



Rehabilitation Counseling Master's Program

Student Handbook

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Program Information

Accreditation

The Master's Program in Rehabilitation Counseling is fully accredited by The Council for Accreditation of Counseling and Related Educational Programs (CACREP). Accredited programs adhere to stringent training guidelines in order to ensure consistency among training programs. Attending a CACREP accredited counseling program will assist you in obtaining licensure as a Professional Counselor and the Certified Rehabilitation Counselor (CRC) designation.

Program Goal/Mission Statement

The goal of the Rehabilitation Counseling Master's Degree Program at the University of Northern Colorado is to provide graduate students with the knowledge, skills, and experiences necessary as rehabilitation counseling professionals.

The mission of the program is to educate master's students in the area of rehabilitation counseling to assist and support individuals with disabilities or chronic illnesses to achieve maximum potential, meaningful employment, and full community integration. In doing so, the program focuses on encouraging students to pursue a life-long commitment to learning, critical thinking skills, creative problem solving, and an appreciation of the skills and abilities of individuals with disabilities.

Program Objectives

- Develop an understanding for psychosocial, cultural, and diversity issues that impact rehabilitation counseling.
- Demonstrate ethical behavior and ethical problem-solving skills.
- Evaluate barriers in the environment and social and economic influences that create barriers for individuals with disabilities.
- Effectively utilize counseling theories and techniques to serve individuals with disabilities and chronic illnesses.
- Master methods of inquiry to acquire a deeper understanding of the discipline.
- Utilize current research to improve services for individuals with disabilities and chronic illness.
- Acquire knowledge and skills necessary for careers in rehabilitation counseling, vocational evaluation, and/or advanced scholarly work.

Application and Admissions Process

Applicants must hold a bachelor's degree with a GPA of at least 3.0 in the last 60 semester hours of the most recently completed degree. The program uses a rolling admissions process with applications reviewed as they are received.

Admission

The student must send directly to the Graduate School:

- Two letters of recommendation using the UNC Letter of Recommendation for Graduate School form
- Current résumé
- The Statement of Interest, which must address the following components in approximately 5-8 pages.
 - What factors and events motivated your interest in rehabilitation counseling? Discuss your attitude and philosophy toward rehabilitation counseling. Also, describe your attitude or philosophy toward research, community change and advocacy.
 - What are your career and educational goals? Why have you chosen rehabilitation counseling as your area of study? In what role and in what organizational setting would you ultimately like to be employed?
 - What past exposure have you had to rehabilitation counseling? Include any coursework or work experience (paid or volunteer) you have had. If you have had none, provide a justification of your current interest in the field.
 - How would you describe your strengths and weaknesses? This should cover areas including academic ability, ability to form effective counseling relationships, ability to work with individuals from various cultural backgrounds, ability to participate in constructive supervision, and ability to cope and manage stress.

Once you have applied to the UNC Graduate School and your application packet is complete, your application will be reviewed by the Graduate School and then sent to the faculty/program area for an admission decision. It is a rolling admissions policy, so the timing of the decision depends on the number of applications being reviewed at that time.

Policies and Procedures

Advisors

The Program Coordinator of the Rehabilitation Counseling program will assign each newly admitted student an advisor from the Rehabilitation Counseling faculty. It is your responsibility to set up times to meet with your advisor concerning issues such as preparing a course schedule, planning for comprehensive exams, and completing graduation requirements. Students can meet with their advisor in-person or via Zoom using a passcode to ensure confidentiality and privacy. Each student admitted into the program is responsible for reading and following the program, UNC Graduate School, and University guidelines. Therefore, it is your responsibility, not your advisor's, to be sure all program requirements are met prior to applying for graduation. You may change advisors at any time in the program by contacting the Program Coordinator.

Transfer of Credit

Students must be admitted into a program of study before transfer credits will be evaluated. Once admitted, students provide their advisor with the syllabus from the course(s) to be transferred along with an official transcript (if not submitted with their graduate school application) for consideration. A maximum of 50% of graduate program credits may be transferred into a master's program from another accredited university, and this does not include practicum and internship. Transfer credit will not be accepted if the work was used to obtain any degree at any institution or if the work was completed more than five calendar years prior to the completion of a student's master's program. Transfer credit must be compatible with the student's program and must be "A" or "B" work.

Course Loads

Nine semester hours of credit is the minimum credit load to be classified as a full-time student. The maximum load permitted for a graduate student enrolled in a regular semester is 16 hours. The maximum load permitted for a graduate student in the summer sessions (two six-week sessions and/or full 12 weeks) is 15 hours with 9 hours maximum for a six-week term. Course Overload Request forms are available and must be signed by the Program Coordinator before you may register for more than the maximum number of credits.

Rehabilitation Counseling Practicum Policy

RCS 694 (Supervised Counseling in Rehabilitation) serves as our programs' required clinical practicum experience. Students must have completed all prerequisites for RCS 694 (or must be in the process of completing them) in advance of registering for the course. Following registration, if a student fails to pass or to complete any of its prerequisites for any reason, the student must drop RCS 694 in advance of the course start date. Students must be enrolled in RCS 694 for 6 credit hours and are graded on a Satisfactory/Unsatisfactory basis. Students who earn a grade of Unsatisfactory must take RCS 694 again and wait a minimum of one semester before re-enrolling. Students who do not satisfactorily complete RCS 694 in their second enrollment will receive notification that their program has been terminated. Note: A grade of Incomplete in RCS 694 will only be given in exceptional cases when an instructor deems it appropriate.

While enrolled in practicum, students adhere to strict confidentiality and privacy procedures, and these procedures are provided to all students after enrolling in practicum. For students in the on-

campus clinic, all client materials are kept in a secure area in the counseling clinic, and the practicum instructor maintains access to the secure area and provides students access to client information as needed. For students completing practicum at a distance, all client materials are kept secure using Supervision Assist. This software platform ensures confidentiality for counseling sessions, individual and group supervision, and record keeping, and it also creates and adequate and appropriate instructional and counseling environment for students. Prior to enrolling in practicum, students must provide proof of individual liability insurance. Options will be provided by Rehabilitation Counseling faculty.

Course Registration

The schedule of classes for each semester is available on the UNC website. Consultation with your advisor regarding which classes to take is highly recommended. You will register for classes via URSA.

Enrollment (Matriculation) Requirements

Students are expected to follow all the Graduate School's enrollment requirements, which can be found here: <http://unco.smartcatalogiq.com/current/Graduate-Catalog/General-Information/Policies-and-Procedures/Full-Time-and-Part-Time-Enrollment-Status>

A graduate student is considered half-time when registered for 5 credits and full-time when registered for 9 credits. Also, if an enrolled student does not attend the first class meeting, they may be dropped from the course.

University Counseling Center and Psychological Services Clinic

The UNC Counseling Center is accredited by the International Association of Counseling Services. Counseling services are available both in-person and remotely.

(970) 351-2496

<http://www.unco.edu/counseling-center/>

The Psychological Services Clinic at UNC also offers individual and group counseling, along with assessment. Services are offered via in-person and telehealth formats.

<https://www.unco.edu/cebs/psychological-services-clinic/services/counseling.aspx>

Internship

Detailed program specific policies are available in the Internship Manual, which can be obtained from Dr. Erin Moser. Prior to enrolling in internship, students must provide proof of individual, liability insurance, and options for purchasing this will be provided by program faculty.

Comprehensive Examination

The completion of your master's degree is contingent upon successfully passing a written comprehensive examination. Currently, there are two options for our comprehensive exam. One is a national examination: The Certified Rehabilitation Counselor Certification examination (CRCC). The cost of the exam is currently \$420, and completion of the exam will also certify you as a Certified Rehabilitation Counselor. The second option is an essay exam administered and scored by Rehabilitation Counseling faculty.

Students are able to take either exam option once they have completed 75% of the required

coursework. Typically, students complete the exam during the same semester the internship is completed. Application timelines and forms for the CRCC exam, along with examination schedules are available on the CRC website: <https://www.crccertification.com/about-crc-certification>. Students who fail the exam may apply to re-take the exam in the following academic semester. Students who fail the exam twice will have their program terminated.

Primary Reasons for Program Termination

1. Five years from the date of admission are allowed to complete the M.A. The Graduate School terminates programs that have exceeded this time limit.
2. Programs may be terminated by request of the program faculty when evidence of unethical or unprofessional behavior on the part of a student has been established. Please reference the Retention, Remediation, and Dismissal Policy in this Handbook for more information.
3. A student's program may be terminated if, in the professional judgment of the faculty, the student is incapable of providing high quality therapeutic services to clients.
4. Students are required to maintain a 3.0 (B) grade point average. When a student's GPA drops below this point, the student is warned and given a specific time limit for raising their grade point average. If this is not done, the Graduate School will terminate the program.

Graduation

Students must submit an Application for Graduation, available on the Graduate School's website, the semester prior to graduating. The student's program is checked by the faculty advisor and approved for graduation, or conditions are stated which would qualify the student for graduation. The Application for Graduation is then filed with the Graduate School, where the final graduation check is made. This formal Application for Graduation must be filed in accordance with the deadlines posted on the Graduate School's website, and it is the responsibility of the student to complete the form, obtain signatures, and file it with the Graduate School. Attendance at a graduation ceremony and rental of a cap and gown are optional. However, the student's name is still listed in the commencement program.

Policy on Plagiarism

Plagiarism is the act of appropriating the written, artistic, or musical composition of another, or portions thereof; or the ideas, language, or symbols of same and passing them off as the product of one's own mind. Plagiarism includes not only the exact duplication of another's work but also the lifting of a substantial or essential portion thereof (this is the UNC definition).

Statements that paraphrase or summarize the work of another, along with other information that is not considered common knowledge, must be properly cited in the text of a document, and the source included in the reference list at the end of the document. If using a direct quotation, the citation in the text must include the exact page numbers from the original source. The original source must also be listed at the end of your work. Quotation marks or a proper form of indentation shall be used to indicate all direct quotes. All referencing is done according to APA Style. Regarding class projects, you are not to use the completed works of faculty members, imported documents from other authors, or works from websites, or any other body of work in which you are not the author as the bulk of your project. With proper referencing, you can import

portions of such works and websites to enhance and illustrate your presentation, and you can provide references to these other works for students who have an interest in pursuing a topic further. Students who have engaged in the act of plagiarism will be given in an “F”.

Curriculum

Methods of Instruction

Rehabilitation counseling courses are offered in an online format and a hybrid online synchronous/on-campus format. Practicum is completed in the Rehabilitation Counseling clinic in Gunter Hall, and it can also be completed in an online synchronous format. The internship experience is completed at a field-based site, which is selected by the student and the Practicum and Internship Coordinator.

Degree Requirements

Course #	Course Name	Credits
PSY 530	Life Span Developmental Psychology	3
RCS 580	Foundations of Rehabilitation Counseling	3
RCS 581	Assessment of Adults with Disabilities	3
RCS 585	Career Counseling and Placement for People with Disabilities	3
RCS 604	Family, Cultural and Psychological Aspects of Disability	3
RCS 605	Medical Aspects of Disability	3
RCS 610	Interpretation and Evaluation of Behavioral Research	3
RCS 630	Counseling Theories and Techniques in Rehabilitation	3
RCS 631	Group Processes in Rehabilitation	3
RCS 632	Counseling Techniques in Rehabilitation	3
RCS 692	Clinical Internship in Rehabilitation	15
RCS 694	Supervised Counseling in Rehabilitation	6
APCE 623	Understanding and Counseling Diverse Populations	3
APCE 657	Legal and Ethical Aspects of Counseling and Psychology	3

Elective Credits — 3 hours

- All elective credits must be approved by your advisor before enrolling in the course.

Sample Course Schedule

Semester	Courses	Credits per Semester	Total Credits
Fall	PSY530 RCS604 RCS605 RCS610	12 Credits	12 Credits
Spring	RCS580 RCS581 RCS630 Elective	12 Credits	24 Credits
Summer	APCE 623 APCE 657 Elective	9 Credits	33 Credits
Fall	RCS585 RCS631 RCS694	12 Credits	45 Credits
Spring	RCS692	15 Credits	60 Credits

General Program Information

Review of Students

The Rehabilitation Counseling program faculty members review the progress of each student each semester. Reviews focus on issues related to academic performance, professional maturity, judgment, emotional stability, sensitivity to others, self-awareness, and other characteristics that affect each student's ability to be an effective counselor. The retention, remediation, and dismissal policy will be implemented as needed for areas of deficiency.

Ethical Behavior

Students are expected to demonstrate the highest level of ethical behavior, as set forth by the Commission on Rehabilitation Counselor Certification and the American Counseling Association (ACA). Unethical behavior will not be tolerated, and faculty will follow guidelines in the retention, remediation and dismissal policy.

Certification and Licensure

All students will be eligible for the CRC designation upon graduation from the program. Students are also eligible for licensure as a Professional Counselor upon completion of the degree. Guidelines for pursuing licensure in the state of Colorado can be found at https://www.colorado.gov/pacific/dora/Professional_Counselor. Students interested in acquiring information regarding licensure in other states can meet with their advisor in-person or via Zoom using a passcode for confidentiality. Faculty will assist students with these needs on an individualized basis.

Letters of Recommendation and Endorsement

It is likely that students will need letters of recommendation or endorsement for scholarships, internships, or employment. Faculty members need a minimum of a three-week turnaround time and have no obligation to write a letter. Faculty will not recommend students for a position that they are not qualified for and will follow the American Counseling Association and the Commission of Rehabilitation Counselor Code of Ethics regarding endorsement.

Record Keeping

Keep a copy of all forms concerning your degree program including your plan of study, directed study agreements, transfer of credit requests, syllabi from all courses, practicum/internship records, application for written comprehensive examination, application for graduation, and any other important records or documents.

Financial Aid

Financial aid is awarded to assist students and parents to meet college costs such as tuition, fees, books, food, housing, and transportation. The Office of Financial Aid administers state and federal aid including grants, loans, employment, scholarships, and Veteran's benefits. For more information, contact the Office of Financial Aid.

Academic Appeal Policy

Graduate students may appeal any academic decision that they consider arbitrary or capricious, or contrary to University policy. http://www.unco.edu/registrar/pdf/academic_appealprocess.pdf

Student Expectations

All students at the University of Northern Colorado are bound by the Student Code of Conduct (BEAR Code). The BEAR Code serves to outline student rights and responsibilities as well as behavioral expectations.

Student Code of Conduct (BEAR Code)

<https://www.unco.edu/dean-of-students/pdf/Student-Code-of-Conduct.pdf>

Ethical and Professional Obligations

As previously indicated, students must demonstrate professional and ethical behavior at all times. The CRCC Code of Ethics and the ACA Code of Ethics clearly outline ethical and professional standards. Appendix A also serves as a reminder and contract for all students to ensure these standards are carefully followed throughout the program.

Personal Growth Expectations

As part of the Master's Program in Rehabilitation Counseling, students will experience personal development and growth in a variety of areas. These areas include self-care, self-awareness, self-understanding regarding their impact on others, which includes faculty, peers, clients, and community members. A full explanation of the requirements in the area of personal development and disposition is available in the Student Evaluation section of this Handbook.

CRCC Code of Ethics

<https://crcertification.com/wp-content/uploads/2023/04/2023-Code-of-Ethics.pdf>

ACA Code of Ethics

https://www.counseling.org/docs/default-source/ethics/2014-code-of-ethics.pdf?sfvrsn=2d58522c_4

Policy for Student Retention, Remediation, and Dismissal

See Appendix B for the policy on retention, remediation, and dismissal.

Program Technology Requirements and Support

For full participation in UNC's Rehabilitation Counseling program, students are expected to meet the technology requirements outlined below:

- A web camera (either built into the laptop or as a separate entity) is required to participate in online, hybrid course sessions. Students must use the webcam when participating in courses, supervision, and/or meetings with faculty.
- Wi-Fi/Internet access is needed to access the following websites:
 - Canvas: This is UNC's course management system, which is used for accessing coursework, discussions, university resources and more. See detailed information at <https://www.unco.edu/canvas/>
 - Zoom: This is used for student and faculty meetings, along with hybrid courses.

Find out more information about access to Zoom as a UNC student here:

<https://www.unco.edu/information-management-technology/video-audio/zoom.aspx>

- Supervision Assist: This is a software platform used for integrating all tools needed by students, faculty, and supervisors during practicum and internship. It is capable of tracking program and course requirements, assessments, live counseling sessions, reports, logs, and much more. It is fully HIPAA compliant. Detailed information found at <https://supervisionassist.com/> .
- A quiet environment is important for attending courses, practicum, and internship experiences.
- Students at UNC also can use the university resources to gain access to Chromebooks, webcams, and other technology. Here is the link to the University Library Services page: <https://www.unco.edu/library/services/>.
- Students can receive technical support for all of the software and websites outlined above by calling 970-351-4357 or emailing help@unco.edu .

Professional Rehabilitation Counseling Organizations

Graduate Student Employment

Information provided about student-hourly employment, which is available to any student enrolled at least half time, regardless of their financial aid eligibility.

<http://www.unco.edu/graduate-school/funding/student-employment.aspx>

Division of Vocational Rehabilitation-Colorado

The Division of Vocational Rehabilitation assists people with disabilities to succeed at work and live independently.

<https://www.colorado.gov/dvr>

CRCC

The Commission on Rehabilitation Counselor Certification (CRCC) has set the national standard for delivery of quality rehabilitation counseling services through its nationally accredited and internationally recognized Certified Rehabilitation Counselor (CRC) certification program.

<https://www.crccertification.com/CRCC-COMMUNITY>

ACA

The American Counseling Association is a not-for-profit, professional and educational organization that is dedicated to the growth and enhancement of the counseling profession.

<https://www.counseling.org/>

ARCA

ARCA is an organization of rehabilitation counseling practitioners, educators, and students who are concerned with improving the lives of people with disabilities.

<http://www.arcaweb.org/>

NRA

The National Rehabilitation Association (NRA) advocates for the rights of individuals with disabilities while also promoting high quality, ethical, and collaborative practice across the rehabilitation profession.

<http://www.nationalrehab.org/>

VECAP

The Vocational Evaluation and Career Assessment Professionals Associations is a nonprofit 501(c)6 organization founded to promote the professions and services of vocational evaluation and work adjustment.

<https://vecap.org/>

CACREP

As an accrediting body, The Council for Accreditation of Counseling and Related Educational Programs is committed to the development of standards and procedures that reflect the needs of a dynamic, diverse, and complex society. <http://www.cacrep.org/about-cacrep/>

Student Resources

Information Management and Technology

Information Management & Technology provides various forms of support to faculty and students in their teaching, research, and service activities. Consultation and training are also available. <https://www.unco.edu/information-management-technology/>

Technical support is available to students and faculty as outlined below:

- Email: help@unco.edu
- Phone: 970-351-4357
- Location: Michener Library L11
- IM&T Hours:
 - Monday-Thursday 10am-7pm
 - Friday and Saturday 10am-6pm
 - Sunday 12pm-7pm

Canvas

The Canvas Learning Management System is used to deliver instructional content, collaborate and communicate online, track and assess student work, as well as facilitate course administration. Students, Faculty and Staff access Canvas by logging in with their @bears.unco.edu or @unco.edu email address and associated password.

<http://www.unco.edu/canvas/>

Center for Career Readiness

The Center for Career Readiness engages, supports and empowers students and alumni to discover, create and implement their career and future educational plans. The Center for Career Readiness creates opportunities for students to connect with employers and working alumni in order to learn insider information about the world of work and to increase the likelihood of becoming gainfully employed upon graduation.

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

Disability Resource Center

The Disability Resource Center (DRC) collaborates with the University in its commitment to recognize disability as a valued aspect of diversity and to embrace access to the University of Northern Colorado community as a matter of equity and inclusion. The office provides the University with resources, education, and direct services to design a more welcoming and inclusive environment.

<https://www.unco.edu/disability-resource-center/>

Financial Aid

The Office of Financial Aid connects students and families to financial solutions such as Grants, Scholarships, Student Employment and loans to help bridge the gap between what you can afford to pay for your college expenses and the cost of attending.

<http://www.unco.edu/financial-aid/>

The Graduate School

The Graduate School is committed to student success as a graduate student, providing relevant academic and professional coursework and real-world experiences in an environment where faculty and staff value personal attention as a key to learning.

<http://www.unco.edu/graduate-school/>

Library

James A. Michener Library is the University of Northern Colorado's main library. Michener Library's collections include approximately 1.5 million items in book, periodical, government document, audio-visual, and microform formats.

<http://www.unco.edu/library/>

Parking Services

The main mission of Parking Services is to support the university by selling parking permits, maintaining parking infrastructure and enforcing parking rules and regulations. University of Northern Colorado parking rules and regulations are enforced year-round. Most of UNC's Parking lots require a permit 8 a.m. to 5 p.m., Monday-Friday.

<http://www.unco.edu/parking/>

Student Health Center

The Health Center is a walk-in clinic located at 1901 10th Ave in Cassidy Hall (Central Campus). UNC Student Health Center strives to give every student, faculty, and staff member optimum healthcare. We are committed to meeting the health service needs of our diverse student population while treating each individual with dignity and respect.

<https://www.unco.edu/student-health-center/>

University Counseling Center and Psychological Services Clinic

The UNC Counseling Center is accredited by the International Association of Counseling Services and our doctoral level Internship Training Program is a member of the Association of Psychology Post-doctoral and Internship Centers (APPIC).

<http://www.unco.edu/counseling-center/>

The Psychological Services Clinic at UNC serves not only the university, but the Northern Colorado community. Supervised by faculty in the department of Applied Psychology and Counselor Education or the department of School Psychology, this team provides psychological assessment and treatment for all those in the area.

<https://www.unco.edu/cebs/psychological-services-clinic/>

Both the Counseling Center and Psychological Services Clinic offer options for remote services.

Writing Center

The mission is to foster confidence, growth, and self-sufficiency in the writer. Tutors work with all types of writing and with writers from all levels and abilities.

<http://www.unco.edu/writing-center/>

Appendix A

Professional, Ethical, and Personal Growth Expectations

Professional, Ethical, and Personal Growth Expectations for Students Enrolled in the UNC Master's Program in Rehabilitation Counseling

As a student accepted into the University of Northern Colorado Rehabilitation Counseling Program, I understand and agree to abide by the policies and procedures outlined in this document.

1. I understand that I will be expected to demonstrate academic, personal, interpersonal, and professional competencies appropriate for rehabilitation counselors-in-training. Failure to attain and demonstrate these competencies may result in the requirement to repeat courses, requests to participate in individual counseling, additional supervision, additional requirements, a leave of absence, or dismissal from the program.
2. As a rehabilitation counselor-in-training I understand that I am expected to learn, apply, and adhere to the ethical codes and standards that govern the rehabilitation counseling profession (CRCC, ACA). I understand that I am expected to demonstrate competency in professionalism, knowledge of skills, and appropriate interactions with peers and faculty. My performance in these areas will be evaluated by faculty based upon my academic and interpersonal performances.
3. I understand I will be reviewed once per semester, at a minimum, by the program faculty. If I demonstrate academic, interpersonal, intrapersonal, or professional deficiencies, I will be notified of these concerns and an individual plan of action will be taken in accordance with the policies outlined in the Retention, Remediation and Dismissal Policy.
5. I understand that I may be required to attend additional meetings about practicum and internship opportunities.
7. I understand that internships are completed in community agencies, and that the internship will likely require one semester to complete. It will be my responsibility to work with the program's internship coordinator, progress through the interview process, and be accepted by a site.
8. I understand that practicum and internship require a constellation of knowledge, skills, and attitudes that may not be assessed in academic courses. I further understand that success in academic courses does not guarantee success in practicum or internship.
9. I understand that I will not be licensed upon completion of this program, but I can obtain licensure through the Colorado Department of Regulatory Agencies. I will have to successfully pass licensure examinations and meet requirements as set forth by state law.
10. I understand the Student Handbook and Internship Handbook with which I was admitted may be revised to reflect program, accreditation, and/or licensing revisions. I understand that I should follow the revised editions of the Handbooks and that it is my responsibility to determine if there have been revisions.
11. I understand that the Rehabilitation Counseling faculty members use UNC student email accounts to keep students informed about class, practicum, and internship schedules and

registration, general program information. I agree that it is my responsibility to check my UNC student email account regularly.

With my signature, I verify that I have received a copy of the Student Handbook and the policies and procedures of the program have been reviewed with me. I understand the guidelines set forth in this document and I agree to abide by these guidelines, along with those outlined in the University of Northern Colorado catalog, and the policies and procedures of the Professional Counseling Program

Signature

Date

Printed Name

Appendix B

Retention, Remediation, and Dismissal Policy

Retention, Remediation, and Dismissal Policy

The Master's Program in Rehabilitation Counseling at the University of Northern Colorado is committed to prepare and train professionals to uphold the highest standards of integrity, competence, and ethical care in their future practice, and it is required that they uphold such standards during their time in the graduate program. Program faculty recognize the gate-keeping function that they play in protection of clients and community members. To fulfill this function, the faculty conducts regular and systematic assessment of student academic progress, professional dispositions and professional behavior throughout the program. We also maintain clear and proactive policies for remediation, retention and dismissal when either formal or informal assessment and observation suggest the need.

In line with The Council for Accreditation of Counseling and Related Educational Programs (CACREP) standards, our program is disseminating a "student retention policy explaining procedures for student remediation and/or dismissal from the program" (CACREP, 2009, I.2.d). This policy coincides with the program's plan for assessment that charges faculty and staff with addressing "the inability of some students to achieve counseling competencies that might impede performance" (ACA, 2014, F.9.b). The policy ensures each of the following requirements from the ACA Code of Ethics is met:

1. Assist students in securing remedial assistance when needed,
2. Seek professional consultation and document [our] decision to dismiss or refer students for assistance, and
3. Ensure that students have recourse in a timely manner to address decisions to require them to seek assistance or to dismiss them and provide students with due process according to [our] institutional policies and procedures" (F.9.b).

This policy allows for, but does not require, the faculty within the rehabilitation counseling program to share information about student progress and performance with each other and with other appropriate parties when relevant to the success or well-being of the student or others.

Concerns about individual student behaviors, attitudes, or dispositions are brought to the faculty, and consultation occurs during regularly-scheduled faculty meetings. Discussed below are some of the areas that may require remediation or dismissal. Also described are the steps that may be taken if remediation or dismissal is required.

Academic Remediation

Students in the Master's Program in Rehabilitation Counseling must maintain a cumulative G.P.A. of 3.0 to remain in good standing. Both program faculty and the Graduate School regularly reviews the record of any student who earned grades of C, D, F, or Incomplete in a graduate course. This review could result in academic probation or program termination by the Graduate School. Failure to maintain satisfactory progress may result in discontinuation from the program.

Any student earning grades of “D”, “F”, or Incomplete in a graduate course will be required to meet with their faculty advisor to discuss the grade and to determine an appropriate course of action. Students may request the presence of another faculty or of the department chair in cases when the student is concerned about the objectivity of her or his advisor. Student meetings can be held in-person or via Zoom using a passcode to ensure confidentiality. The advisor will consult with the student on a possible remediation plan or dismissal from the program; however, the advisor and rehabilitation counseling faculty, in collaboration with the Graduate School, reserve responsibility for determining the final course of action.

Remediation efforts may include requiring the student to re-take the course, limiting future enrollments until academic or non-academic issues can be addressed, or taking of remedial coursework. Where additional action is needed, the advisor will create a written academic plan that details the actions of both the student and the program. This plan must be signed by the student and all faculty involved. Electronic signatures are accepted and the document will be shared via email. Program faculty review all such academic plans at least once per semester in a designated meeting until the remediation process is deemed complete. Students will be notified by email of the completion of remediation. Discontinuation from the program would be a rare occurrence of last resort in the case of academic remediation, with the faculty doing everything possible to help students achieve expected knowledge, skill, and competence. Students have the right to due process as described by the Graduate School. This includes the right to appeal any decision made by faculty that impacts the student.

Non-Academic Misconduct Remediation

Students in the Master’s Program in Rehabilitation Counseling must demonstrate proper disposition and conduct in order to progress in the program and graduate. As a result, the faculty informally and formally assess professional dispositions and behavior throughout your time in the program. Additional information regarding this process is available in the Student Evaluation section of the Handbook.

Any student who fails to meet expectations in the areas of professional dispositions and personal development will be required to meet with their faculty advisor (in-person or via Zoom using a passcode to ensure confidentiality) to discuss the concern to determine an appropriate course of action. Students may request the presence of another faculty or of the department chair in cases when the student is concerned about the objectivity of the advisor. The advisor will consult with the student on a possible remediation plan or dismissal from the program; however, the advisor and rehabilitation counseling faculty reserve responsibility for determining the final course of action. Options include:

1. Allowing the student to continue in the program without conditions
2. Allowing the student to continue in the program with conditions (including the denial of enrollment in practicum or internship requirements until remediation conditions are fulfilled)
3. Or dismissal from the program.

Informal assessment will continue through the observation of faculty, staff, and internship supervisors. Faculty will initiate a process of remediation in any case when communication or behaviors are observed that convey a lack of ethics or would be likely to produce harm for self or others.

Remediation efforts may only require informing a student of the area of deficiency. Where additional action is needed, the advisor will create a written dispositional plan that details the actions of both the student and the program. The plan requires signatures of the student and faculty members. Electronic signatures are accepted, and the document is shared via email. Program faculty review the dispositional plans at least once per semester in a designated meeting until the remediation process is deemed complete. Students will be notified of the completion of remediation by email.

The remediation plan for dispositional deficits or misconduct may include any number of activities or consequences, including increased supervision, written reflection papers, or interpersonal skills interventions. Discontinuation from the program would be a rare occurrence of last resort, with the faculty doing everything possible to help students achieve expected levels of professional conduct. Consultation as a faculty, with the graduate school and with other appropriate parties is a critical part of all remediation plans or considerations of dismissal. Students have the right to due process as described by the Graduate School. This includes the right to appeal any decision made by faculty that impacts the student.

Remediation Planning Document

Name of student:

2. Course/Field Experience (if applicable):

3. Area of remediation (circle): Academic Non-Academic

4. Reason for Concern:

5. Initiated by:

(Name) (Title)

6. Date submitted to faculty advisor:

7. Date of advisory meeting:

8. Result of advisory meeting:

a. Clarification of Problem:

b. Recommendations (attach necessary documentation):

9. Signatures of Faculty advisors and student:

a. Program director:

b. Faculty advisor:

c. Student:

Retention

After completion of the plan of remediation, the faculty advisor, the program director, and the student will meet to discuss the success of the remediation plan. At this point, if the student has successfully completed the faculty's recommendations, then the student will continue in or return to his, her, or their program of study. If, after completion of the remediation plan, it is determined that the success of the student's remediation is questionable, then the program director may reinstitute conditions or make additional recommendations.

Program Dismissal

Discontinuation from the program would be a rare occurrence of last resort, with the faculty doing everything possible to help students achieve expected levels of professional conduct. Consultation as a faculty, with the Graduate School and with other appropriate parties is a critical part of all remediation plans or considerations of dismissal.

The American Counseling Association's (ACA) code of ethics states that students must be provided with due process according to institutional policies and procedures (F.9.b). Students have the right to due process as described in the policy of the graduate school. This includes the right to appeal any decision made by faculty that impacts the student.

Re-Admission Policy

If it has been determined by faculty that a student must withdraw from the program and attend to remedial actions, a remediation plan will be developed, discussed, and signed by the student. If the student wishes to re-enter the program, she, he, or they will be required to re-apply and undergo the typical admission process without any guarantee of readmission. In addition to the typical process, the student must provide a written report of the completion of their remediation plan that specifically explains the actions that she, he, or they has/have taken, and the steps to alter any problematic behavior that triggered the withdrawal from the program. The student is also required to address these issues in the Personal Statement of their formal application for readmission. The Personal Statement must include sufficient reflection on the impact of their experiences during the time away from the program and how he, she, or they has/have used and will continue to use the insights gained as a readmitted student and subsequently as a rehabilitation counselor.