here](#) to apply.*
- *For both LAC and LPC: Graduation from CACREP Program or Program approved by the Board (the CMHC Program is approved by the NJ Board.)*

Students who graduate from the CMHC Program, and who intend on pursuing the LPC designation (Licensed Professional Counselor), would benefit from taking the NCE as early as possible. Once students pass the NCE (and submit the proper applications above), the LAC designation (Licensed Associate Counselor) may be awarded. Once the LAC is given, students (now graduates) begin accruing 4,500 hours for the LPC (up to one calendar year of practicum hours may be applied). These post-graduate hours must be under the supervision of an [ACS \(Approved Clinical Supervisor\)](#) or an LPC who has 3 graduate credits in clinical supervision. Before accruing hours, graduates must submit a “[Proposed Plan of Supervision](#)” to the Board. Once the Proposed Plan of Supervision is approved by the Board (after obtaining the LAC), candidates then utilize the “[Documentation of Supervised Counseling Experience](#)” form to document supervision.

Contact information of the [NJ LPC Board](#): Ms. Milagros Collazo, Executive Director, State Board of Marriage and Family Therapy Examiners, PO Box 45007, Newark, NJ 07101, (973) 504-6582

## *Certifications*

Graduates from the CMHC Program may seek to obtain additional credentials and certifications. While not required for general counseling practice, additional certifications may help graduates to specialize in specific areas. Graduates are cautioned to read the requirements for certifications, as well as the requirements as an LPC-holder in how to list the credentials after one's name. For example, some credentials are not recognized by the LPC Board. In addition, legislation often changes with regards to requirements. Students should be aware that, while in NJ the Rowan CMHC Program is recognized as meeting all educational requirements for licensure, there are some bodies that may require a graduate degree from a CACREP-accredited program (e.g. some military insurance programs). Counselors are often lobbying for and against such requirements. Joining a professional organization such as the [American Counseling Association](#) will keep you abreast of the latest movements.

## *Professional Organizations*

It is strongly recommended that students join counseling-related organizations as early as possible in their training. This is an important step towards developing a strong sense of profession identity. These organizations will typically have newsletters that address important issues within the field, job listings, information about recent legislative changes that affect the profession, a written ethics code, empirical journals that report new research, hotlines where you might receive professional advice about legal/ethical situations you might encounter in your activities, conferences related to the counseling profession, and much more!

*ACA* = [American Counseling Association](#)

*Also consider:*

*AMHCA* = [American Mental Health Counselors Association](#) (division of ACA)

*NJCA* = [NJ Counseling Association](#)

*AAMFT* = [American Association of Marriage and Family Therapy](#)

## *Ethics Codes*

*Students are required to adhere to these codes throughout the program and thereafter: [ACA](#) and [NBCC](#). If students join other professional organizations, they must follow those codes as well.*

## Graduation (General Info)

Students may potentially complete course work after the Summer Session of their second year. Students may or may not be finished with practicum requirements. Because courses are not completed until after the May commencement date, students may elect to “walk” in commencement prior to completing the requirements, under certain conditions. However, please note that requirements to complete the CMHC Program include coursework, practicum, etc.

Submission of an application for graduation is a **requirement** for degree conferral. Students must review their GRAD (Graduation Requirements Advising Database) report or transcript through Student Self-Service Banner, as well as meet with the Program Coordinator for approval to proceed. Failure to do so may result in inadequate preparation of degree requirements, leading to the rejection of the graduation application. Rejected applicants must reapply for graduation, as well as resubmit the processing fee when they have fulfilled the requirements.

There are fees associated with applying for graduation/commencement. In addition, applications are NOT accepted after the extended deadline dates. Please pay close attention to graduation/commencement and walking deadlines.

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*Students in the entering cohort are given informed consent and acknowledgement documents to sign regarding this Handbook. Copies of the signed forms are in their student files.*

