KEAN UNIVERSITY

KEAN

College of Health Professions & Human Services

COUNSELOR EDUCATION DEPARTMENT

Student Handbook
Master of Arts in Counseling

Revised October 7, 2024

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A MESSAGE FOR TO NEW STUDENTS

from
KEAN UNIVERSITY
COUNSELOR EDUCATION DEPARTMENT
FACULTY AND GRADUATES

Congratulations on choosing Kean University for your Graduate Studies, and welcome to the Kean Counselor Education Department family! At the heart of our success is a group of dedicated students and faculty who are richly diverse and genuinely interested in your success.

The Counselor Education Department Student Handbook is designed to help you plan your academic program and give you important information regarding program requirements, procedures, and expectations. No manual can be totally comprehensive; you will have many questions as you proceed through your chosen program. Take the time to get to know the faculty and rely on them for advisement, and plan to participate in Counselor Education activities such as Chi Sigma Iota Honor Society (CSI), Kean Counseling Alumni Unite (KCAU), and Special Events. You will find that you have much in common with your classmates, and will form bonds that last a lifetime.

We look forward to getting to know you---and you getting to know us!

The policies, procedures, and curricula contained in this handbook are for informational purposes only and are subject to change. Handbook revisions may occur at any time during the academic year. Since the handbook is subject to change, it is the student's responsibility to be knowledgeable regarding revised policies, procedures, and curricula via University e-mail, visiting the respective University web sites, and obtaining academic advisement. Kean University reserves the right to change any of its policies, regulations or requirements at any time without notice or obligation.

COUNSELOR EDUCATION DEPARTMENT OVERVIEW

College of Health Professions & Human Services
Department of Counselor Education

Vision

The Counselor Education Department (CED) envisions a Counseling program that maintains its CACREP accreditation in order to train highly qualified graduates specializing in School and Clinical Mental Health Counseling. CED will expand its resources to create cutting edge programs that prepare graduates to address ever-changing societal needs and contribute to the counseling profession as practitioners, scientists, and counselor-educators.

Mission

The mission of the Counselor Education Department (CED) is to provide students with a broad-based graduate education in counseling, and who are sensitive to cultural, gender and sexual orientation differences, and fosters a commitment to lifelong self-exploration and professional development. CED provides full and part-time students from the Northeast region and the New York/New Jersey metropolitan area affordable graduate level CACREP accredited programs in a variety of Master's and post-graduate areas. In keeping with the University's mission, CED is sensitive to the needs of first-generation students and those from underserved minority groups.

Goal

The goal of the CED Program is to provide graduate counseling training using the CACREP Professional Counseling Competencies (i.e., common core, supervised experiences and specialized studies).

Student Learning Outcomes/Program Objectives

Upon graduation from the Counselor Education Department students will be able to:

PROGRAMMATIC

A. Explain the philosophy, role, current trends and evidence based/best practices of the counseling profession (CACREP 2.F.1; 2.F.5);
B. Explain the nature and needs of individuals across the lifespan (CACREP 2.F.3);
C. Describe the impact of sociological, economic and multicultural factors on counseling (CACREP 2.F.2);
D. Apply individual and group counseling theories to facilitate individual, group and career counseling (CACREP 2.F.4; 2.F.5; 2.F.6)
E. Apply lifestyle and career development theories and career assessment tools (CACREP 2.F.4);
F. Conduct, interpret and utilize professional research and existing data (CACREP 2.F.7; 2.F.8);

G. Administer appraisal and assessment instruments in counseling (CACREP 2.F.7);
H. Apply professional, legal and ethical standards in counseling (CACREP 2.F.1);
I. Practice social justice advocacy for clients (CACREP 2.F.2);
J. Collaborate with key constituents in their particular settings (CACREP 2.F.5; 2.F.6); and;
K. Identify personal own limitations, seek supervision and participate in professional development (CACREP 2.F.1).

SCHOOL COUNSELING

A. Practice advocacy for appropriate role and functions of the school counselor (CACREP 5.G.1)
B. Differentiates the developmental needs of elementary, middle, high school and special education students (CACREP 5.G.2)
C. Develop, implement, and assess a comprehensive school counseling program that addresses prevention and remediation (CACPEP 5.G.3)

CLINICAL MENTAL HEALTH COUNSELING

A. Diagnose, develop a treatment plan, and understand the range of mental health service delivery options (CACREP 5.C.1);
B. Apply prevention, education and advocacy to promote optimal human functioning, wellness, and mental health (CACREP 5.C.2); and
C. Diagnose clients with co-occurring disorders, consider appropriate counseling strategies, and how co-occurring disorders impact treatment in a continuum of care (CACREP 5.C.3).

COLLEGE COUNSELING AND STUDENT SERVICES

A. Describe the history and development of college counseling and student affairs; roles, professional organizations, preparation standards, and credentials; collaboration with other institutional units (CACREP 5. E. 1. a, c; E. 2. b, c, o; E. 3. a, e)

B. Develop and evaluate comprehensive policies, procedures, programming, and student resources including ethical and legal practice (CACREP 5. E. 2. a, h, l, m, n)

C. Apply research and evidence-based practices for violence and addiction prevention model and the treatment of mental health, and behavioral issues (CACREP 5. E. 1. a; E. 2. a, d, e, f, g, j. n, p; E. 3. d)

D. Describe current cultural, political, and ecological trends in higher education settings and barriers to learning including organization culture and the influence of learning styles and other factors related to unique needs of diverse individuals in higher education environments (CACREP 5. E. 2. g, i, m)

E. Utilize leadership, counseling, advocacy, and developmental theories, models, and strategies to assist and advocate for students in higher education settings with personal, social, academic, career, and identity development (CACREP 5. E. 2.n; 3. b)

ALCOHOL AND DRUG COUNSELING

A. Apply alcohol and drug abuse counseling theories in counseling individuals and families with alcohol and/or drug abuse problems (K, S, D)
B. Understand basic concepts of pharmacology and its relationship to dependency and addiction, and its use in client education (K, S)
C. Demonstrate understanding of disease concept/etiology of addiction and the potential for substance use disorders to mimic, impact and coexist with other medical and psychological disorders (CMHC A.6; C.4; K.3) (K)
D. Demonstrate knowledge and application of the tasks of alcohol and drug abuse assessment (including danger to self or others), the assessment of co-occurring mental disorders, and assessment of stage of change and recovery to determine treatment (CMHC G.4, H.3, H.4) (K, S, D)
E. Identify the ethical considerations involved in alcohol and drug abuse counseling (K, S)
F. Knows the principles, models, and documentation formats of biopsychosocial case conceptualization and treatment planning (CMHC C.7)
G. Recognizes the importance of social networks, family, and community systems in the treatment of mental and emotional disorders. (CMHC C.8)
H. Demonstrates appropriate use of culturally responsive counseling modalities and appropriate counseling strategies for initiating, maintaining, and terminating counseling for clients with addiction or co-occurring disorders (CMHC D.5, D.8)

Department Description

The Kean University Counselor Education Department (CED) offers five Master's degree options of which three are accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). CED programs are designed to train professional counselors who are competent in a variety of settings including elementary and secondary schools, colleges, agencies, community settings, and alcohol/drug counseling or rehabilitation programs. CED provides training in theory, skills development and practical application through (a) course work; (b) supervised practice; (c) internships; and (d) research and evaluation.

The FIVE specialized Master's degree options in Counseling currently offered are:

- School Counseling* (NJ Department of Education Certification as a School Counselor Pre-K-12)
- School Counseling* with LPC Qualification (NJ Department of Education Certification and NJ Licensed Associate Counselor eligibility with 60 credits)
- Clinical Mental Health Counseling* (NJ Licensed Associate Counselor eligibility with 60 credits)
- College Counseling and Student Services*
- Alcohol/Drug Abuse Counseling (NJ Licensed Clinical Alcohol and Drug Counselor eligibility)

*CACREP accredited

CED also offers the following certification and endorsement options:

- Post-master's Director of School Counseling (NJ Certification Endorsement)
- Student Assistance Coordinator (NJ SAC Certification Endorsement)
- Post-masters Licensed Professional Counseling (LPC courses for NJ Licensed Associate Counselor eligibility with 60 credits)

****Applicants for post-MA programs who did not graduate with a MA in counseling from Kean are encouraged to apply early (October 1st for spring admission; February 1st for fall admission) to allow time for a full review of transcripts to determine acceptance to the post-MA programs, and to allow for accurate academic advising if admitted.

CED faculty subscribes to a student-oriented approach where personal and professional growth is encouraged. Both the fulltime and adjunct faculty are highly qualified professionals committed to providing the best learning experiences.

New Jersey Professional Counselor Licensing Law

Professional Counseling Competencies

The following is provided to help students understand how their coursework, or areas of deficit in the case of the 48 credit programs, can be completed when making application for the Licensed Associate Counselor (LAC). The Statute (law) requires that 45 credits be distributed in 8 of 9 areas on the application, leaving one blank while still requiring a minimum of 60 credits total.

1. Core areas for course distribution

1.1 Counseling Theory and Practice: includes the study of basic theories, principles and techniques of counseling, and their application to professional counseling settings. (CED 5952)

1.2 Helping Relationship: includes studies that provide a broad understanding of philosophic bases of helping processes; basic and advanced helping skills; consultation theories and their applications; client and helper self-understanding and self-development; and facilitation of consultee change. (CED 5950)

1.3 Human Growth and Development and Maladaptive Behavior (abnormal or psychopathology): includes studies that provide a broad understanding of the nature and needs of individuals at all developmental levels; normal and abnormal behavior; personality theory; lifespan theory; and learning theory within cultural contexts. (CED 5925; CED 5979)

1.4 Lifestyle and Career Development: includes studies that provide a broad understanding of career development theories; occupational and educational information sources and systems; career and leisure counseling, guidance and education; lifestyle and career decision-making; career development program planning resources; and career option identification. (CED 5975)

1.5 Group Dynamics, Processes, Counseling and Consulting: includes studies that provide a broad understanding of group development dynamics; group counseling theories; group leadership styles; basic and advanced counseling methods and skills; and other group approaches. (CED 5963)

1.6 Appraisal of Individuals: includes studies that provide a broad understanding of group and individual educational and psychometric theories and approaches to appraisal, data and information gathering methods; validity and reliability; psychometric statistics; factors that influence appraisals; use of appraisal results in the helping process; and the specific ability to administer and interpret tests and inventories to assess and identify abilities, interests and career options. (CED 5050)

1.7 Social and Cultural Foundations: includes studies that provide a broad understanding of societal changes and trends; human roles; societal subgroups; social

mores and interaction patterns; multicultural and pluralistic trends; differing lifestyles and major societal concerns including stress, person abuse, substance abuse, discrimination and methods of alleviating these concerns. (CED 5915)

1.8 Research and Evaluation: includes studies that provide a broad understanding of types of research; basic statistics; research report development; research implementation; program evaluation; needs assessment; publication of research information; and ethical and legal considerations. (CED 5997)

1.9 Counseling Profession: includes studies that provide a broad understanding of professional roles and functions; professional goals and objectives; professional organizations and associations; professional history and trends; ethical and legal standards; and professional preparation standards and credentialing. (CED 5910)

2. Supervised Experience

2.1 Classroom Laboratory Experiences: Observation and participation in specific activities that include role-playing, field visits, and interviews.

2.2 Supervised Counseling Practicum: 120 hours of supervised counseling with individuals and groups in a counseling setting.

2.3 Internships I and II: 2 semesters of 300 hours each for a total of 600 hours (or more) of supervised field (on-the-job) placement in a counseling setting.

> Note: that the School Counseling with LPC Qualification option has 1 additional Internship (CED 5987) in a Clinical site AND Practicum MUST be in a clinical setting.
> Candidates for School Counselor Certification MUST complete 6 credits of Internship in a K-12 school setting.

Diversity Policy

The Counselor Education Department adheres to a policy on diversity recruitment and retention that resembles the Kean University Diversity Plan, which states:

> The profound…demographic changes underway in this state (NJ) and on this campus provide the moral, economic, cultural and educational justification necessary for viewing as compelling institutional interest, the attainment of increased diversity in our university (2001).

The student population continues to be one of the most diverse populations among 4-year institutions in New Jersey. The newly revised mission statement emphasizes Kean's ongoing commitment to serving the educational needs of a socially, culturally, and linguistically diverse student body. Further, the new mission celebrates Kean's historical record of providing opportunity and access for the underrepresented, including minorities and women.

The Counselor Education (CED) faculty recruits prospective students at the School Counselor Association meetings (dates vary), Ocean County College (dates vary), Kean University Graduate Open Houses (September/January), and intermittently scheduled Information Sessions. Following recruitment, the faculty adheres to University affirmative action policies and procedures that do not discriminate in the admission of students, their periodic evaluations, and their graduation. Students are treated fairly on the basis of race/color, national origin, religion, creed, disability, age, marital status, sexual orientation, gender identity expression, and veteran status.

The Kean University College of Education is CAEP accredited, and the School Counseling degree option prepares students to become informed, dynamic professionals who have the knowledge, skills, and dispositions to be effective counselors in diverse settings. Thus, diversity is reflected in the CED's theoretical underpinnings, students, faculty composition, and conceptual body of knowledge taught in all courses. These underpinnings ensure that students of diverse backgrounds feel included and accepted.

Diversity is also reflected in the composition of the Counselor Education Advisory Board, a valued group that provides feedback to the faculty regarding the best practices of CED, areas in need of improvement, and suggestions to make improvements. Members of the Advisory Board are experts in the field, as well as current and former students who represent diverse ethnic and cultural backgrounds.

Other daily practices strengthen CED's recruitment and retention of students of diverse ethnic and cultural backgrounds consistent with the University's mission. The implementation of some of these practices include the following:

- As profound demographic changes occur in New Jersey and on this campus, faculty members meet periodically to assess best practices in teaching and adapting to students of diverse backgrounds, and to review and recommend textbooks that reflect and value diversity.
- Partnerships with school districts, community agencies, and businesses are fostered continuously to connect students to diverse practice settings and diverse populations.
- Faculty members are committed to the use of diverse teaching strategies and technologies to accommodate a variety of learning styles in classrooms and to accommodate adult learners who encounter multiple stressors and are at risk of dropping out.
- Faculty members engage in scholarship that considers diversity issues from theoretical, as well as practical perspectives, thus contributing to the body of knowledge of the counseling profession.
- Faculty members engage in significant community service, including assisting underserved and at-risk populations in the institution and the community, incorporate pertinent experiences in classroom teachings, and serve as role models for service.

Title IX

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in education programs or activities. Sexual harassment in any form will not be tolerated at Kean University. Sexual harassment by students should be reported to the Office of Affirmative Action Programs, Office of the Vice President for Student Affairs or the Office of Community Standards and Student Conduct immediately. Information about the University's Sexual Misconduct Policy may be found at the following: http://www.kean.edu/policies/sexual-misconduct- policy.
https://www.kean.edu/titleix

Pregnant and Parenting Students

The Office of Affirmative Action Programs provides important information for pregnant and parenting students via this website. Please contact the Kean University Title IX Coordinator at titleix@kean.edu with any questions or to request support services and accommodations.

Americans with Disabilities

Kean University is an affirmative action, equal opportunity institution. Students with documented disabilities who may need special instructional accommodations or who may need special arrangements in the event of an evacuation should notify the instructor as soon as possible, no later than the second week of the term. Students may contact the Office of Accessibility Services directly to discuss accommodations.

Office of Accessibility Services
Whiteman Hall First Floor (Temporary Location)
Telephone (908) 737-4910
Email: accessibilityservices@kean.edu
Website: https://www.kean.edu/oas
To Request Accommodations: https://www.kean.edu/offices/office-counseling-accessibility-alcohol-and-other-drug-services/office-accessibility-6

KU Non-Discrimination

Kean University is committed to establishing and maintaining a diverse campus community. Equal opportunity and diversity represent principles that are integrally woven into the University's mission. Kean is committed to providing equal opportunity in employment and education, as well as equitable conditions for employment and education, to all employees, students and applicants without regard to race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States or disability. Sexual harassment is a form of unlawful gender discrimination and will not be tolerated.

Kean University follows the New Jersey State Policy Prohibiting Discrimination in the Workplace.

Office of Affirmative Action Programs (East Campus, 204)
The Office of Affirmative Action Programs is committed to providing fair and equitable treatment for all members of the campus community, inclusive of all students, faculty and staff, and works to ensure that they are protected from all forms of discrimination, harassment, and gender-based discrimination.
https://www.kean.edu/offices/affirmative-action
https://www.kean.edu/media/affirmative-action-brochure

Complaint Procedures for Students
https://www.kean.edu/media/student-complaint-form

Discrimination Complaint Processing Form
https://www.kean.edu/media/discrimination-complaint-processing-form

Student Health Services (Downs Hall, Room 126, behind the Nancy Thompson Library/ The Learning Commons)
Send a message Confidentially: kean.studenthealthportal.com
Telephone: (908) 737-4880
Email: studenthealthservices@kean.edu
Website: https://www.kean.edu/offices/student-health-services

Kean Ocean Health Services
Kean University Student Health Services is dedicated to ensuring the health of all students of Kean University. To provide care to students of Kean Ocean we have expanded telemedicine services to create availability of services for all campuses. Kean Ocean students must first REGISTER for a Student Health Portal account and then make a telemedicine appointment via the Student Health Portal for an initial evaluation. After your initial evaluation, our clinicians can then determine if you will need to be seen in person. If you are unable to make an appointment online, please call the patient line at Student Health Services during our hours of operation at (908) 737-4882.

COVID-19 Policy
All students, faculty, and staff must adhere to Kean University's current COVID-19 protocols in order to maintain the safety, health, and well-being of students, faculty, and staff. Please refer to Student Health Services for up-to-date information.
https://www.kean.edu/offices/student-health-services

Kean Counseling Center (Downs Hall, Main Campus)
Counseling Center Hours of Operation
Mon, Thurs, Fri (9:00 a.m. - 5:00 p.m.)
Tues and Wed (9:00 a.m. - 7:00 p.m.)
Telephone: (908) 737-4850

Email: counseling@kean.edu
Website: https://www.kean.edu/offices/counseling-center
The Kean Counseling Center offers short-term mental health services to enrolled students of Kean University at no additional cost.

Endorsement Policy

Only persons known to the Counselor Education faculty as students, and who have taken the appropriate courses in the option for the position that endorsement is requested, will receive faculty endorsement. Only those persons who have completed:

- The School Counseling Option will be endorsed for school counseling positions and School Counselor Certification by the New Jersey Department of Education.
- The School Counseling with LPC Qualification Option will be endorsed for school counseling positions and School Counselor Certification by the New Jersey Department of Education, and for initial licensure as a Licensed Associate Counselor (LAC) leading to the Licensed Professional Counselor (LPC) credential.
- The Clinical Mental Health Counseling Option will be endorsed for positions in clinical settings and for initial licensure as a Licensed Associate Counselor (LAC) leading to the Licensed Professional Counselor (LPC) credential. In addition, if the student passes the NCMHCE he/she will be endorsed for positions in the Veteran's Administration and Department of Defense.
- The Drug and Alcohol Counseling Option will be endorsed for positions in substance abuse treatment facilities and for initial licensure as a Licensed Clinical Alcohol and Drug Counselor (LCADC).
- The College Counseling and Student Services Option will be endorsed for initial licensure as a Licensed Associate Counselor (LAC) leading to the Licensed Professional Counselor (LPC) credential provided that they performed both Internships in clinical settings at a higher education institution.
- The Post-MA Licensed Professional Counselor Option will be endorsed for licensure-eligibility for initial licensure as a Licensed Associate Counselor (LAC) leading to the Licensed Professional Counselor (LPC) credential upon completing the courses identified by advisement.
- The Director of School Counseling Certification Option will be endorsed for Director of School Counseling Certification by the New Jersey Department of Education.
- The Student Assistance Coordinator (SAC) Option will be endorsed as certification-eligible with the New Jersey Department of Education as a Student Assistance Coordinator. The candidate must complete a residency before the NJ Department of Education will approve certification. This option is ONLY open to those holding specific school certifications or alcohol and drug credentials. Additionally, candidates holding school counselor, school nurse, school psychologist or school social work certifications are exempt from the practicum.

GENERAL INFORMATION

Financial Aid

Financial Aid may be available to Graduate Students who are attending Kean University on a full time or part time basis. Students applying for federal financial aid must be matriculated, be enrolled for a minimum of six credit hours each semester and file a Free Application for Federal Student Aid (FAFSA).

Financial Aid & Scholarship Services
Financial Aid | (908) 737-3190 | FinAid@kean.edu
Scholarship Services | KUScholar@kean.edu
To meet with a Financial Aid Counselor, be sure to schedule an appointment ahead of your visit.
Office Hours
Monday - Friday 9:00am - 5:00pm
Website: https://www.kean.edu/offices/financial-aid

Student Accounting
Faruque Chowdhury
Associate Vice President
Administration Building, 3rd Floor
Telephone (908) 737-3240
Fax (908) 737-3250
Email stuactg@kean.edu

Ivan Carter
Director
Administration Building, 3rd Floor
Telephone (908) 737-3240
Fax (908) 737-3250
Email stuactg@kean.edu

Website: https://www.kean.edu/offices/student-accounting

Graduate Assistantships
Graduate Assistantships may be available on campus for full time matriculated graduate students. Graduate Assistants receive a waiver of tuition and fees plus a weekly stipend for a 15-20-hour work-week. This is an excellent opportunity to attend graduate school in the evening while working part time. Assistantship positions are competitive and may involve placement in computer labs, administrative services, research areas and student services. Graduate Assistants must take a minimum of 9 credits in their program each semester. Appointments usually begin with the fall semester; however, a limited number of assistantships may be available in the spring. For Graduate Assistantship information and application, students may contact the Office of Graduate Student Services at 908-737-3449.
**Due to FERPA, CED students who apply are in the pool for other departments.*

Academic Specialists
Academic specialist positions are part-time (up to 15 hours per week) with no waiver of tuition or fees may be available depending on budgetary constraints. Positions are competitive and students may be placed in offices and settings across campus. Interested students should contact Kean Human Resources at 908-737-3300 for eligibility requirements.

Other Financial Aid Sources
Kean University participates in a number of federal grant/loan programs, including the Educational Opportunity (EEO) Fund Grant Program, the Federal Perkins Loan Program, the Federal Direct Loan Program, and the Federal College Work-Study Program. Students may obtain information on these resources from the Office of Financial Aid at 908-737-3190, or may visit the Financial Aid Page at the Kean University web site, https://www.kean.edu/offices/financial-aid.

Electronic Communication

Email
CED faculty and staff may ONLY use Kean email addresses for direct electronic communication. Students are expected to check their Kean email regularly to remain abreast of deadlines and announcements, or link their Kean account to their personal email account. Failure to use this email address may result in missing important announcements and information for which CED will not be responsible.

Counselor Education Department Web Page
CED will provide CED and University information and deadlines, on its webpage https://www.kean.edu/academics/department-counselor-education). Kean Counseling Alumni Unite (KCAU) also maintains a Facebook page that provides job information, networking opportunities and related posts.

The Student Handbook, supervisor manual, forms, and other large documents are available through online links.

Counselor Education Department Newsletter & update email blasts
A periodic "newsletter" or update will be sent to students' Kean email address with timely information using an accessible link to Google drive. Access can only be made using the Kean email account, which is Kean-Google. Deadlines such as registering for the exit exam for graduation, other important dates and deadlines, events, and employment opportunities are included.

Matriculation and Registration

Kean University has a strict policy regarding matriculation: Students are allowed to take NO MORE THAN two (2) courses/6 credits as a non-matriculated student with CED permission. All students planning to pursue studies in the CED program must plan to matriculate before or during their first semester as a graduate student at Kean. Generally, non-matriculated students are not permitted to take courses toward a degree option. Application materials may

be obtained either online at http://grad.kean.edu/prospective-students or from the Office of Graduate Admissions at 908-737-3355.

Kean permits early registration for MATRICULATED STUDENTS ONLY either online at www.kean.edu or in person (See KeanWISE for exact dates). Registration for an upcoming semester may begin as early as 6 months prior to the start of the semester (e.g., early registration for fall courses occurs in March). Some CED courses may have very limited enrollment; thus, courses may fill by the start of each semester, often "locking out" non-matriculated students.

CACREP requires that during the first year, students meet with their advisor to develop a planned program of study. The first semester advisor is whomever teaches the Orientation (5910) course and the second semester advisor is the Counseling Skills (5950) instructor. A formal assignment of an advisor is made at the end of the second semester upon full admission. Students are urged to meet with a faculty member for advisement prior to registration to discuss their projected courses for the upcoming semester (see Individual Advisement below).

Approved Petition (electronic permission) Only Courses
Some CED courses are listed in KeanWISE as "approved petition only". This means that a student may not register for that class unless they are approved by the Department. Students request a petition for the course through an online survey link sent by email before each semester's registration by the Department's office staff. Any other request requires the student ID number, course number and section number in order to be entered.

Absence policy: Per the Counselor Education Department's adopted policy: Due to accreditation requirements, after two absences that fail to meet the University's Attendance Policy for excused absences (i.e., illness, bereavement, or religious observances) students may be required to retake the course. (See the CHPHS Catalog for full policy https://kean.smartcatalogiq.com/en/2023-2024/graduate-catalog/academic-standards-policies-and-procedures/attendance-policy/). Please see the full CHPHS policy on Incomplete grades in the CHPHS Graduate College Handbook.

Registrar's Office (1st Floor Administration Building)
The Office of the Registrar provides many services including registration and course scheduling, academic record maintenance, degree conferrals and much more. Please visit their website through the link below.

Telephone: (908) 737-3463
Email: regme@kean.edu
Website: https://www.kean.edu/offices/registrars-office

One Stop (Center for Academic Success, 1st floor)
Telephone: (908) 737-3463
Email: regme@kean.edu

Nancy Thompson Library (Next to Center for Academic Success, Union Campus)
Students, faculty, and staff can access computer stations and print machines on all three floors. Through the Learning Support Services, NTLC offers *tutoring, writing, and public speaking services*.
Website: https://www.kean.edu/library

Group Advisement

Students will receive group advisement during their first class (CED 5910). Group advisement sessions may be scheduled for current and potential students who must attend a group advisement meeting. The Nathan Weiss Graduate College holds a new student orientation prior to beginning of the fall and spring the semesters at which faculty from CED attend and provide general advisement for incoming students.

Individual Advisement

All CED students are assigned a faculty advisor at the conclusion of CED 5950. Students should see their faculty advisor soon after beginning CED classes and should have completed a planned program sheet in CED 5950, or within the first 12 months to ensure correct sequencing of courses. The advisor(s) for students in their first and second semesters are their assigned instructor in CED 5910, and then CED 5950. However, because schedules do not always make meeting with the specific advisor easy, students can see any faculty member with questions. A Google Drive folder with your planned program is available to all faculty members.

Faculty members hold regular office hours throughout fall and spring semesters, and with some availability during the summer, and are available to answer questions and provide guidance throughout the student's course of study. Faculty office hours are subject to change each semester due to class schedules, but current office hours are contained in a ring binder outside the CED suite, and are either linked on the CED webpage and/or individual faculty sites, and available on KeanWISE.

Kean University Bookstore (1st floor, Green Lane Bldg.)
Website: https://kean.bncollege.com/

Student Retention Procedures

The Counselor Education Department (CED) faculty recognizes that becoming an effective counselor requires more than an acceptable grade point average and classroom academic performance. It involves maintenance of high personal standards and commitment to the counseling profession, as well.

All students seeking the Master of Arts in Counseling degree are provisionally admitted. The following describes the process used during, and upon the completion of the 9-credit core.

1. Instructors in CED 5910 (Prof. Orientation), 5962 (Group Process), 5950 (Skills) complete the *Developmental Progress Assessment* form (appended) for all students at the end of or any point during the semester. Faculty in other courses taken during the first two semesters also complete the Assessment.

2. Students MUST receive a letter grade of B or better in CED 5910 and 5950 and a "pass" (CG) in 5962.

3. The Faculty reviews the ratings and, prior to completion of the three Core Courses, may schedule students for an interview if there appears to be a concern. The following criteria is based on national standards:
   - Awareness of human needs of self and others;
   - Potential of the student to develop and demonstrate effective helping skills; and
   - Potential of the student to successfully complete graduate work.

4. Upon review of all documents and observations, the Faculty will prepare a letter or email accepting those students for the program where there are no concerns.

5. The Faculty may, based on information contained in the *Developmental Progress Assessment* form:
   a. Interview a student individually in order to make a final determination
   b. Interview a student to discuss the recommendation for denial of acceptance
   c. Have the Advisor provide feedback to the student about concerns that should be considered before moving forward
   d. Recommend a formal *Developmental Progress Plan* be developed with the student that can include, but is not limited to:
      1. an agreed upon term of individual counseling with the counselor completing an official report about the student's counseling to be included in the student's CED admission file,
      2. completing an additional course with a grade of 'B' or higher,
      3. retaking a core course to receive a grade of 'A'
         a. if the course is not taken at Kean, an official transcript must be submitted

6. Students disagreeing with the Faculty's decision may file an appeal in writing to the Department Chair within 10 days of the Faculty's decision. Following this level of appeal, the process will follow the University's appeal process.

7. The CED Chairperson will notify the student in writing of the Department's decision to be fully matriculated. Students who successfully meet the criteria in the *Developmental Progress Assessment (DPA)* are fully admitted to their CED Option, and are eligible to take advanced level courses (such as practicum, internship).

   Students who do not meet criteria will be offered one of two options:
   a. Withdraw from the Counselor Education Department; or

b. Continue on a conditional basis with a contract to follow specified recommendations for remediating deficit areas within a specified time frame.

Students who are offered the option of continued conditional status must establish a schedule and meet with their advisor to monitor progress toward remediation of deficit areas. Remediation may include, but is not limited to, retaking specified courses and/or seeking professional counseling services. Students failing to follow these recommendations will be dismissed from the Counselor Education Department. At the end of the contractual period for remediation of deficits for a conditional student, CED Faculty will review the student's progress, and the CED Chairperson will notify that student in writing of the Faculty's recommendations for full admission or dismissal. Students wishing to appeal admission decisions should follow standard grievance procedures (see the current Kean University Graduate Catalog).

All students, whether conditionally or provisionally admitted to the Counselor Education Department, are expected to conduct themselves according to the academic and student conduct standards of Kean University, and the ethical and professional standards set forth by the American Counseling Association. Failure to do so may result in dismissal from the CED and/or Kean University.

All students, whether conditionally or provisionally admitted to the Counselor Education Department, will receive a Developmental Assessment Plan for each course in order to maintain the integrity of the program and to ensure concerns are addressed each semester.

The chart on the next page shows the systematic assessment process used by the Counselor Education Department faculty at key transition points or any deemed necessary during a student's program to insure appropriate progress in personal and professional development. It should be noted the *DPA* form is available for faculty to use throughout the program and in ALL courses should the need arise to identify individual student problem areas.

Systematic Assessment of Students in Counselor Education

Key Transition/ Assessment Points (Where)	**# of Credits Completed**	**Means (What)**	**Assessment Measure/ Format (How)**	**Remediation Process**
1. Application to the program	0	- Application for Admission	-Bachelor's degree -Minimum 3.0 GPA except for 5 & 10 year step-down rule -Personal Statement -Resume -Letters of recommendation	Not Applicable (applicants lacking the experience criteria may be encouraged to reapply after consultation on possible remediation)
2. Conditional Acceptance	0-9	CED 5910 CED 5962 CED 5950	*DPA form* rating by faculty	-Retake courses -Referral to personal counseling -Referral to career counseling -Submission of additional recording(s)
3. Transition to Full candidacy in program	9-21	Satisfactorily pass CED 5910, CED 5962, CED 5950 (B or better)	-Exams -Literature Review -Reflective journals -Experiential exercises -Self-awareness -Final grade(s)	-Retake courses -Referral to personal counseling -Referral to career counseling
		Faculty reviews the ratings of the three Core Courses and others taken in the first two semesters. May schedule students for an interview if there appears to be a concern (see Appendix)	-Assessed by the assigned instructor of each course taken using the *DPA form* based on the criteria listed	Advisor or chair interviews student to: -make final determination -deliver denial -provide feedback about concerns -develop a Developmental Plan

4. Prior to Practicum & Internship	Completing prerequisites for program option	Faculty meeting reviewing practicum candidates	Faculty Pre-practicum/ Internship Review Scale	-Audit selected Practicum pre-requisites & delay Practicum -Professional development opportunities -Mentored by Post-masters counselor -Referral to personal counseling
5. Students admitted must pass the Comprehensive Exam*. Type & administration of the exam is subject to change (CPCE, CED exam, etc.). (*Portfolio only for students admitted prior to Fall 2014)	Semester of graduation	Exit Exam pass	Exit Exam	-Retake the exam a second time -Complete an alternative assessment after a second failure

6. Practicum & Internship Completion	Varies	-Successful completion of Practicum, Internship I & Internship II (grade of B or better)	-Pre and post practicum/internship self-assessment -Online evaluation by site supervisor -Case presentations -Audio/video presentations of sessions	-Repeat audio/video taping and case presentation -Revise case presentation -Audit course -Professional development
7. Program Completion	48 credits (A/DA, CCSS.) 60 credits (SC, CMHC, SC/LPC)	-Completion of 48 (CCSS, A/DA) or 60 (SC, CMHC, SC/LPC) graduate credits	-GPA of 3.0 or higher	Not applicable
		- Exit Exam	-Passing score	

Criminal History

Students are required to submit a *Criminal History Disclosure* form prior to beginning Practicum. However, this is late in the program for students, particularly in School Counseling, where certain types of convictions may prevent receiving Certification or completing a Practicum or Internship at certain sites involving children. In this case, students should see their advisor or CED Department Chair to discuss the details at the beginning of the program.

New Jersey has a Rehabilitated Offenders Act that prevents the denial of a license due to a criminal conviction. However, all arrests and incarcerations must be disclosed on the licensure application with an explanation that provides evidence of circumstances and rehabilitation.

Practicum and Internships

Counselor Education majors are required to complete a total of 720 hours of supervised field experience in counseling settings appropriate to their choice of Option. Field courses should be taken in the following sequence:

CED 5980 - Practicum in Counseling (120 hrs.)
CED 5983 – Practicum in Counseling SAC Option (120 hrs.; SC program only)
CED 5985 - Internship in Counseling I (300 hrs.)
CED 5986 - Internship in Counseling II (300 hrs.)
CED 5987 – Internship LPC (300 hrs.)

Eligibility

1. Students should be fully admitted (3 core courses + successful results on the Developmental Progress Assessments for all courses taken) to a specific Option in the Counselor Education Department
2. Students must have completed no less than 27 specified credits for School Counseling or 33 specified credits for Clinical Mental Health Counseling. Distribution of the courses varies by Option. There are specific courses that must be completed prior to registering for practicum (See Appendix D).
3. Students must complete an Application for Practicum/Internships available from the CED website prior to enrolling in the first field course (CED 5980). The application includes all information necessary for field experience eligibility, such as required coursework and a criminal background check.
    a. Applications may be obtained from the CED website. Faculty will review the applications for Practicum only to determine if a student is prepared to proceed with direct contact with clients. **Deadlines for filing the application are (subject to change based on schedule):**
        - **October 1 for the spring semester**
        - **March 1 for the first or second summer session, AND fall semester.**

Applications are submitted as directed online.

Guidelines for selecting a site

1. Student must locate a site on his/her own (with advisement). However, CED maintains approved sites for student reference, and uses some on-campus programs for the Practicum and are available for Clinical Mental Health Counseling Internship. A spreadsheet of all previous sites with supervisors willing to take interns is available from the Department Administrative Assistant or the Clinical Coordinator.

2. The site supervisor must be an appropriately certified/licensed professional. The student is responsible for providing supervisory requirements, forms, etc. to the on-site supervisor. The academic supervisor (instructor) will be available to clarify requirements, responsibilities, etc.

3. The site must provide needed hands-on counseling experience relevant to his/her chosen Option. Students must obtain site approval from Clinical Coordinator prior to beginning field experience. If the site has already been approved the student must provide written documentation of the approval to their current instructor. A simple contract (Standard Agreement) must be completed to approve the site if none is current and on file. If the site requires a Non-Standard Agreement a more-lengthy negotiation process will be involved. Students must be permitted to video or audio record at their site. If a site does not permit either, students must obtain an additional site where recording is permitted.

4. ALL PRACTICUM/INTERNSHIP STUDENTS MUST SHOW PROOF OF PROFESSIONAL COUNSELING LIABILITY INSURANCE BEFORE BEGINNING ANY FIELD COURSES. Information on insurance may be obtained from faculty advisors or by contacting ACA Student Membership Services at www.counseling.org. Student membership in the American Counseling Association provides free insurance.

5. Students in the School Counseling Option must complete BOTH internships in accredited school settings, and students in the Clinical Mental Health Option must complete BOTH internships in an approved clinical setting; These are accreditation requirements.

Comprehensive Exit Examination

The Counselor Education Program (CED) at Kean University uses the Council for the Accreditation of Counseling Related Educational Programs (CACREP) Professional Counseling Competencies (i.e., common core, supervised experiences, and specialized studies). Before the completion of the Program, the student will demonstrate learning outcomes based upon CACREP Professional Competencies by passing the comprehensive exam with a score established by CED; or based on the national score of the CPCE during a given exam cycle. Student may have two attempts at passing the CPCE. If a student is unsuccessful in passing the second attempt of the CPCE, a remedial plan and/or alternative assessment will be developed. Students may be required to audit core courses prior to taking the alternative exam. If a student is permitted to take the alternative exam and does not pass, the student must request, in writing, the option to orally defend their alternative exam for a panel of CED faculty. This decision will be made on an individual basis. Students must also appeal to the CED Chair/Director in order to take the alternative examination. The appeal must be recommended by the Chair/Director, and approved by the Dean of the Academic College. If the student is unsuccessful in passing the third exam, the student will not be able graduate from the program, and there will be no appeal. Please refer to the CHPHS policy: https://iq2prod1.smartcatalogiq.com/en/Catalogs/Kean-University/2023-2024/Graduate-Catalog/Academic-Standards-Policies-and-Procedures
Students must have had, or be currently enrolled in the core areas in order to sit for the exam, and be approved by the CED.
CPCE offering is dependent upon the NBCC; online and in-person testing at a Pearson Vue testing center is available. The exam is <u>not</u> offered on campus at Kean University. There is a six-month window to take the exam once a student has been approved. The cost to take the exam as of 9/1/2024 is $150.
https://www.cce-global.org/Assets/exams/CPCEbrochure.pdf

The CPCE is a norm-referenced exam. The passing score is different each cycle the exam is offered, and is determined by the department each cycle based on the national average for that cycle. Please note that exam scores are released to the department from the NBCC once per month. Careful planning is required by the student to ensure the exam is taken and passed prior to anticipated graduation.

DEADLINES

Date of Graduation	Submission Period	Final Deadline
May	Internship I/Next to last semester	February 1st
August	Internship I/Next to last semester	April 15th
December	Internship I/Next to last semester	September 15th

Filing for Graduation

Students are responsible for reviewing graduation application procedures at:
https://www.kean.edu/offices/registrars-office/graduation-information

Program Completion	Fall semester	Spring semester	Summer semester
Deadline	First Friday in October	First Friday in February	First Friday in March

Counselor Education Grading Policy

The Counselor Education Department at Kean University is committed to the highest professional standards. In compliance with those standards, the following is the grading policy for all Counselor Education courses:

1. Students must receive a grade of "B" or better in all courses. Students receiving a grade of "C" in a course must meet with their faculty advisor or department chair to request permission to repeat the course. **Only one course may be repeated.** Students receiving a grade of "D" or lower are subject to dismissal and must meet with the CED Chairperson before taking further classes.

2. The grading standard for admission to advanced Counselor Education courses (courses that have a prerequisite) is a minimum of "B" or better unless otherwise stated in the student's admission letter.

This grading policy applies to ALL matriculated, non-matriculated, and special students without exception.

IMPORTANT NOTE: The Counselor Education Department employs a more rigorous GPA standard than overall Graduate College requirements; thus, students may be subject to dismissal from the Counselor Education Department while in good standing in the general Kean University Graduate College. (See University Academic Dismissal Policy below.)

Per Kean, grading is as follows (please check regularly for updated information each academic year):
Graduate Course Grading Policy Letter Grade Points
A 94 – 100
A-90 – 93.99
B+ 87 – 89.99
B 84 – 86.99
B-80 – 83.99
C+ 77 – 79.99
C 70 – 76.99
F 69.99 or below

Incomplete Course Grades (from the CHPHS Student Handbook)

A grade of incomplete (IN, IP, IC) may be reported for a student who **has completed course requirements throughout the semester** and then **because of illness or other unusual and substantiated cause has been unable to take the final examination or to complete a limited amount of assigned work due near the end of the semester**. Unsubstantiated absences from class may not be used to justify an incomplete grade. Class attendance in subsequent semesters may not be required by the instructor as a condition for removal of the

incomplete grade. If a substantial amount of work has been missed for medical or other valid reasons, the student should petition the college Dean to be withdrawn from all courses.

It is the responsibility of the student to initiate a request for a grade of incomplete by contacting the instructor of the course and filling out the form "Conditions for an Incomplete Grade and Its Removal." The instructor of the course must receive this request prior to the submission of grades at the end of the semester. If no such request is received or if the instructor judges the request unacceptable, an appropriate semester grade shall be submitted based upon the student's attainment of the stated goals of the course.

It is the student's responsibility to make up the examination or other work prescribed in a contract written by the instructor as part of the form "Conditions for an Incomplete Grade and Its Removal." This contract will also indicate the final grade to be assigned if the student's unfinished work is not completed by a specific date. The prescribed time period will be no later than the last day of the eleventh week of the fall or spring semester immediately following the receipt of the incomplete grade. An earlier deadline may be agreed upon by the instructor and the student and, in most cases, it is expected that a shorter period of time will be specified in the contract for the removal of the IN, IP and IC. This time line does not apply to graduating seniors; incomplete grades must be completed no later than two weeks after the graduation date. Example: For May degree candidates, incomplete grades must be completed no later than two weeks after the May ceremony; For January and August candidates, no later than the end of the month.

When the student has made up the assignment(s) or taken the examination on time, the instructor for-wards a change of grade form for action by the department chair- person and the college dean. The dean then transmits the form to the Office of the Registrar for processing the grade change. If the student has not completed the work according to schedule, the instructor reports as the final grade for the semester the grade recorded in the contract worked out with the student. The final grade must be submitted to the Office of the Registrar before the degree is posted to the student's record. Once the degree has been posted, the academic record is frozen and no changes are permitted.

CED Incomplete Policy

Incomplete Grades
In order to be eligible to receive an incomplete grade for a semester, with the exception of Practicum and Internship hours, the following criteria must be met at the time that an Incomplete grade is requested:

- Document a reason – health or family emergency during the semester (Students are reminded to bring issues of illness or person problems to their instructor as soon as possible during the semester in which they are enrolled)
- Currently hold a passing grade (B- or higher) for the course
- Completed the majority of the assignments for the semester to that point
- Have three weeks (3) remaining in the semester when making the request

- Attended classes consistent with the CED attendance policy and any requirements, specific to individual classes
- Complete the *Conditions for an Incomplete Grade and Its Removal* specifying a deadline that shall not exceed the eleventh (11) week into the new semester and submit this to the instructor for signature if in agreement.

Change of Grades
Any change of a grade once the semester has ended and grades are posted may be made only if there is an error in the final grade. The exception to this policy is the incomplete grade, or when a Developmental Progress Assessment requires attending all or part of a course before changing the grade.

Attendance
Attendance is expected in all courses. Attendance is a component of the grade. Students are responsible for informing the instructor in advance or in a timely manner of the reasons for their absence. Instructors in consultation with their department chairs are expected to respect university practices and policies regarding what counts as an excused absence. Typically, excused absences include illness, bereavement, or religious observances. Documentation may be required. Serious and/or continual tardiness may be dealt with at the discretion of the instructor. (Adopted 8/07)

Personal Counseling

In addition to Developmental Assessment Plans where students are required to attend counseling as a condition of their continued enrollment, students are encouraged to seek personal counseling when appropriate, while attending the program. The University Counseling Center is an available resource free to students. The Department also maintains a list of community agencies with sliding fee scales and a list of licensed practitioners who have agreed to provide a reduced fee for graduate students.

Grade Grievances

If a student believes that he or she has not been graded fairly in a course, it is the student's right to initiate a grade grievance. A formal process exists for the resolution of such problems. Requests for reconsideration of a grade must be brought to the faculty member as soon as possible after the conclusion of the course and no later than the end of the eighth week of the next major semester. The steps in the process are outlined below; it is understood that if a satisfactory resolution is reached at any level, the process ends. If at a given step either party is dissatisfied with the proposed resolution, the dissatisfied party may request reconsideration at the next level. Decisions made by the College Dean are final, with no provision for further appeal beyond that point.

1. The student meets with the faculty member to request information about the faculty member's grading decision or evaluative judgment. If after receiving an explanation from the faculty member the student remains dissatisfied, he or she may request reconsideration of the grade by the faculty member.

2. The student meets with the CED Chairperson to discuss the assigned grade. The chairperson may choose to intervene directly at that point and attempt to seek a resolution, or may decide to refer the question to the CED Grievance Committee and convene the Committee in accordance with departmental policies and procedures.

3. The CED Grievance Committee, composed of faculty members and at least one student, hears the grievance. The committee determines (in accordance with prevailing departmental practices and the specifics of the particular grievance) a procedure to follow. The student and/or faculty member may be asked to submit materials in writing, or both may be invited or required to appear before the committee. The Committee may schedule these meetings so that the parties appear separately or together; additional information may be requested by the Committee, as needed.

4. The Grievance Committee makes its determination and notifies the student and the faculty member in writing of its decision.

5. If the decision of the Grievance Committee is not acceptable to either of the parties involved or if implementation of the decision requires the attention of the College Dean, the grievance must be brought to the Dean and all relevant materials are forwarded to the Dean's office (Kean University Graduate Catalog, 2006).

Cheating Policy

Cheating on examinations, submitting work of others as one's own, or plagiarism in any form (including obtaining research papers from the Internet, or work created by Artificial Intelligence [AI] and submitted as original work without appropriate citations) will result in penalties ranging from an "F" on an assignment to dismissal from the University, depending on the seriousness of the offense. Refer to the University's Academic Integrity Policy. The CED allows 20% of original work to be AI if, and only if, it is properly cited.
https://iq2prod1.smartcatalogiq.com/en/catalogs/kean-university/2024-2025/graduate-catalog/academic-standards-policies-and-procedures/academic-integrity-policy

University Academic Probation & Dismissal Policy

Probation and Dismissal
https://iq2prod1.smartcatalogiq.com/en/catalogs/kean-university/2024-2025/graduate-catalog/academic-standards-policies-and-procedures/probation-and-dismissal

After a graduate student attempts six (6) total graduate credits as a matriculated student, a 3.0 cumulative GPA must be achieved. Failure to meet this minimum may result in the student being placed on academic probation. Additionally, conditions of the probation may be set at the discretion of the Dean of the College and/or the program/department.
Upon completion of twelve (12) attempted graduate credits, if a student fails to achieve a cumulative GPA of 3.0, the student may be academically dismissed from Kean University at

the discretion of the program/department. If a student who is on Academic Probation achieves a cumulative GPA of 3.0 or higher, they will be removed from Academic Probation. However, if at any time during subsequent semesters the student falls below a cumulative 3.0 GPA, they will be academically dismissed from Kean University. All notices of Academic Probation and/or dismissal will be sent via Kean email at the completion of the fall and spring academic semesters.

When the actions and/or behavior of a student are found by the program/department or other competent authority, using established procedure, to be detrimental to the interests of the University community or to violate established professional standards, that student may be required to withdraw due to a non academic dismissal. Notices of non-academic dismissal can occur at any time.

If a student is academically dismissed from Kean University, the student is entitled to appeal the dismissal and apply for reinstatement. Reinstatement applications are reviewed by the Academic Standards Committee (ASC). The ASC will recommend a student's dismissal be upheld or that they should be reinstated with specific conditions to ensure their future success at Kean. These recommendations will be forwarded to the respective dean's office for a final review and decision. Final decisions will be sent via Kean University email from the Dean. These decisions are final. This committee will be composed of representatives from each College. The appeal must be submitted via the form provided with the dismissal notification within seven calendar days of the letter of dismissal. Failure to adhere to this time frame can result in the ASC's refusal to review the appeal. No in-person or verbal appeals will be accepted. All appeals will be reviewed within a reasonable time frame and the committee's decision will be communicated via Kean University email (except in cases where the University email has been deactivated). The ASC's decision is final, and there is no further provision for appeal.

If a student is dismissed from Kean University, they will have the opportunity to apply for reinstatement no earlier than two subsequent semesters. For example, if a student is dismissed after the spring semester, that student would not be eligible to apply for reinstatement until the following spring, with an anticipated start term of the following fall semester. A request for reinstatement must be submitted via the Office of Student Success and Retention no later than October 1 for a spring reinstatement or July 1 for a fall reinstatement. Included with the request should be any supporting documentation which can include, but is not limited to: proof of academic growth, in the form of taking non-matriculated courses at another college/university, letter(s) of recommendation, and a personal statement expressing the student's growth, both academically and personally. Additional conditions for reinstatement may be established at the discretion of the program/department, Dean and/or ASC and must be addressed in the request for reinstatement. The reinstatement application will be reviewed by the Academic Standards Committee and a recommendation will be sent to the Office of the Dean as to grant or deny reinstatement. The Dean's decision is final, and there is no further provision for appeal beyond that review.

Students who have been dismissed for a second time may appeal their dismissal. If the appeal is not accepted and the student remains dismissed, there will be no further provision for reinstatement.

***Kean University reserves the right to make decisions regarding academic probation and dismissal based on a student's academic performance at their discretion. Some graduate programs may have additional requirements and/or conditions. Please review your department's requirements with your respective Program Coordinator, as well as all published handbooks.**

IMPORTANT NOTE: Students matriculated in the Counselor Education Department are expected to earn a "B" in ALL COUNSELOR EDUCATION courses (MA & Ph.D.). Students unable to maintain a "B" in all Counselor Education courses are subject to dismissal from the Counselor Education Program, even if they are eligible to remain in Graduate School at Kean University (See CED Grading Policy above) based on GPA.

University Reinstatement After Academic Dismissal or Discontinuation Policy

Appeals by students dismissed at the end of the regular academic year for academic reasons are considered by the University Committee for Academic Appeal, made up of representatives from the student body, the faculty and the administration of the University. The Committee's chairperson forwards all Committee recommendations to the appropriate College Dean. Decisions on academic appeal by the College Dean are final.

This decision will take one of three forms: reinstatement to good academic standing; reinstatement to probationary status; or denial of appeal.

Students who have been dismissed or discontinued may not take courses at Kean University under any circumstances unless officially reinstated by a College Dean. (Kean University Graduate Catalog, 2024/2025) https://iq2prod1.smartcatalogiq.com/en/catalogs/kean-university/2024-2025/graduate-catalog/academic-standards-policies-and-procedures/probation-and-dismissal

Pregnant and Parenting Students

Kean University recognizes that a welcoming, supportive environment is essential for students to succeed, thrive, and realize their full potential. It is the desire and intent of the University to foster and maintain a welcoming environment for all its students, including pregnant and parenting students who are faced with challenges in addition to those that come with being a student.

Kean University does not discriminate in its education program or activity against any applicant for admission, student, applicant for employment, or employee on the basis of

current, potential, or past pregnancy or related conditions as mandated by Title IX of the Education Amendments of 1972 (Title IX). The University prohibits members of the University community from adopting or implementing any policy, practice, or procedure which treats an applicant for admission, student, applicant for employment, or employee differently on the basis of current, potential, or past parental, family, or marital status. This policy and its pregnancy-related protections apply to all pregnant persons, regardless of gender identity or expression.

For information about Kean's policies or to request assistance, visit the Title IX webpage and the Pregnant and Parenting Students webpage. You can also contact the Title IX Coordinator, Catricia Shaw directly at titleix@kean.edu or (908) 737-5980. The Title IX Coordinator is required to assist you in securing adjustments and leave, when needed.

Reasonable Modifications:
Students who are pregnant or are experiencing related conditions are entitled to Reasonable Modifications to prevent sex discrimination and ensure equal access to the University's education program and activity. Any student seeking Reasonable Modifications must contact the Title IX Coordinator to discuss appropriate and available Reasonable Modifications based on their individual needs. Students are encouraged to request Reasonable Modifications as promptly as possible, although retroactive modifications may be available in some circumstances. Reasonable Modifications are voluntary, and a student can accept or decline the offered Reasonable Modifications. Not all Reasonable Modifications are appropriate for all contexts.

Reasonable Modifications may include:

- Breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom
- Intermittent absences to attend medical appointments
- Access to online or homebound education
- Changes in schedule or course sequence
- Time extensions for coursework and rescheduling of tests and examinations
- Allowing a student to sit or stand, or carry or keep water nearby
- Counseling
- Changes in physical space or supplies (for example, access to a larger desk or a footrest)
- Elevator access
- A larger uniform or other required clothing or equipment
- Other changes to policies, practices, or procedures determined by the Title IX Coordinator

In situations such as clinical rotations, performances, labs, and group work, the University will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave. Students are encouraged to work with their

faculty members and the University's support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed.

Temporary Disability:
Students experiencing pregnancy-related conditions that manifest as a temporary disability under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act are eligible for reasonable accommodations just like any other student with a temporary disability. The Title IX Coordinator will consult with the Office of Accessibility Services (OAS) to ensure the student receives reasonable accommodations for their disability as required by law. OAS is located in Downs Hall, Suite 122 and can be reached at (908) 737-4910 or via email at accessibilityservices@kean.edu.

Leaves of Absence:
Students are permitted to take a voluntary leave of absence for a reasonable time as deemed medically necessary by their healthcare provider because of pregnancy and/or the birth, adoption, or placement of a child. The leave term may be extended in the case of extenuating circumstances or medical necessity. To the extent possible, the University will take reasonable steps to ensure that students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave, including access to the same or an equivalent course catalog that was in place when the leave began. In order to initiate a leave of absence, the student must contact the Title IX Coordinator at least 30 calendar days prior to the initiation of leave, or as soon as practicable. The Title IX Coordinator will assist the student in completing any necessary paperwork with Student Health Services. Student Health Services can be reached at (908) 737-4880.

Lactation Space Access:
Kean University recognizes the importance of breastfeeding and the health benefits to both mother and child. As such, Kean University has dedicated clean, private, and comfortable locations for women who wish to express breast milk. These lactation rooms are located in close proximity to restrooms and provide a comfortable chair with a table arm. The lactation rooms are secure and require a key for entry and are accessible to all Kean University students. Please note that the University does not provide refrigeration for expressed milk or a place to keep storage equipment. Students are encouraged to bring a cooler bag for proper storage of expressed milk.

New Jersey law ensures equal rights and opportunities for pregnant students in institutions of higher education:
N.J.S.A. 18A:3B-74 et seq. protects the rights of pregnant students. The law:

- Prohibits an institution of higher education from requiring a student to take a leave of absence, withdraw from an associate, baccalaureate, or graduate program, or limit the student's studies solely due to pregnancy or pregnancy-related issues.
- Requires an institution of higher education to provide reasonable accommodations to a pregnant student to enable the student to complete coursework and research.

Reasonable accommodations to a pregnant student shall include, but need not be limited to, allowances for the student's health and safety, such as allowing the student to maintain a safe distance from hazardous substances, allowing the student to make up tests and assignments that are missed for pregnancy-related reasons, allowing a student to take a leave of absence, and excusing medically-necessary absences.

- Returns an enrolled student in good academic standing who chooses to take a leave of absence because she is pregnant or has recently given birth to the associate, baccalaureate, or graduate program in good academic standing following a leave period consistent with the policies of the institution of higher education at which the student is enrolled or of up to one academic year, whichever period is longer, subject to the reasonable administrative requirements of the institution, unless there is a medical reason for a longer absence, in which case her standing in the associate, baccalaureate, or graduate program shall be maintained during that period of absence.
- Returns an enrolled student in good academic standing who is not the birth parent and who chooses to take a leave of absence because of the birth of the student's child to the associate, baccalaureate, or graduate program in good academic standing following a leave period consistent with the policies of the institution of higher education at which the student is enrolled, or of up to one month, whichever period is longer, subject to the reasonable administrative requirements of the institution.
- Allows a graduate student who chooses to take a leave of absence because she is pregnant or has recently given birth a period consistent with the policies of the institution of higher education in which she is enrolled, or a period of 12 months, whichever period is longer, to prepare for and take preliminary and qualifying examinations. The normative time to degree while in candidacy for a graduate degree for a pregnant graduate student shall be increased in an amount equal to the length of the leave of absence, unless a longer extension is medically necessary.
- Allows a graduate student who is not the birth parent and who chooses to take a leave of absence because of the birth of the student's child a period consistent with the policies of the institution of higher education at which the student is enrolled, or a period of one month, whichever period is longer, to prepare for and take preliminary and qualifying examinations, and an extension of at least one month toward normative time to degree while in candidacy for a graduate degree, unless a longer period or extension is medically necessary to care for the student's partner or their child.

Complaints:
If you believe that you have experienced an incident(s) of discrimination or harassment based on pregnancy (or pregnancy related conditions or issues), you have the right to file a complaint. If you wish to file a complaint of discrimination, please use this form: Title IX Reporting Form.

Contact:
Catricia Shaw, Title IX Coordinator
Office of Affirmative Action Programs
East Campus Room 204
908-737-5980

titleix@kean.edu

National, State and University Affiliations

Students are expected to demonstrate their commitment to the counseling profession by volunteering to serve on committees, working at conferences, obtaining student memberships and active participation in some or all of the following professional counseling associations/activities:

American Counseling Association (ACA) – the national organization for professional counselors offers student membership and a division for graduate students in counseling. ACA provides a magazine (*Counseling Today*), a journal publication (*Journal of Counseling and Development*), and sponsors workshops and seminars across the nation, including an annual national conference. Student members receive malpractice insurance free until graduation. Membership information may be obtained from faculty advisors or by visiting the ACA web site at www.counseling.org

New Jersey Counseling Association (NJCA) – the state branch of ACA offers a significantly reduced-rate student membership for Counselor Education students. NJCA offers a quarterly newsletter, and sponsors workshops and seminars across New Jersey, including an annual state conference and division conferences. Students may also join an affiliate Division. Membership information may be obtained from faculty advisors or by visiting the NJCA web site at www.njcounseling.org

American School Counselor Association – the national organization for counselors working in a school setting. ASCA provides a journal (*Professional School Counseling*), electronic and print newsletters and magazines, and a national conference. Membership information may be obtained by going to www.schoolcounselor.org

New Jersey School Counselor Association- the state branch of ASCA offering an electronic newsletter, CEU opportunities including a fall and spring conference, and advocacy. Membership information may be obtained by going to www.njsca.org

Chi Sigma Iota - The Counselor Education Department sponsors a local chapter of the Chi Sigma Iota Counseling Academic and Professional Honor Society International (Kappa Upsilon Nu) for outstanding Counselor Education students. Interested students should contact the faculty sponsor designated on the CED website or watch announcements about nominations.

Financial Support for Conference Presentations

Counselor Education Department-Dr. Madelyn Healy Fund – This fund was established by the late Dr. Madelyn Healy, a member of CED until her retirement, for educational enrichment and professional development of Kean graduate students fully admitted to the CED. Awards may include, but are not restricted to registration and travel fees for state, regional, and national counseling conferences that provide opportunities for networking

and/or presentation of student research. Interested students should contact the Counselor Education Department Chairperson or their faculty advisor for additional information.

COUNSELOR EDUCATION DEPARTMENT DEGREE OPTIONS

MASTER OF ARTS DEGREE IN COUNSELING

School Counseling Option

The Option in School Counseling provides education, training and NJ state certification in School Counseling. The School Counseling Option is accredited by the National Council for Accreditation of Teacher Education (NCATE) and the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), and approved by the New Jersey Department of Education to offer School Counselor Certification. It provides comprehensive training in both elementary and secondary school counseling, including supervised practicum and internships.

Option Objectives:

A. Practice advocacy for appropriate role and functions of the school counselor
B. Differentiates the developmental needs of elementary, middle, high school and special education students
C. Develop, implement, and assess a comprehensive school counseling program that addresses prevention and remediation

Option requirements

Core Courses (9 credits)

CED 5910 Orientation to Professional Counseling
CED 5962 Process in Counseling
CED 5950 Counseling Skills

STUDENTS MUST BE FULLY ADMITTED BY THE SELECTIONS COMMITTEE FOLLOWING COMPLETION OF THE THREE CORE COURSES.

REQUIRED COURSES: 21 credits

CED 5050 Appraisal and Assessment in Counseling
CED 5915 Multicultural Counseling
CED 5952 Theories of Counseling
CED 5963 Theory and Practice of Group Counseling
CED 5975 Career Counseling and Development
CED 5925 Counseling Perspectives in Human Development
CED 5997 Research Methods in Counseling

SPECIALIZED COURSES credits

CED 5944 School Counseling
CED 5945 Counseling Children & Adolescents
CED 5501 Survey of Alcohol/Drug Counseling
CED 5502 Coordinating Alcohol, Tobacco, & Drug Abuse Programs & Services (Prerequisite CED 5501)
CED 5503 Impact of Alcohol, Tobacco, and Drugs Across the Lifespan (Prerequisite CED 5501)
CED 5504 Assessment & Counseling Alcohol/Drug-Affected Children,

Adolescents & Families
(Prerequisite CED 5501)
Additional Credits 3
CED 5979 Diagnosis and Treatment of Psychopathology

PRACTICUM AND INTERNSHIP 9 Credits
CED 5983 Practicum in Counseling/SAC Option
CED 5985 Internship in Counseling I
CED 5986 Internship in Counseling II

Total Credits: 60

MASTER OF ARTS DEGREE IN COUNSELING

Clinical Mental Health Counseling Option

The Option in Clinical Mental Health Counseling is accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). The Option provides training in professional counseling for work in a variety of settings including agencies, community organizations, mental health centers, colleges, and hospitals.

Option Objectives:

A. Diagnose, develop a treatment plan, and understand the range of mental health service delivery options;
B. Apply prevention, education and advocacy to promote optimal human functioning, wellness, and mental health; and
C. Diagnose clients with co-occurring disorders, consider appropriate counseling strategies, and how co-occurring disorders impact treatment in a continuum of care.

Option requirements;

CORE COURSES (9 credits)
CED 5910 Orientation to Professional Counseling
CED 5962 Group Process in Counseling
CED 5950 Counseling Skills

STUDENTS MUST BE FULLY ADMITTED BY THE SELECTIONS COMMITTEE FOLLOWING COMPLETION OF THE THREE CORE COURSES.

REQUIRED COURSES: 24 credits
CED 5050 Appraisal and Assessment in Counseling
CED 5915 Multicultural Counseling
CED 5952 Theories of Counseling
CED 5963 Theory and Practice of Group Counseling
CED 5975 Career Counseling and Development
CED 5925 Counseling Perspectives in Human Development
CED 5945 Counseling Children & Adolescents
CED 5997 Research Methods in Counseling

SPECIALIZED COURSES 18 credits
CED 5501 Survey of Alcohol and Drug Abuse Counseling

CED 5972 Clinical Mental Health Counseling
CED 5979 Diagnosis and Treatment of Psychopathology
CED 5965 Introduction to Family Counseling
CED 5989 Clinical Counselor Supervision
CED 5966 Advanced Counseling Skills (replaced CED 5993)

PRACTICUM AND INTERNSHIP 9 Credits

CED 5980 Practicum in Counseling
CED 5985 Internship in Counseling I
CED 5986 Internship in Counseling II

Total Credits: 60

MASTER OF ARTS DEGREE IN COUNSELING

Drug/Alcohol Counseling Option

The Option in Drug/Alcohol Counseling offers training in professional counseling for work in a drug/alcohol treatment and rehabilitation settings. The option provides comprehensive training involving the knowledge and skills required to work effectively as a professional counselor.

Option Objectives for Drug/Alcohol Counseling:

A. To provide students with a common core of professional counseling competencies;

B. To provide students with specialized studies in the field of alcohol and drug abuse counseling; and

C. To provide students with supervised experiences in alcohol and abuse counseling.

Option requirements

Core Courses (9 credits)

CED 5910 Orientation to Professional Counseling
CED 5962 Group Process in Counseling
CED 5950 Counseling Skills

Required Courses (18 credits)

CED 5050 Appraisal and Assessment
CED 5952 Theories of Counseling
CED 5963 Theory and Practice of Group Counseling
CED 5975 Career Counseling & Development
CED 5979 Diagnosis & Treatment of Psychopathology
CED 5915 Multicultural Counseling

Specialized Courses (12 credits)

CED 5501 Survey of Alcohol/Drug Counseling
CED 5502 Coordinating Alcohol, Tobacco, & Drug Abuse Programs & Services (Prerequisite CED 5501)
CED 5503 Impact of Alcohol, Tobacco, and Drugs Across the Lifespan (Prerequisite CED 5501)
CED 5504 Assessment & Counseling Alcohol/Drug-Affected Children, Adolescents & Families (Prerequisite CED 5501)

Practicum and Internships (9 credits)

CED 5980 Practicum in Counseling
CED 5985 Internship in Counseling I

Research (6 credits)

CED 5997 Research Methods in Counseling

Total Credits: 48

MASTER OF ARTS DEGREE IN COUNSELING

College Counseling & Student Services Option

The Option in College Counseling and Student Services allows students enrolled to prepare for careers in college counseling and student services in higher education settings.

Option Objectives for College Counseling and Student Services

Core Courses (9 credits)

CED 5910 Orientation to Professional Counseling
CED 5962 Group Process in Counseling
CED 5950 Counseling Skills

Required Courses (21 credits)

CED 5050 Appraisal and Assessment in Counseling
CED 5915 Multicultural Counseling
CED 5952 Theories of Counseling (3 credits)
CED 5963 Theory and Practice of Group Counseling
CED 5975. Career Counseling and Development
CED 5979 Diagnosis and Treatment of Psychopathology
CED 5925 Counseling Perspectives in Human Development
CED 5997 Research Methods in Counseling

Specialized Courses (9 credits)

CED 5501 Survey of Alcohol and Drug Abuse Counseling
CED 5631 College Student Services and Counseling-pending approval
CED 5632 College Student Counseling and Development-pending approval

Practicum and Internships (9 credits)

CED 5980 Practicum in Counseling
CED 5985 Internship in Counseling I
CED 5986 Internship in Counseling II

Total Credits: 48 *Will move to 60 credits in fall 2023.

COUNSELOR EDUCATION DEPARTMENT
NON-DEGREE OPTIONS

Director of School Counseling endorsement (certification) option

The Director of School Counseling Option is designed to train professional school counselors for the position of director/administrator/supervisor of guidance and counseling in the public schools. Applicants who hold a valid New Jersey School Counseling certificate, can document three years of successful experience as a school counselor in an accredited school district, and who complete this Option are eligible to receive Director of School Counseling Certification from the New Jersey Dept. of Education. Upon completion of this Option, students should file an application for certification through the Office of Graduate Students Services.

Option Objectives:

- To prepare professional school counseling personnel for the position of director or administrator/supervisor of school counseling services;
- To provide individuals with the necessary education and training in curriculum, supervision and administration; and
- To assist the student in acquiring those technical and social skills associated with curriculum design and supervisory leadership.

Eligibility:

Students entering the certification program for Director of School Counseling must have NJ certification in School Counseling and a Master's Degree in Counseling. To be qualified for certification, three years of successful experience as a school counselor is required.

Option requirements

Required Courses

CED 5989 - Practicum in Counselor Supervision
CED 5966 – Advanced Counseling Skills
EDL 5502 - Public School Administration I
EDL 5613 - Curriculum Development and Evaluation

TOTAL CREDITS: 12

Student Assistance Coordinator (SAC) endorsement (certification-eligible)

The Counselor Education Department at Kean University is approved by the N.J. Department of Education to offer a graduate program that fulfills the academic requirements for the Student Assistance Coordinator (SAC) Certificate. The primary goal of this option is to prepare students for the position of Student Assistance Coordinator in a New Jersey public school.

Completion of 21-27 credits, depending on a student's background, does NOT result in immediate certification as a SAC; completion of the coursework makes a person "eligible for certification". The person must also work for one year in a school setting under the supervision of a certified SAC before receiving a permanent certification from the NJ Department of Education.

The NJ Administrative Code has changed; therefore, only individuals holding one of the following are eligible for this program:

•Standard instructional certificate
•CADC, LCADC, CPS credentials
•Certification as a School Counselor, School Social Worker, School Psychologist, or School Nurse (Note that according to the NJ Department of Education these individuals are exempt from a Practicum; however, the University program still requires a Practicum and Internship).

IMPORTANT NOTE: If a student wishes to pursue SAC certification, he/she should speak to the Department Chair or their Advisor since the Certification process is rather complicated.

Program Objectives

- To provide students with specialized studies leading to N.J. certification in SAC; and
- To provide students with supervised experiences in Student Assistance Coordinator.

Option requirements

Core Courses (9 credits)

CED 5910 Orientation to Professional Counseling & Human Services
CED 5962 Group Process
CED 5950 Counseling Skills

Required Courses (15 credits)

CED 5501 Survey of Alcohol and Drug Abuse Counseling
CED 5943 School Counseling
CED 5502 Coordinating Alcohol, Tobacco, and Other Drug Abuse Programs/ Services (Prerequisite CED 5501)
CED 5503 Impact of Alcohol, Tobacco, and Drugs Across the Lifespan (Prerequisite CED 5501)
CED 5504 Assessment & Counseling Alcohol/Drug-Affected Children, Adolescents & Families (Prerequisite CED 5501)

Practicum in SAC (3 credits)

CED 5983 Practicum in Counseling-SAC option*

*The NJDOE now requires a SAC specific practicum.

TOTAL CREDITS: 21-27*

*NOTE: Up to 6 credits may be waived depending on the student's background and prior courses taken for other certifications and degrees (i.e., Psychologist, Social Worker, School Counselor, LCADC), reducing the requirement to 21 credits. In all instances students must take a minimum of 21 credits.

Post-Master's Counselor Licensure (LPC) OPTION

The Post-Master's Licensed Professional Counseling Option is intended for counselors who hold a Master's degree in Counseling, preferably from a CACREP accredited program, and wish to become a Licensed Professional Counselor (LPC) in New Jersey. In addition to other requirements, the New Jersey Counselor Licensure Law requires a total of 60 graduate credits, including 45 credits in 8 of 9 specified competency areas (see next page). A Counselor Education Department faculty advisor will evaluate each candidate's transcripts to determine an individual's eligibility for the Option, and to develop a specific course of study for that student.

Admission Requirements

In addition to Kean University's general admission requirements for post-Master's study, applicants must:

A. Hold a Master's degree in Counseling (or one with "Counseling" in its title that is acceptable to the LPC Examiners Committee, preferably from a CACREP accredited program), and
B. Have an individual interview with a designated faculty advisor to develop an individualized plan of study.

Option Requirements

Successful completion of additional graduate credits in specified LPC competency areas as determined through advisement.

New Jersey Licensure (LPC) Information

ALL questions other than those related to academic requirements should be addressed directly to the Professional Counselor Examiners Committee. For complete information, including a licensure application, contact:

Professional Counselor Examiners Committee
124 Halsey St.
Newark, NJ 07102
(973) 504-6582

APPENDICES

APPENDIX A: Petition And Application Requirements At A Glance

Course	Deadline(s) for application	Pre-Requisites
Practicum	**October 1 (for Spring)** **March 1 (for Fall)**	**27 cr. School/33 cr. CMHC plus all core, required, & specialized courses completed**
Internships	**October 1 (for Spring)** **March 1 (for Fall)**	**30 or 33 cr. with Prac School** **36 or 39 cr. with Prac CMHC**
Counseling Skills	**Date announced during prior semester**	**CED 5910 & 5962**

Note that attendance at ALL sessions is expected or the course must be repeated

APPENDIX B: Clinical Mental Health Guide Sheet

COURSE REQUIREMENTS FOR THE MASTERS OF ARTS DEGREE: COUNSELING: CLINICAL MENTAL HEALTH COUNSELING

This course requirement sheet should be maintained by the student and presented to the advisor at further meetings for graduate advisement.

Passing Score on Department Designated Exit Examination Required For Degree Completion

CORE COURSES: 9 credits SH GRADE DATE

CED 5910	Orientation to Professional Counseling	3
CED 5962	Group Process in Counseling	3
CED 5950	Counseling Skills	3
STUDENTS MUST BE FULLY ADMITTED BY THE SELECTIONS COMMITTEE FOLLOWING COMPLETION OF THE THREE CORE COURSES.		

REQUIRED COURSES: 24 credits

CED 5050	Appraisal and Assessment in Counseling	3
CED 5915	Multicultural Counseling	3
CED 5952	Theories of Counseling	3
CED 5963	Theory and Practice of Group Counseling	3
CED 5975	Career Counseling and Development	3
CED 5925	Counseling Perspectives in Human Development	3
CED 5945	Counseling Children & Adolescents	3
CED 5997	Research Methods in Counseling	3

SPECIALIZED COURSES 18 credits

CED 5501	Survey of Alcohol and Drug Abuse Counseling	3
CED 5972	Clinical Mental Health Counseling	3
CED 5979	Diagnosis and Treatment of Psychopathology	3
CED 5965	Introduction to Family Counseling	3
CED 5989	Counseling Supervision	3
CED 5966	Advanced Counseling Skills & Practice	3

PRACTICUM AND INTERNSHIP 9 Credits

CED 5980	Practicum in Counseling	3
CED 5985	Internship in Counseling I	3
CED 5986	Internship in Counseling II	3

TOTAL CREDITS: 60

APPENDIX C: School Counseling Guide Sheet

COURSE REQUIREMENTS FOR THE MASTERS OF ARTS DEGREE:
COUNSELING: SCHOOL COUNSELING

This course requirement sheet should be maintained by the student and presented to the advisor at further meetings for graduate advisement.

Passing Score on Department Designated Exit Examination Required For Degree Completion

CORE COURSES: 9 credits

		SH	GRADE	DATE
CED 5910	Orientation to Professional Counseling	3		
CED 5962	Group Process in Counseling	3		
CED 5950	Counseling Skills	3		
STUDENTS MUST BE FULLY ADMITTED BY THE SELECTIONS COMMITTEE FOLLOWING COMPLETION OF THE THREE CORE COURSES.				

REQUIRED COURSES: 21 credits

CED 5050	Appraisal and Assessment in Counseling	3		
CED 5915	Multicultural Counseling	3		
CED 5952	Theories of Counseling	3		
CED 5963	Theory and Practice of Group Counseling	3		
CED 5975	Career Counseling and Development	3		
CED 5925	Counseling Perspectives in Human Development	3		
CED 5997	Research Methods in Counseling	3		

SPECIALIZED COURSES 9 credits

CED 5944	School Counseling	3		
CED 5945	Counseling Children & Adolescents	3		
CED 5979	Diagnosis and Treatment of Psychopathology	3		

PRACTICUM AND INTERNSHIP 9 Credits

CED 5980	Practicum in Counseling	3		
CED 5985	Internship in Counseling I	3		
CED 5986	Internship in Counseling II	3		

TOTAL CREDITS: 48

**Moving to 60 credits in fall 2023

APPENDIX D: Alcohol & Drug Abuse Counseling Guide Sheet

COURSE REQUIREMENTS FOR THE MASTERS OF ARTS DEGREE:
COUNSELING: ALCOHOL & DRUG ABUSE COUNSELING

This course requirement sheet should be maintained by the student and presented to the advisor at further meetings for graduate advisement.

Passing Score on Department Designated Exit Examination Required For Degree Completion

CORE COURSES: 9 CREDITS (ALL COURSES ARE 3 CREDITS)		**PRACTICUM PRE-REQ**	
CED 5910	Orientation to Professional Counseling	x	
CED 5962	Group Process in Counseling	x	
CED 5950	Counseling Skills	x	
STUDENTS MUST BE FULLY ADMITTED BY THE SELECTIONS COMMITTEE FOLLOWING COMPLETION OF THE THREE CORE COURSES.			
REQUIRED COURSES: 18 CREDITS			
CED 5050	Appraisal and Assessment in Counseling**	x	
CED 5915	Multicultural Counseling	x	
CED 5952	Theories of Counseling	x	
CED 5963	Theory and Practice of Group Counseling	x	
CED 5975	Career Counseling and Development	x	
CED 5979	Diagnosis and Treatment of Psychopathology	x	
SPECIALIZED COURSES 12 CREDITS			
CED 5501	Survey of Alcohol & Drug Abuse Counseling**	x	
CED 5502	Coordination of Alcohol/Tobacco/Drug Abuse Programs and Services		One more Alcohol & Drug Abuse Practicum pre-req
CED 5503	Impact of Alcohol/Tobacco/Drug Abuse Across the Lifespan		
CED 5504	Counseling of Alcohol/Drug-Affected Children and Families		
RESEARCH COURSES 3 CREDITS			
CED 5997	Research Methods in Counseling**		
PRACTICUM AND INTERNSHIP 6 CREDITS			
CED 5980	Practicum in Counseling		
CED 5985	Internship in Counseling I		

TOTAL CREDITS: 48

Implemented 10/FA

** Can take before or in same semester as 5950

Revised January 2017

APPENDIX E: College Counseling & Student Services Guide Sheet

MA-COUNSELING
OPTION-COLLEGE COUNSELING AND STUDENT SERVICES – 48 cr.
Passing Score on Department Designated Exit Examination Required For Degree Completion

COURSE	CR.	SEM.	
CORE COURSES: 9 CREDITS			
CED 5910	Orientation to Prof. Counseling	3	Practicum pre-req
CED 5962	Group Process in Counseling	3	Practicum pre-req
CED 5950	Counseling Skills	3	Practicum pre-req
REQUIRED COURSES: 21 CREDITS			
CED 5050	Appraisal and Assessment in Counseling**	3	Practicum pre-req
CED 5915	Multicultural Counseling**	3	Practicum pre-req
CED 5925	Counseling Perspectives in Human Development**	3	
CED 5963	Theory and Practice of Group Counseling	3	Practicum pre-req
CED 5975	Career Counseling and Development	3	Practicum pre-req
CED 5979	Diagnosis and Treatment of Psychopathology	3	Practicum pre-req
CED 5997	Research Methods in Counseling**	3	
SPECIALIZED COURSES 9 CREDITS			
CED 5501	Survey of Alcohol and Drug Abuse Counseling**	3	Practicum pre-req
CED 5631	College Student Services and Counseling	3	Practicum pre-req
CED 5632	College Student Counseling and Development	3	
PRACTICUM AND INTERNSHIP 9 CREDITS			
CED 5980	Practicum in Counseling (Clinical or Higher Education-120 hrs.)	3	
CED 5985	Internship in Counseling I (Higher Education-300 hrs.)	3	
CED 5986	Internship in Counseling II (Higher Education-300 hrs.)	3	

TOTAL CREDITS: 48

****Moving to 60 credits in fall 2023**

APPENDIX F: Pre-Requisite & Co-Requisite Courses

CLINICAL MENTAL HEALTH COUNSELING

PRE REQS FOR PRACTICUM (33 credits)
CED 5910 Orientation to Professional Counseling*
CED 5962 Group Process*
CED 5950 Counseling Skills
CED 5050 Appraisal and Assessment*
CED 5952 Theories of Counseling
CED 5972 Clinical Mental Health Counseling
CED 5975 Career Counseling
CED 5963 Theory & Practice of Group Counseling
CED 5915 Multicultural Counseling
CED 5979 Diagnosis & Treatment of Psychopathology
CED 5501 Survey of Alcohol and Drug Abuse Counseling*

CONCURRENT COURSES
CED 5925 Counseling Perspectives in Human Development*
CED 5945 Counseling Children & Adolescents
CED 5997 Research Methods in Counseling*
CED 5965 Intro to Family (Pre-Req CED 5950)
CED 5966 Advanced Counseling Skills & Practice

COURSE TAKEN IN FINAL SEMESTER
CED 5989 Counseling Supervision

PRACTICUM AND INTERNSHIP
CED 5980 Practicum
CED 5985 Internship I
CED 5986 Internship II

*Courses can be taken before being fully admitted or concurrent with CED 5950

SCHOOL COUNSELING

PRE REQS FOR PRACTICUM (27 credits)
CED 5910 Orientation to Professional Counseling*
CED 5962 Group Process*
CED 5050 Appraisal and Assessment*
CED 5950 Counseling Skills
CED 5952 Theories of Counseling
CED 5944 School Counseling
CED 5975 Career Counseling
CED 5963 Theory & Practice of Group Counseling
CED 5915 Multicultural Counseling*

MUST BE TAKEN WITH OR BEFORE PRACTICUM
CED 5945 Counseling Children & Adolescents

CONCURRENT COURSES
CED 5925 Counseling Perspectives in Human Development*
CED 5997 Research Methods in Counseling*
CED 5979 Diagnosis & Treatment of Psychopathology

PRACTICUM AND INTERNSHIP
CED 5980 Practicum
CED 5985 Internship I
CED 5986 Internship II

*Courses can be taken before being fully admitted or concurrent with CED 5950

APPENDIX G: Direct Client Contact

DIRECT CLIENT CONTACT HOURS FOR PRACTICUM & INTERNSHIPS

***Direct contact hours are those that include face to face time with an individual client or group of clients*.**

Practicum	**60 hours**
	30 hours – Group
	30 hours – Individual
Internship I & II	**120 hours total (per semester)**
	60-40 hours – Group
	80-60 hours – Individual

The Practicum course is designed to meet the competencies of the Council for Accreditation of Counseling and Related Educational Programs (CACREP) 2016 Section 3 (Professional Practice). F-I.
The 120-hour requirement includes:

- 60 hours of direct services at site
    - 30 hours of individual counseling
    - 30 hours of group counseling (with case notes - written/oral presentation & audio or video)
- 60 hours of indirect service at site including on site supervision, report writing, training/orientation, case conferences, etc.
- written and oral presentation & audio or video recording
- Internship Contract
- Monthly Internship Logs

The Internship I and II courses are designed to meet the competencies of the Council for Accreditation of Counseling and Related Educational Programs (CACREP) 2016 Section 3 (Professional Practice). J-M.
The 300 hour per semester (600-hour total) requirement includes:

- 120 hours of direct services at site (with the specific number of hours varying depending on the site's preferred modality with approval of the instructor)
    - 60-80 hours of individual counseling Internship Contract
    - 40-60 hours of group counseling
- written and oral presentation & audio or video recording
- Monthly Internship Logs
- 120 hours of indirect service at site including on site supervision, report writing, training/orientation, case conferences, etc.
    - 30-40 hours of group supervision by instructor
    - Student self-evaluation pre and post course
    - 10 hours of preparation for presentations/assignments for Internship class
    - 20 hours of documented related professional experience
    - For students in School Counseling site, 10 hours must be school-related
    - On and off campus professional development activities

- Informational interviews with professional counselors

APPENDIX H: Developmental Assessment form

Course:
5910 Orientation ☐
5950 Skills ☐
5962 Group Process ☐
Other: _____ ☐

Counselor Education Department
Developmental Progress Assessment

Student Name: _____ Student ID: _____

Faculty: _____ Date: _____
This form will be completed at the end of every course a student takes prior to matriculation to the counseling program, as well as on an as-needed basis.

Standard	**Not at all (0)**	**Intermittently (1)**	**Consistently (2)**	**Unable to Evaluate**
1. Adheres to ethical, and legal policies in class and work settings				
2. Displays multicultural awareness and respect, especially when faced with differing views and values				
3. Maintains confidentiality and appropriate boundaries				
4. Responsive, adaptable, and cooperative with individuals and groups				
5. Receptive to feedback; Effectively utilizes feedback				
6. Responds to conflict respectfully and accepts personal responsibility				
7. Expresses emotions appropriately				
8. Timely in meeting obligations and deadlines				
9. Demonstrates maturity and professionalism				
10. Sensitive to others' welfare and safety				
11. Shows an emerging counselor identity				
12. Maintains self-care and personal wellness				
13. Exhibits active listening, empathy, & reciprocity in relationships				
14. Seeks supervision or professional consultation when appropriate.				
15. Reads, writes, and communicates effectively at a graduate level.				

Comments:

Signatures:

_____
Evaluating Faculty Signature

_____
Department Chairperson (in instances of concern)

COUNSELOR EDUCATION DEPARTMENT

I possess the current Counselor Education Department's *Student Handbook* and have been informed that it is my responsibility to download and read the most recent version. I acknowledge responsibility to be familiar with, and adhere to the requirements detailed in this document or any subsequent revisions made available to me. Any problems, issues, or concerns resulting from my failure to read the *Handbook* are my responsibility.

Criminal History

Students are required to submit a *Criminal History Disclosure* form prior to beginning Practicum. However, this is late in the program for students, particularly in School Counseling, where certain types of convictions may prevent receiving Certification or doing a Practicum or Internship at certain sites involving children. In this case, students should see your advisor or CED Department Chair to discuss the details at the beginning of the program.

New Jersey has a Rehabilitated Offenders Act that prevents the denial of a license due to a criminal conviction. However, all arrests and incarcerations must be disclosed on the licensure application with an explanation that provides evidence of circumstances and rehabilitation.

Additionally, students may be required to submit results of a criminal background check, fingerprinting, and drug screening to any site that requests these documents prior to the approval of their placement. The CED does not mandate the presentation of these

documents to the department, nor are they required for program admission. Consequently, it is the responsibility of students to ascertain the specific requirements for their field placement, identify an organization or company that offers these services, and cover the associated costs independently. The CED is unable to provide financial reimbursement for these expenses.

Signature _____

Print your name:_____Date_____