

University of Wisconsin-Parkside

Master's of Science in Clinical Mental Health Counseling

**Program Handbook
2022-2023**

Psychology, Professional Counseling & Neuroscience Department
College of Natural & Health Sciences
University of Wisconsin-Parkside
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INTRODUCTION

The purpose of this handbook is to provide applicants to and students in the Master's of Science in Clinical Mental Health Counseling (CMHC) program with information about the program requirements, expectations, policies and procedures. Faculty discuss the handbook with students at orientation, and students are expected to read the handbook and ask for any necessary clarification. The faculty reserve the right to change or modify the handbook at any time. Upon modification, enrolled students will be notified of any substantive changes.

PROGRAM DESCRIPTION & HISTORY

The Clinical Mental Health Counseling program is a professional counseling graduate program that leads to the Master's of Science in Clinical Mental Health Counseling degree, and prepares graduates to work as professional counselors. The program is a pre-approved 60-credit licensed professional counselor program in Wisconsin (<https://dsps.wi.gov/Pages/Professions/LPC/Default.aspx>), and meets the educational requirements for licensure as a professional counselor in the state of Illinois (<https://www.idfpr.com/profs/ProfCounselor.asp>)*. The program maintains a counseling identity as part of the Psychology, Professional Counseling & Neuroscience Department and the College of Natural and Health Sciences.

The need for clinical mental health counselors continues to increase in the region and state. With the development of mental health parity laws, more people are accessing health insurance and mental health services. Students will develop skills critical to effective clinical mental health counseling such as: assessment, diagnosis, intervention, advocacy, and program evaluation.

A CMHC master's degree can lead to work as a professional counselor working with a range of populations (adults, couples, groups, and families and children) in a variety of settings including:

- Mental Health outpatient care
- Hospitals
- Clinics
- Agencies
- Integrative Care Settings
- Private Practice

Both full-time and part-time pathways are available. New students are accepted to begin the program in the fall semester. A blend of traditional face-to-face, online and hybrid courses, as well as full- and half-semester course formats are used to accommodate student needs and responsibilities. Students pursuing the full-time pathway are able to complete the program in seven, continuous academic terms, while the part-time pathway can be completed in thirteen, continuous academic terms.

The Board of Regents of the University of Wisconsin System authorized the program in 2017. The 2018-2019 academic year was the inaugural year of the program and coincided with the 50th anniversary of the University of Wisconsin-Parkside, which is committed to becoming "a premier regional university that transforms lives" through career-relevant academic programs that prepare "individuals for the complexity of 21st Century life." (UW-Parkside Pillars of Excellence: <https://www.uwp.edu/explore/offices/chancellor/strategicplanning.cfm>.)

*The program may satisfy the educational requirements for licensure in other states/provinces. Students interested in working as a professional counselor in other states/provinces should check with the credentialing agency in the respective state/province prior to beginning the program to learn about their educational requirements.

VISION, MISSION & OBJECTIVES

Vision

The Clinical Mental Health Counseling program at the University of Wisconsin-Parkside seeks to train and educate students to be professional counselors who meet the mental health, wellness, education and career needs of all members of their communities and the broader region. Program faculty aim to foster students' professional, personal, and social growth so students develop to be ethical, trauma-informed, multiculturally competent clinicians and leaders in the counseling profession.

This builds upon the vision of the College of Natural and Health Sciences (CNHS): "The College of Natural and Health Sciences will be a regional leader through excellence in teaching, research and service to the university and greater community". (Vision Statement of the CNHS: <https://www.uwp.edu/learn/colleges/naturalhealthsciences.cfm>).

Mission

To prepare counselors-in-training to meet the mental health, wellness, education and career needs of their communities and broader region, with a commitment to underserved populations and working to eliminate mental health stigma, through both professional leadership and providing ethical, trauma-informed and culturally competent counseling services, informed by current research, holistic care, and clinically effective interventions.

This builds upon the mission of the Psychology, Professional Counseling & Neuroscience Department, which is committed to preparing students, through collaborating with faculty, to address community needs and providing service at the campus, local, national and global levels.

Additionally, this builds upon the mission of the CNHS, which is:

Broadening the intellectual experience of students through inquiry-based laboratory and field courses, original research, and hands-on internships, under the guidance of teacher-scholars who are active in scholarship and research.

- Ensuring that students master effective oral and written communication, reasoned judgment, and social and personal responsibility necessary to assume leadership roles in their professions and in local, regional and global spheres.
- Utilizing contemporary and emerging instructional methodologies.
- Engaging faculty and staff who emphasize excellence in teaching and research for the advancement of science, health and mathematics.
- Providing expertise and being a knowledge base to aid the growth and development of diverse regional organizations and businesses.
- Providing academic opportunities for lifelong learning. (Mission Statement of the CNHS: <https://www.uwp.edu/learn/colleges/naturalhealthsciences.cfm>).

Program Objectives

Professional Counseling is defined by the American Counseling Association as “a professional relationship that empowers diverse individuals, families, and groups to accomplish mental health, wellness, education, and career goals”.¹ There are five core competencies and associated learning outcomes that students will demonstrate as a result of completing the proposed degree program.

There are nine core areas and associated program objectives that students will demonstrate as a result of completing the proposed degree program.

Core Areas	Program Objectives
Clinical Mental Health Counseling	Graduates implement evidence-based counseling interventions and treatment planning strategies that are trauma-informed, and grounded in multicultural and social justice competencies.
Professional Counseling Orientation & Ethical Practice	Graduates embrace a professional counselor identity and demonstrate ethical, culturally competent, and trauma-informed practice.
Social & Cultural Diversity	Graduates conceptualize clients through a multicultural and social justice lens. To include demonstrating the requisite attitudes and beliefs, knowledge, skills, and actions required to ensure equity and inclusion for diverse clients.
Human Growth & Development	Graduates evaluate theories and factors that affect individual and family development, as well as, transitions across the lifespan, in a multicultural and pluralistic society.
Career Development	Graduates apply their knowledge of the connections between work, relationships, mental health and other life roles, and strategies. To include evaluating strategies that lead to client growth and change associated with the experience of work in a multicultural and pluralistic society.
Counseling & Helping Relationships	Graduates establish, maintain, and utilize the therapeutic alliance with clients and understand other core conditions of counseling relationships that lead to client

¹ ACA vision 20/20 <https://www.counseling.org/aca-community/learn-about-counseling/what-is-counseling/overview> retrieved August 4, 2022.

	growth and change in a multicultural and pluralistic society.
Group Counseling & Group Work	Graduates facilitate groups informed by the principles of group dynamics, developmental stages of group, and therapeutic factors responsive to a multicultural and pluralistic society.
Assessment & Testing	Graduates utilize a trauma-informed lens to implement assessment procedures and diagnose mental health conditions responsive to the cultural context of clients.
Research & Program Evaluation	Graduates evaluate the importance of published research, outcome measures, and program evaluation for the purpose of advancing the counseling profession in a diverse community.

APPLICATION PROCESS

Open Houses & Information Sessions

An open house and information session is held during the Fall and Spring semesters for people considering applying to the program. Attendance is optional. To learn more and to register:

<https://www.uwp.edu/learn/programs/master-of-science-in-clinical-mental-health-counseling.cfm>

Application Procedures, Requirements & Materials

The **early decision application** date is **November 1**. When November 1 falls on a weekend, then the next business day will serve as the early decision application date. *Complete applications* received by November 1 will be reviewed and **admissions decisions** will be made by **late November**. Admission is for the following Fall semester. For example, an applicant who submits a completed application by November 1, 2022 will be considered for admission to the Fall 2023 semester.

The **standard decision application** date is **February 15**. When February 15 falls on a weekend, then the next business day will serve as the standard decision application date. *Complete applications* will be reviewed and **admissions decisions** will be made in **mid-March**. Admission is for the upcoming Fall semester. For example, an applicant who submits a completed application by February 15, 2023 will be considered for admission to the Fall 2023 semester.

Graduate exam scores (e.g., GRE or MAT) are not required.

Applicants are required to have a:

1. **bachelor's degree** prior to starting the CMHC program.
2. minimum of **18 credits** of course work in the **social sciences** prior to starting the CMHC program.
 - a. Courses from the following academic disciplines are considered social science for the purposes of applying to the CMHC program at UW-Parkside: psychology, sociology, anthropology, criminal justice, communication, education, geography, political science, and economics. Other disciplines may be accepted.
3. minimum undergraduate GPA of 3.0.
 - a. Applicants who do not meet the minimum undergraduate GPA requirement may submit additional materials to demonstrate that they are academically prepared for graduate work, such as GRE or MAT scores. Applicants should consult with the Program Director if they need to submit additional materials.
 - b. Applicants with an undergraduate GPA between 2.75-2.99 may be admitted on probationary status (without submitting GRE or MAT scores).

Application Materials

The following application materials need to be submitted for applications to be considered **complete**:

1. University of Wisconsin System Online Application (<https://apply.wisconsin.edu/>). Do not complete the essay questions in this application
2. Application fee. As of the writing of this handbook, it is \$56.
3. Official undergraduate transcripts from all colleges or universities ever attended sent directly from the institution. (see below for details if applicant previously attended UW-Parkside)
4. Personal essays (see below for details)
5. Three (3) professional recommendations (see below for details)
6. Resume
7. If applicable, a) official graduate transcripts from all colleges or universities ever attended sent directly from the institution, and b) documentation of good standing from any graduate program left prior to earning a degree (see below for details).

See the CMHC program page for additional details about submitting application materials: <https://www.uwp.edu/learn/programs/master-of-science-in-clinical-mental-health-counseling.cfm>

Undergraduate Transcripts If an applicant attended UW-Parkside, then there is no need to submit UW-Parkside transcripts. If an applicant attended UW-Parkside and was a transfer student to UW-Parkside, then they should contact UW-Parkside Admissions (<https://www.uwp.edu/apply/admissions/>) to confirm that UW-Parkside has their transcripts from other institutions.

Personal Essays. Two essays are to be submitted. Essays that are 1-2 double-spaced pages tend to be an appropriate length. In addition to evaluating the content of the essays, the program faculty also evaluates the writing quality. You should have at least one person proofread your personal essays.

Essay 1

Counselors engage in professional relationships with individuals, families, and communities. In this essay explain your career goals and how they align with the CMHC program. In addition, describe how your personal characteristics and interpersonal skills will support your ability to manage the emotional impact of counseling work?

Essay 2

The CMHC program at UW-Parkside and the counseling profession are committed to training counselors to develop competencies in multicultural counseling, advocacy, and social justice. Describe how your lived experiences have informed your understanding of cultural differences. In addition, how have those experiences prepared you to develop a

respect for and understanding of cultural differences that may impact effective counseling relationships with potential clients.

Professional Recommendations. Three professional recommendations from people familiar with your education and/or work experience need to be submitted. The recommendations include a letter of recommendation and completion of a recommendation rating form. All three recommendations must be **academic** or **work** references. This can be from full-time or part-time work; paid, volunteer or internship work; and from human services or other types of work experiences. Recommendations from **work** experiences must be from individuals with a **supervisory** relationship to you. Personal recommendations are not acceptable, such as those from family members, co-workers, friends, one's personal mental health counselor, one's personal clergy member, etc. The letters of recommendation and completed recommendation rating form must be submitted directly to Admissions from the person providing the recommendation.

Graduate Transcripts. If an applicant attended graduate school, then all graduate transcripts need to be submitted, whether or not one completed the program. Furthermore, if an applicant left another graduate program prior to earning a degree, then they need to submit documentation (e.g., a letter) from the director of the graduate program indicating that the applicant was in good standing when they left a different graduate program. Documentation of good standing should be sent from the director of the previous graduate program via e-mail directly to the Director of the UW-Parkside CMHC program.

Requesting Modifications to Application Materials. If an applicant wants to request a modification to application materials they should e-mail the Program Director of the UW-Parkside CMHC program. For example, if an applicant has been out of school for a period of time that prevents them from obtaining an academic recommendation.

Transfer Credits

Students may be allowed to transfer in a maximum of 12 credits of relevant CMHC graduate course work approved by the UW-Parkside CMHC faculty. Newly admitted students seeking to transfer in credits, must make this request in writing when responding to the admission letter sent out by the CMHC program. Current CMHC students who want to take course work at another institution and transfer in credits must consult with their advisor, make this request in writing, have prior consent from the CMHC program, and have a completed and approved Advanced Approval for Proposed Transfer Credits form (https://www.uwp.edu/currentstudent/studentforms.cfm#CP_JUMP_374904) prior to taking the course(s). Requests to transfer in credits will be reviewed by the program faculty. Program faculty may request to see textbooks, course syllabi, examinations, the student to take an examination, etc., in making the determination. The faculty advisor or program director will inform students of the program's decision. If the request is not approved, then this serves as the program's final decision and cannot be appealed. Furthermore, transfer credits will not be accepted for CMHC 702, CMHC 706, CMHC 716, CMCH 794, CMHC 795 and CMHC 796.

PROGRAM OF STUDY, FINAL PROJECT, COURSE DESCRIPTIONS & TEVERA

Program of Study

The Clinical Mental Health Counseling program is a 60-credit hour program, that includes 54 credits of required course work, and 6 credits of elective courses. The program is a pre-approved 60-credit licensed professional counselor program in Wisconsin (<https://dsps.wi.gov/Pages/Professions/LPC/Default.aspx>), and meets the educational requirements for licensure as a professional counselor in the state of Illinois (<https://www.idfpr.com/profs/ProfCounselor.asp>). The CMHC program is accredited through the University of Wisconsin-Parkside by the Higher Learning Commission (HLC).

Each required course is offered once per academic year. If a student does not take a course as indicated in their program of study (POS) or does not earn the minimum acceptable final grade (grade of B or higher) they may need to wait to take or retake, respectively, the course until it is offered again. This may result in a delay to complete the program and increased cost of completing the program. For example, if a student earns a final grade of B- or lower in CMHC 740 in Spring of 2023 they would need to wait until Spring of 2024 to retake the course. Each course is 3 credit hours. Format of courses, e.g., face-to-face, hybrid, etc., is subject to change.

Students should consult with Financial Aid (<https://www.uwp.edu/live/offices/financialaid/>) regarding possible implications for their financial aid of the number of credit hours per academic term identified in the POS.

Full-Time Pathway

Fall 1

CMHC 700 – Professional Counseling Orientation & Ethics (Hybrid)

CMHC 702 – Counseling Skills & Strategies (Face-to-Face)

CMHC 704 – Counseling Theories (Hybrid)

Spring 1

CMHC 716 – Social & Cultural Foundations of Counseling (Face-to-Face)

CMHC 740 – Foundations of Clinical Mental Health Counseling (Online)

CMHC 754 – Addictions Counseling (Hybrid, 7-weeks)

CMHC 722 – Research & Evaluation in Counseling (Hybrid, 7-weeks)

Summer 1

CMHC 720 – Assessment Procedures in Counseling (Online, 8-weeks)

CMHC 752 – Crisis & Trauma Counseling (Face-to-Face, 8-weeks)

Fall 2

CMHC 706 – Group Counseling (Face-to-Face)

CMHC 714 – Lifespan Development in Counseling (Online)

CMHC 756 – Family & Couples Counseling (Hybrid, 7-weeks)

*Elective – (Hybrid, 7-weeks)

Spring 2

CMHC 742 – Abnormal Behavior & Psychopathology (Online)

CMHC 750 – Diagnosis & Treatment Planning (Face-to-Face)

CMHC 794 – Counseling Practicum (Face-to-Face)

Summer 2

CMHC 795 – Internship in Counseling I (Face-to-Face, 12 weeks)

Fall 3

CMHC 758 – Counseling for Work & Career (Hybrid, 7 weeks)

CMHC 796 – Internship in Counseling II (Face-to-Face)

*Elective – (Hybrid, 7-weeks)

Part-Time PathwayFall 1

CMHC 700 – Professional Counseling Orientation & Ethics (Hybrid)

CMHC 702 – Counseling Skills & Strategies (Face-to-Face)

Spring 1

CMHC 716 – Social & Cultural Foundations of Counseling (Face-to-Face)

CMHC 740 – Foundations of Clinical Mental Health Counseling (Online)

Summer 1

CMHC 752 – Crisis & Trauma Counseling (Face-to-Face, 8-weeks)

Fall 2

CMHC 704 - Counseling Theories (Hybrid)

CMHC 756 – Family & Couples Counseling (Hybrid, 7-weeks)

Spring 2

CMHC 754 – Addictions Counseling (Hybrid, 7-weeks)

CMHC 722 – Research & Evaluation in Counseling (Hybrid, 7-weeks)

Summer 2

CMHC 720 – Assessment Procedures in Counseling (Online, 8-weeks)

Fall 3

CMHC 706 – Group Counseling (Face-to-Face)

CMHC 714 – Lifespan Development in Counseling (Online)

Spring 3

CMHC 742 – Abnormal Behavior & Psychopathology (Online)

CMHC 750 – Diagnosis & Treatment Planning (Face-to-Face)

Summer 3

*Elective

Fall 4

CMHC 758 – Counseling for Work & Career (Hybrid, 7 weeks)

*Elective – (Hybrid, 7-weeks)

Spring 4

CMHC 794 – Counseling Practicum (Face-to-Face)

Summer 4

CMHC 795 – Internship in Counseling I (Face-to-Face, 12 weeks)

Fall 5

CMHC 796 – Internship in Counseling II (Face-to-Face)

***Elective Courses**

Elective courses that may be offered. Additional electives may be available.

CMHC 770 – Advanced Counseling for Work & Career (Hybrid)

CMHC 771 – Supervision & Consultation (Hybrid)

CMHC 772 – Advanced Crisis & Trauma Counseling (Hybrid)

CMHC 773 – Clinical Health Counseling I (Hybrid)

CMHC 774 - Clinical Health Counseling II (Hybrid)

CMHC 775 – Advanced Addictions Counseling (Hybrid)

CMHC 776 – Counseling Children & Adolescents (Hybrid)

CMHC 790 – Special Topics in Clinical Mental Health Counseling (format may vary)

CMHC 798 – Independent Reading or Research (Face-to-Face)

CMHC 799 – Thesis (Face-to-Face)

*Students may complete both CMHC 798 and CMHC 799 and repeat CMHC 798. However, only 3 credits from CMHC 798 or CMHC 799 will count toward the 6 credits of the Elective Requirement.

Final Project

Students must complete one of two final projects. Students will complete either a written comprehensive examination (Option A) or a master's thesis (Option B).

Option A: Written Comprehensive Examination (Comps)

For full-time pathway students, Comps are administered during their final semester of the program. For part-time pathway students, Comps are administered during their final semester of non-clinical courses, which is the Fall 4 semester. This is a multiple-choice examination developed by the UW-Parkside CMHC faculty. It covers the eight CACREP core areas: professional counseling orientation and ethical practice, social and cultural diversity, human growth and development, career development, counseling and helping relationships, group

counseling and group work, assessment and testing, and research and program evaluation. A minimum score of 70% is required to pass Comps. If a student does not pass Comps on their first attempt, they will be provided the opportunity to retake Comps in the same semester. (For full-time pathway students, this means they may still graduate on time, i.e., the final semester indicated on their POS.) If a student does not pass Comps on the first retake, they will be given a chance for another retake, which will occur the following semester. This will delay graduation and may increase the cost of completing the program.

Option B: Master's Thesis

Students interested in completing a thesis should discuss this with their advisor by mid-Fall of their first semester in the program. A thesis requires a student to find a program faculty member willing to supervise the project, registering for CMHC 798 (Independent Reading or Research) for multiple semesters, and registering for CMHC 799 (Thesis) during their final semester in the program. Only 3 credits of CMHC 798 or CMHC 799 can count towards fulfillment of the elective requirements. Students choosing the thesis option will need to complete at least 3 credits of elective course work other than CMHC 798 or CMHC 799.

Steps to follow to be approved to pursue the Thesis option:

1. Discuss your interest in completing the Master's Thesis with your advisor by mid-Fall of your first semester in the program for Full-Time Pathway, or mid-Fall 2 semester for Part-Time Pathway.
2. Meet with CMHC faculty members to discuss the possibility that one of them will supervise your Master's Thesis project.
3. Receive confirmation that a CMHC faculty member will supervise your Master's Thesis project by mid-January of your first year in the program for Full-Time Pathway, or of your second year in the program for Part-Time Pathway.
4. If a CMHC faculty member agrees to supervise your Master's Thesis project, you will write and defend a thesis proposal when you take CMHC 722 (Research & Evaluation in Counseling) during your first Spring semester in the program for Full-Time Pathway, or second Spring semester in the program for Part-Time Pathway.
5. For Full-Time Pathway, register for CMHC 798 (Independent Reading or Research) for the Summer 1, Fall 2, Spring 2 and Summer 2 semesters, and begin to work on your Master's Thesis project under the guidance of your CMHC faculty member thesis supervisor. For Part-Time Pathway, consult with your CMHC faculty member thesis supervisor to identify when to register for CMHC 798.
6. Register for CMHC 799 (Thesis) for your final semester in the program.
7. Defend your thesis during your final semester in the program. Failure to successfully defend the thesis on time will delay graduation and may increase the cost of completing the program.

Master's Degree "with distinction"

Students completing all requirements for the degree with a cumulative GPA of 3.83 or higher will be awarded the master's degree "with distinction."

Course Descriptions

Admission to the M.S. in CMHC program is a prerequisite for all courses. Additional prerequisites are listed below for specific courses as needed. All courses are 3 credits unless indicated otherwise.

Required Courses**CMHC 700 – Professional Counseling Orientation & Ethics**

Provides an orientation to professional counseling, ethical standards, and wellness model. Explores the role of advocacy and social justice in the counseling field and includes orientation to reflective counseling practice.

Offered: Fall

CMHC 702 – Counseling Skills & Strategies

Provides an in-depth orientation to skills and strategies of intervention used in professional counseling settings. Offers students an opportunity to practice and apply skills in triads with peers. Utilizes assignments to develop competencies in counseling practice.

Offered: Fall

CMHC 704 - Counseling Theories

Provides an introduction to the major systematic approaches to clinical mental health counseling. Examines theoretical case conceptualization and interventions, psychotherapy research and integration.

Offered: Fall

CMHC 706 – Group Counseling

Provides an in-depth orientation to group counseling leadership skills and strategies for management of group counseling. Offers students an opportunity to experience being a group member while simultaneously developing knowledge in group theories and group leadership skills.

Offered: Fall

CMHC 714 – Lifespan Development in Counseling

Provides an introduction to human growth and development across the lifespan. Examines influences on multiple domains of human development and implications for professional counseling practice.

Offered: Fall

CMHC 716 – Social & Cultural Foundations of Counseling

Provides an introduction to social, cultural, and diversity issues in professional counseling. Examines multiculturally competent professional counseling practice, counselor cultural self-awareness, the socially and culturally diverse society in which counselors work and roles of professional counselors to promote social justice and advocacy.

Offered: Spring

CMHC 720 – Assessment Procedures in Counseling

Introduces assessment procedures in professional counseling. Focuses on different domains and procedures of assessment, psychometrics, test scores, integration of assessment results in counseling, and ethical use of assessment procedures.

Offered: Summer

CMHC 722 – Research & Evaluation in Counseling

Introduces research and evaluation in professional counseling. Presents the types of research designs, basic statistics, research implementation, research report development, and publication of research information relevant to professional counseling, and the use of program evaluation and needs assessment in professional counseling.

Offered: Spring

CMHC 740 – Foundations of Clinical Mental Health Counseling

Provides an orientation to clinical mental health counseling, roles of clinical mental health counselors in employment settings, and functions of counselors in professional settings. Introduces crisis intervention models and the role of advocacy and social justice in the field. Community-based learning designation.

Offered: Spring

CMHC 742 – Abnormal Behavior & Psychopathology

Provides an overview of abnormal behavior and psychopathology consistent with the current DSM Manual. Offers a framework to consider pathology in the context of the counseling profession, including the wellness model, strengths-based assessments, and trauma-informed care.

Offered: Spring

CMHC 750 – Diagnosis & Treatment Planning

Examines diagnostic assessment and treatment planning consistent with the current DSM manual utilizing evidence-based assessment and diagnosis procedures to develop diagnosis skills. Addresses diagnosis, treatment planning, and policy/advocacy issues associated with various disorders. Prerequisite: CMHC 742 or concurrent.

Offered: Spring

CMHC 752 – Crisis & Trauma Counseling

Focuses on both theory and skills development of crisis and trauma counseling across the lifespan in a range of settings.

Prerequisite: CMHC 740

Offered: Summer

CMHC 754 – Addictions Counseling

Explores addictions theories and counseling for individuals with substance use disorders including assessment measures, treatment approaches, theory of addiction, and implications for substance use as a comorbid condition.

Offered: Spring

CMHC 756 – Family & Couples Counseling

Examines major systemic theories and issues of family and couples counseling within a multicultural society. Explores issues, assessment and treatment of dysfunctional partner, marital, family, and system relationships.

Offered: Fall

CMHC 758 – Counseling for Work & Career

Applies career development theories, research, assessments, interventions, and information resources to meet the educational and work needs, planning, and decision-making of clients across the lifespan.

Offered: Fall

CMHC 794 – Counseling Practicum

Offers closely supervised clinical experience in a training setting to enhance skill level and broaden the array of skills. Students will receive weekly supervision by both site supervisor and University supervisor. Students complete a minimum of 100 hours of practicum experiences with at least 40 hours of face-to-face client contact.

Prerequisite: CMHC 740, and satisfactory ratings of program evaluation metrics

Offered: Spring

CMHC 795 – Internship in Counseling I

Provides an opportunity for supervised counseling experience in which students serve as counselors at pre-arranged sites. Students complete a minimum of 300 hours of supervised internship experiences with at least 240 hours of face-to-face client contact.

Prerequisite: CMHC 740, CMHC 794, and satisfactory ratings of program evaluation metrics; consent of instructor and department chair.

Offered: Summer

CMHC 796 – Internship in Counseling II

Provides an additional opportunity for supervised counseling experience in which students serve as counselors at pre-arranged sites. Students complete a minimum of 300 hours of supervised internship experiences with at least 240 hours of face-to-face client contact.

Prerequisite: CMHC 740, CMHC 794, CMHC 795, and satisfactory ratings of program evaluation metrics; consent of instructor and department chair.

Offered: Fall

Elective CoursesCMHC 770 – Advanced Counseling for Work & Career

Examines implications of research, underlying assumptions of techniques and theories, multicultural considerations, and changing nature of the world of work for professional counseling practice related to work and career.

Prerequisite: CMHC 758

Offered: Occasionally

CMHC 771 – Supervision & Consultation

Offers an in-depth review of management, administration, supervision, and consultation roles of mental health counselors. Includes an opportunity to interview supervisors in the field of clinical mental health counseling.

Prerequisite: CMHC 740

Offered: Occasionally

CMHC 772 – Advanced Crisis & Trauma Counseling

Provides an in-depth review of trauma theories, evidence-based outcomes measures, and trauma-specific treatment models utilized by mental health counselors. Includes research projects regarding trauma, specific populations, and treatment practices.

Prerequisite: CMHC 752, and concurrent registration in CMHC 794 or CMHC 795 or CMHC 796

Offered: Occasionally

CMHC 773 – Clinical Health Counseling I

Introduces clinical health counseling. Examines factors that influence wellness and illness, health and wellness promotion, treatment of health problems, and roles of clinical mental health counselors in providing related services.

Offered: Occasionally

CMHC 774 - Clinical Health Counseling II

Covers advanced treatment of clinical health counseling. Examines health behavior change techniques, treatment of health conditions, role of behavioral health professionals in primary care settings, ethical and legal issues, social and cultural contexts of health, and public policy.

Prerequisite: CMHC 773

Offered: Occasionally

CMHC 775 – Advanced Addictions Counseling

Continues to examine chemical and process addictions. Emphasizes the application of models of addiction, assessment and treatment planning to providing comprehensive mental health counseling services for individuals and families. Addresses ethical and legal issues, and motivational interviewing.

Prerequisite: CMHC 754

Offered: Occasionally

CMHC 776 – Counseling Children & Adolescents

This course will examine the relevant theories, treatment modalities, and mental health disorders common to children and adolescents. The course will cover the identification and implementation of evidence-based practices that are considerate of the ethical, cultural, and developmental needs of children and adolescents.

Offered: Occasionally

CMHC 790 – Special Topics in Clinical Mental Health Counseling

Delves into special topics in clinical mental health counseling. May repeat with different topic.

Prerequisite: Varies by topic

Offered: Occasionally

CMHC 798 – Independent Reading or Research

Offers independent reading or research activities under the direction of a faculty member.

Credits: 1-3

Prerequisite: Consent of instructor, department chair

Offered: Fall, Spring, Summer

CMHC 799 – Thesis

Provides supervision of thesis under the direction of a faculty member.

Prerequisite: Consent of instructor

Offered: Fall, Spring, Summer

MATRICULATION – FULL-TIME PATHWAY

Application Process (see Application Process section of this Handbook for details)

1. Attend an Open House & Information Session (optional)
2. Submit completed application by the early decision application date (November 1) or the standard decision application date (February 15)
3. Admission decisions for completed applications received by November 1 are made in late November. Admission decisions for completed applications received by February 15 are made in mid-March.

Confirm Admission

1. *Confirm acceptance of admission and register for courses by the date indicated in the admissions letter

Orientation

1. Attend New CMHC Student Orientation in August. This is a **mandatory** event.
2. Complete self-evaluation of professional dispositions

Fall 1

1. Complete courses as identified in Program of Study (POS)
2. Attend Group Academic Advising meeting

Spring 1

1. Meet with CMHC faculty for formal student progress reviews (February)
2. Purchase Tevera (see Clinical Experiences section of this Handbook)
3. Complete courses as identified in Program of Study (POS)
4. Attend Group Academic Advising meeting

Clinical Orientation

1. Attend Clinical Orientation (June). This is a **mandatory** event.

Summer 1

1. Begin search for clinical placement and complete milestones identified during Clinical Orientation and listed in Tevera. Practicum (CMHC 794) begins in the Spring 2 semester.
2. Complete courses as identified in Program of Study (POS)

Fall 2

1. Meet with program faculty for formal student progress reviews (September)
2. Have clinical placement established by October 1.
3. Complete courses as identified in Program of Study (POS)
4. Attend Group Academic Advising meeting

Spring 2

1. Meet with CMHC faculty for formal student progress reviews (February)
2. Complete courses as identified in Program of Study (POS) including the initial clinical placement experience (CMHC 794)
3. Attend Group Academic Advising meeting
4. Submit Graduation Application by May 1.

<https://www.uwp.edu/currentstudent/yourgraduation/>

Summer 2

1. Complete courses as identified in Program of Study (POS) including the first counseling internship (CMHC 795)
2. Begin job search

Fall 3

1. Meet with program faculty for formal student progress reviews (September)
2. Complete courses as identified in Program of Study (POS) including the second counseling internship (CMHC 796)
3. Complete tasks necessary for graduation and to participate in Commencement. Graduation Application was due by May 1.

<https://www.uwp.edu/currentstudent/yourgraduation/>

4. Complete Final Project
5. Continue job search
6. Initiate application for professional counselor training license. For Wisconsin licensure (LPC-IT): <https://dsps.wi.gov/Pages/Professions/LPC/Default.aspx> . Professional counselor examination information for Wisconsin licensure can be found here: <https://dsps.wi.gov/Pages/Professions/LPC/Exams.aspx> . For Illinois licensure (LPC): <https://idfpr.illinois.gov/profs/ProfCounselor.asp> . Professional counselor examination information for Illinois licensure can be found here: <https://idfpr.illinois.gov/profs/ProfCounselor.asp> .

December

1. Commencement

Post-Graduation

1. Complete post-graduate supervised practice
2. Complete requirements and application for professional counselor licensure. For Wisconsin licensure (LPC): <https://dsps.wi.gov/Pages/Professions/LPC/Default.aspx> . For Illinois licensure (LCPC): <https://idfpr.illinois.gov/profs/ProfCounselor.asp> . Professional counselor examination information for Wisconsin licensure can be found here: <https://dsps.wi.gov/Pages/Professions/LPC/Exams.aspx> . Professional counselor

examination information for Illinois licensure can be found here:

<https://idfpr.illinois.gov/profs/ProfCounselor.asp> .

*Admission into the CMHC program does not guarantee graduation. Academic and nonacademic conditions may result in dismissal if they are observed to impair the student's ability to meet program expectations as outlined in this handbook. In order to graduate from this program, students must meet academic expectations, uphold the American Counseling Association Code of Ethics and Wisconsin State Statute, and meet expectations of all professional dispositions.

MATRICULATION – PART-TIME PATHWAY

Application Process (see Application Process section of this Handbook for details)

1. Attend an Open House & Information Session (optional)
2. Submit complete application by the early decision application date (November 1) or the standard decision application date (February 15)
3. Admission decisions for completed applications received by November 1 are made in late November. Admission decisions for completed applications received by February 15 are made in mid-March.

Confirm Admission

1. *Confirm acceptance of admission and register for courses by the date indicated in the admissions letter

Orientation

1. Attend New CMHC Student Orientation in August. This is a **mandatory** event.
2. Complete self-evaluation of professional dispositions

Fall 1

1. Complete courses as identified in Program of Study (POS)
2. Attend Group Academic Advising meeting

Spring 1

1. Meet with program faculty for formal student progress reviews (February)
2. Purchase Tevera (see Clinical Experiences section of this Handbook)
3. Complete courses as identified in Program of Study (POS)
4. Attend Group Academic Advising meeting

Summer 1

1. Complete course as identified in Program of Study (POS)

Fall 2

1. Meet with program faculty for formal student progress reviews (September)
2. Complete courses as identified in Program of Study (POS)
3. Attend Group Academic Advising meeting

Spring 2

1. Meet with CMHC faculty for formal student progress reviews (February)
2. Meet with program faculty for formal student progress reviews (February)
3. Complete courses as identified in Program of Study (POS).
4. Attend Group Academic Advising meeting

Summer 2

1. Complete course as identified in Program of Study (POS).

Fall 3

1. Meet with program faculty for formal student progress reviews (September)
2. Complete courses as identified in Program of Study (POS).
3. Attend Group Academic Advising meeting

Spring 3

1. Meet with program faculty for formal student progress reviews (February)
2. Complete courses as identified in Program of Study (POS).
3. Attend Group Academic Advising meeting

Clinical Orientation

1. Attend Clinical Orientation (June). This is a **mandatory** event.

Summer 3

1. Begin search for clinical placement and complete milestones identified during Clinical Orientation and listed in Tevera. Practicum (CMHC 794) begins in the Spring 4 semester.
2. Complete courses as identified in Program of Study (POS).

Fall 4

1. Meet with program faculty for formal student progress reviews (September)
2. Have clinical placement established by October 1.
3. Complete Final Project if taking Comps
4. Complete courses as identified in Program of Study (POS).
5. Attend Group Academic Advising meeting

Spring 4

1. Meet with CMHC faculty for formal student progress reviews (February)
2. Complete the initial clinical placement experience (CMHC 794)
3. Submit Graduation Application by May 1.
<https://www.uwp.edu/currentstudent/yourgraduation/>
4. Attend Group Academic Advising meeting

Summer 4

1. Complete first counseling internship (CMHC 795)
2. Begin job search

Fall 5

1. Meet with program faculty for formal student progress reviews (September)
2. Complete Final Project by end of this semester if completing Thesis
3. Complete second counseling internship (CMHC 796)
4. Complete tasks necessary for graduation and to participate in Commencement. Graduation Application was due by May 1.
<https://www.uwp.edu/currentstudent/yourgraduation/>
5. Continue job search
6. Initiate application for professional counselor training license. For Wisconsin licensure (LPC-IT): <https://dsps.wi.gov/Pages/Professions/LPC/Default.aspx> . Professional counselor examination information for Wisconsin licensure can be found here: <https://dsps.wi.gov/Pages/Professions/LPC/Exams.aspx> . For Illinois licensure (LPC): <https://idfpr.illinois.gov/profs/ProfCounselor.asp> . Professional counselor examination information for Illinois licensure can be found here: <https://idfpr.illinois.gov/profs/ProfCounselor.asp> .

December

1. Commencement

Post-Graduation

1. Complete post-graduate supervised practice
2. Complete requirements and application for professional counselor licensure. For Wisconsin licensure (LPC): <https://dsps.wi.gov/Pages/Professions/LPC/Default.aspx> . For Illinois licensure (LCPC): <https://idfpr.illinois.gov/profs/ProfCounselor.asp> . Professional counselor examination information for Wisconsin licensure can be found here: <https://dsps.wi.gov/Pages/Professions/LPC/Exams.aspx> . Professional counselor examination information for Illinois licensure can be found here: <https://idfpr.illinois.gov/profs/ProfCounselor.asp> .

*Admission into the CMHC program does not guarantee graduation. Academic and nonacademic conditions may result in dismissal if they are observed to impair the student's ability to meet program expectations as outlined in this handbook. In order to graduate from this program, students must meet academic expectations, uphold the American Counseling Association Code of Ethics and Wisconsin State Statute, and meet expectations of all professional dispositions.

EXPECTATIONS OF STUDENTS

Many of the expectations addressed in this section are based on the policies for all graduate programs at UW-Parkside as provided in the Academic Catalog. Where differences exist between the graduate policies of UW-Parkside and the CMHC program, the policy of the CMHC program is the more restrictive policy and takes precedence. Students should review the Graduate Policies section of the UWP Academic Catalog:

<https://www.uwp.edu/learn/academiccatalog/>

Both faculty and students have a primary ethical responsibility to the welfare of students' clients, both current (e.g., in practicum and internship) and future. As part of this ethical responsibility, faculty also have a gatekeeping responsibility. Faculty fulfill their gatekeeping responsibility when they limit access to the counseling profession only to those who demonstrate an acceptable level of professional and ethical behavior, academic knowledge, clinical skills and competencies, and professional dispositions.

The extent that students meet expectations is evaluated in multiple settings across the program by observations of students' behaviors both within and outside the training environment, both formal and informal observations, and observations from faculty, clinical supervisors, clients, students, and others are considered.

Ethical & Professional Behavior

During your time as a counselor-in-training, faculty will expect ethical and professional behavior in all settings (on-campus, clinical placements, classroom, supervision, clinical supervision, program meetings, graduate assistantships, etc.) that are congruent with the mission, values, professional dispositions, and ethical principles which the counseling profession is built upon (ACA, 2014). Problematic behaviors, ethical violations, incompetence or impairment, as defined by the American Counseling Association Code of Ethics, Wisconsin State Statute, and the CMHC program's professional dispositions will not be tolerated.

Professional Behavior in Courses

Professional behavior in courses, whether in the classroom or online, includes active and consistent engagement, risk taking, openness to feedback, application of feedback, professional comportment, and ethical behavior.

Active and consistent engagement is measured by a student's ability to regularly attend classes and actively engage in course material. Active engagement is defined as coming to class prepared; submitting work that is thoughtful, adheres to instructions and is submitted on time; actively listening; effectively communicating feedback, observations, and thoughts to peers and instructors; and overall positive contribution to the learning environment that deepens the experience for self and peers. Conflict and/or disagreements among peers in the cohort may arise during course work. However, we expect students to successfully navigate conflict in a respectful and professional manner that does not disrupt learning for others.

As professional counseling requires the use of self to be fully integrated into the counseling process and therapeutic relationship, engaging in self-reflection is required throughout course work, supervision, and clinical experiences. As a counselor-in-training, it is expected that you actively engage in critical self-reflection as a means to understand your own values, assumptions, and biases. It is important to note that faculty are committed to cultivating a learning community that is safe for all students. However, a learning community of safety is not always synonymous with a learning community of comfort. Taking appropriate emotional risks may be asked of students to deepen their awareness of self. Examples of emotional risks are exploring one's family of origin, identifying existing biases and assumptions, and receiving feedback in individual, triadic and group supervision. Remaining open, curious, and non-defensive to varying feedback provided by peers and faculty is imperative to strengthen students' emerging counselor identities. Not only must students be open to hearing feedback, they must actively work toward reflecting upon and integrating feedback into their professional and personal growth.

Discussions are a large component of many of the courses. Students are not expected to self-disclose beyond their comfort. Students are encouraged to reflect on the relevance and purpose of their self-disclosures and decide if their disclosures are likely to contribute to the learning environment. Students and instructors may share personal information, so confidentiality is highly valued, though it cannot be guaranteed among students. Please be respectful of each other's choice to discuss personal information as it relates to course content.

Professional behavior encompasses appropriate apparel, language, and written communication for the classroom setting. For example, professional communication via e-mail is demonstrated through thoughtful, formal responses that are free of spelling and grammar errors and utilize professional and appropriate language (e.g. avoiding 'slang').

Academic Honesty & Integrity

The CMHC program expects students to uphold the ACA Code of Ethics and University of Wisconsin-Parkside policy on producing original work and avoiding academic misconduct. Maintaining academic integrity also consists of completing assignments in their entirety and on time, and fully participating in group projects. The University of Wisconsin System (UWS 14.03) states that

Academic misconduct is an act in which a student:(a) Seeks to claim credit for the work or efforts of another with-out authorization or citation; (b) Uses unauthorized materials or fabricated data in any academic exercise; (c) Forges or falsifies academic documents or records; (d) Intentionally impedes or damages the academic work of others; (e) Engages in conduct aimed at making false representation of a student's academic performance; or (f) Assists other students in any of these acts.

Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing

examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

(<https://www.uwp.edu/live/offices/studentaffairs/upload/14.pdf>)

Attendance

Class attendance (in all formats), program meetings (e.g., orientations, advising meetings), practicum and internship placements, etc. is expected. Each course instructor has individual expectations around participation and attendance. Students should consult appropriate communications (e.g., course syllabus, program e-mails) regarding course attendance and participation.

Accommodation of Religious Observances. In accordance with Wisconsin state law 36.43, UW-Parkside provides for the reasonable accommodation of a student's sincerely held religious beliefs with regard to all examinations and other academic requirements and also provides a means by which a student can conveniently and confidentially notify an instructor of potential conflicts. Absence from classes or examinations due to religious observance does not relieve students from responsibility for any part of the course work required during the period of absence. See the Accommodation of Religious Observances section in the Graduate Policies section of the UWP Academic Catalog for more details, including the procedures to follow if a student believes they have been denied reasonable accommodation for religious observation.

Attendance Policy for Military Training. The following is taken from Graduate Policies of the UWP Academic Catalog:

... UW-Parkside recognizes that a number of students are attending classes while serving in the military as active duty service members, National Guard members, reservists, or as members of an ROTC program. On occasion, these students will be required to miss class due to military training (these differ from Federal Title 10 Activation or Transfer orders). It is understood that often times these training obligations are scheduled in advance, while occasionally they are deemed necessary with little advance notice to our military-connected students. We also understand that our military-connected students do not have the choice whether to participate or not in these trainings. UW-Parkside encourages our military-connected students to inform their faculty immediately when they learn of these obligations for training. When communicated in advance, these absences should be treated in the manner described above.

When disagreements regarding this policy occur between a student and a faculty member, the issue will be first referred to the faculty member's department chair in writing, followed by the college dean, for review and resolution.

Academic Knowledge

CMHC Minimum Course Grade Requirement

The CMHC program requires students to earn a final grade of B or better (not a B- or lower) in each course in the CMHC program. If a final grade of B- or lower is earned in a course, then the course will not count toward degree completion and the student will be placed on **academic warning within the CMHC program**, and improvement steps or a development plan will be created (see Improvement Steps & Development Plans section of this Handbook for details). This may delay the time to graduation and increase the cost of completing the program. Receiving a course grade of B- or lower may also result in students' University academic standing being Academic Probation or Academic Suspension (see University GPA Requirements section below for details).

University GPA Requirements

The following information about GPA and academic standing is taken from the Graduate Academic Standing section in the Graduate Policies section of the UWP Academic Catalog:

- A 3.0 or better end-of-term cumulative GPA results in continuing **Good Standing**.
- A 2.0 to 2.999 end-of-term cumulative GPA results in **Academic Probation** status.
- A 1.999 or less end-of-term cumulative GPA results in **Academic Suspension** status.

Action on part-time students is withheld until at least nine credits are attempted at UW-Parkside.

Moving from Probation to Good Standing or Suspension

- A student on probation who earns a 3.0 or better end-of-term cumulative GPA returns to good standing.
- A student on probation carrying a 2.999 or less end-of-term cumulative GPA after attempting a cumulative total of 15 or more credits at UW-Parkside has academic suspension status.

Final Project

Academic knowledge is also assessed through the Final Project, which is either the written comprehensive examination or the master's thesis. See the Final Project section of this Handbook for more details.

Clinical Skills & Competencies

Clinical skills and competencies are assessed in several courses, including CMHC 702 (Counseling Skills & Strategies), CMHC 706 (Group Counseling), CMHC 794 (Counseling Practicum), CMHC 795 (Internship in Counseling I), and CMHC 796 (Internship in Counseling II). These evaluations are completed by the instructor, and for CMHC 794, CMHC 795 and CMHC 796 they are also completed by the site clinical supervisor. Instructors and site supervisors review the evaluations with students. If students' clinical skills and competencies are insufficient to progress to the next clinical course, then a student may need to retake a clinical course from the beginning. For practicum and internships courses, clinical hours and assignments will not transfer from the initial take of the course to the course retake. Some cases may warrant being dropped from the program.

Professional Dispositions

The assessment of dispositions occurs across the program. Both formal (e.g. scheduled dispositional evaluation meeting) and informal (e.g. individual faculty meetings, private discussions after class) methods of assessment are used.

Scheduled program evaluations of dispositions are conducted by faculty at the beginning of each Fall semester and Spring semester for all students. Faculty advisors will discuss the results of a students' disposition evaluations with students in student progress review meetings. For students beginning the program, their Fall I semester disposition evaluation is the self-evaluation that is completed as a component of New Student Orientation, and their first progress review meeting will be during the Spring 1 semester. Professional Disposition Evaluations are also conducted as components of the clinical courses, CMHC 794, CMHC 795 and CMHC 796, through the use of the CCS-R.

Additionally, evaluation of student professional dispositions can be conducted by the faculty at any point of the program should the faculty determine that it is necessary.

The dispositions assessed include:

1. Professional behavior and ethics

Expectation for students to demonstrate professional, ethical, and legal behavior. Recognizing and fulfilling professional responsibilities and demonstrating thoughtful and effective communication.

Specific dispositions that will be assessed: demonstrate honesty, integrity, fairness, respect for others; accept personal responsibility for behaviors and actions; develop and maintain appropriate collaborative interpersonal relationships; abide by ACA code of ethics in professional behavior and respective laws (ACA, 2014); demonstrate professional habits of conduct in professional settings (e.g., dress, language, preparedness, attendance, punctuality, etc.)

2. Professional identity

Expectation for students to demonstrate openness, initiative, and motivation in their role as counselor-in-training. Commitment to working collaboratively with peers and colleagues and respecting cultural contexts in response to peers and the classroom.

Specific dispositions that will be assessed: maintains professional engagement through involvement in classroom, community, and/or agency settings; demonstrate openness to new ideas and flexibility to change; communicate effectively and respectfully with others; respect cultural differences and welcomes diverse points of view

3. Self-Awareness and Growth

Expectation for students to demonstrate reflection towards their own progress, identify their strengths and weaknesses, and act meaningfully on feedback. Demonstrates an ability to maintain emotional stability and self-control and personal wellness.

Specific dispositions that will be assessed: demonstrates awareness of impact of his/her/their behavior on others; receptive to feedback from faculty, supervisors, peers, and clients; reflect on limitations and strengths; demonstrate self-initiated learning; ability to consistently regulate emotions in an appropriate manner for a professional setting.

Professional Dispositions & Academic Misconduct

In cases where the instructor of a course concludes that a student in his or her courses has engaged in academic misconduct in the course, then Chapter UWS 14 of the University of Wisconsin System - <https://www.uwp.edu/live/offices/studentaffairs/upload/14.pdf> - is applicable. In these cases, the CMHC program will wait to conduct a formal review and dispositional evaluation until the procedures of UWS 14 are concluded. See Formal Review Process section of this Handbook.

RETENTION, REMEDIATION & DISCONTINUATION FROM PROGRAM

Many of the policies addressed in this section are based on the policies for all graduate programs at UW-Parkside as provided in the Academic Catalog. Where differences exist between the graduate policies of UW-Parkside and the CMHC program, the policy of the CMHC program is the more restrictive policy and takes precedence. Students should review the Graduate Policies section of the UWP Academic Catalog: <https://catalog.uwp.edu/graduate-programs-policies/>

Retention***Completion of Program – Program of Study***

Students are expected to complete courses in the order described in their Program of Study (see Program of Study section of this Handbook). Students pursuing the Full-time Pathway are expected to complete 9 to 12 credit hours each fall and spring semester, 6 credit hours the first summer term, and 3 credit hours the second summer term. Students pursuing the Part-time Pathway are expected to complete 6 credit hours each fall and spring semester, and 3 credit hours each summer term. If students believe that it will not be possible to fulfill this responsibility they may request to modify their Program of Study. Modifying one's program of study may result in delaying completion of the program, increased cost to complete the program, and require taking time out from the program.

To request a modification to the program of study, students should:

1. Consult with their faculty advisor.
2. Faculty advisor will notify the director of the CMHC program.
3. CMHC program director will send the student a *modified program of study. To accept, the student should sign and date the modified program of study, and return to the CMHC program director.

Students should consult with Financial Aid (<https://www.uwp.edu/live/offices/financialaid/>) regarding possible implications for their financial aid because of the number of credit hours per academic term identified in the POS.

*Because of the needs and resources of the CMHC program, the modified program of study may delay completion of the program, increase cost in ways that the student did not anticipate, and require taking time out from the program.

Completion of Program within Seven Years

It is the policy of the University that students may take no more than seven years to complete a graduate degree, beginning with the semester in which they complete their first course as a UW-Parkside degree-seeking graduate student, whether they are pursuing the Full-Time Pathway or Part-Time Pathway. To request an exception for the requirement to complete the degree within seven years of beginning the program, students should:

1. The student will submit, in writing, the request to their faculty advisor.
2. Then, the faculty advisor will notify the director of the CMHC program.

3. The director of the CMHC program will then hold a meeting with the CMHC program faculty to review the request within 3-weeks of receipt of the written request.
4. The director of the CMHC program will then inform the student of the CMHC program's decision. Approval of requests is not guaranteed.
5. If the request is approved, then the CMHC program director will develop a *modified program of study in consultation with CMHC program faculty and the student. The CMHC program director will then send the student a modified program of study. To accept, the student should sign and date the modified program of study and return to the CMHC program director.
6. If the request is not approved, then that is the final decision of the CMHC program, and the decision cannot be appealed.

*Because of the needs and resources of the CMHC program, the modified program of study may delay completion of the program, increase cost in ways that the student did not anticipate, and require taking time out from the program. The modified program of study cannot be appealed.

Students Called to Active Duty Military Service

The following is taken directly from the Students Called to Active Duty Military Service section of the Graduate Policies of the Academic Catalog:

Students subjected to involuntary Federal Title 10 activation or transfer (called to active duty military service) after the beginning of a term may elect to drop their courses and receive a full refund for courses still in progress or may opt to remain enrolled in some or all of their courses. The student may either request an "incomplete" with the understanding that the coursework be completed upon return from active military duty or request that a final grade be assigned based upon work completed to date. These options may not be equally viable for all classes, depending on timing, how much work remains to be completed, or whether a final exam constitutes a major portion of the grade. Students should consult with the instructor to determine the most appropriate option.

Given the requirements of certain courses (e.g., courses with significant experiential components) and the needs of clinical placement sites, the completion of a grade of "incomplete" or the assignment of a final grade based on work completed to date, may work differently for a number of CMHC courses. For example, the group counseling course has a group participation requirement that has implications for accreditation purposes, practicum and internship have hour requirements based on state credentialing standards, and practicum and internship sites may be unable to accommodate a student returning at a later date to complete their 100 or 300 hours, respectively, of clinical placement.

Students should consult with their faculty advisor, in a timely manner, if they are called to active duty military service. The advisor, in consultation with the CMHC program faculty, will

work with the student to identify the most viable plan for the student to complete the program. Furthermore, students should consult, in a timely manner, with clinical site supervisors if this occurs during a semester the student is registered for practicum or internship.

Incomplete Grades

This temporary grade is assigned to indicate that a student must complete additional work in order to earn a grade for a class. A grade of Incomplete is assigned at the discretion of the instructor, guided by policies described in the Graduate Policies section of the Academic Catalog.

A grade of Incomplete may be reported for a student who has maintained a passing grade in a course until near the end of the course and who then, because of unusual and substantiated cause beyond the student's control, is unable to take or complete the final examination, or to complete some limited amount of course work.

Given the requirements of certain courses (e.g., courses with significant experiential components) and the needs of clinical placement sites, the granting of a grade of "incomplete" may not be possible. For example, a student who does not fulfill the required hours for CMHC 794 (Counseling Practicum), CMHC 795 (Internship in Counseling I) and CMHC 796 (Internship in Counseling II) may not be eligible to receive a grade of "incomplete".

Students should consult with Financial Aid because a grade of "incomplete" may have financial aid eligibility implications.

Retake

Students may be allowed to retake a course once (see Retaken Courses section of Graduate Policies section of the UWP Academic Catalog). For example, CMHC students may need to retake a course as part of a development plan or as a result of being on academic warning. However, students most likely will not be allowed to retake a course from the CMHC program at UW-Parkside in which they earned a final grade of B or better. Furthermore, a student who does not earn a final grade of B or higher on a retake, may not be allowed to retake the course again and may be dropped from the CMHC program.

If a student wants to retake a course for a reason that is not part of a development plan or the result of academic warning they should initiate a request for a retake by:

1. Submitting, in writing, the request to their faculty advisor.
2. The request will then be reviewed by the director of the CMHC program, the director of clinical training (when relevant), and the CMHC program faculty.
3. The faculty advisor or program director will communicate the decision to students.
4. If the request for a retake is approved then a modified program of study will be developed (see Completion of Program – Program of Study section of this Handbook).
5. If the request is denied, then this is the final program decision, and it cannot be appealed.

See the Improvement Steps and Development Plans section of this Handbook, if retaking a course is needed because a student is on academic warning within the CMHC program.

A student may be allowed to retake a course at another institution. See the Transfer Credits section of this Handbook for details.

Retaking courses that have already been completed with a grade of D- or better may have financial aid implications. Students are encouraged to consult with a financial aid counselor.

Remediation

Determining if Remediation is Possible

When students demonstrate insufficient levels of academic honesty and integrity, professional and ethical behavior, academic knowledge, clinical skills and competencies, or professional dispositions, then the nature, severity and consequences of their behaviors will be used to determine if remediation is possible. If the CMHC program determines that remediation is possible, then **improvement steps** will be identified or a **development plan** will be developed, which could include **suspension from the program**. If the CMHC program determines that remediation is not possible, then the student is subject to either **voluntary withdrawal from the program** or the student will be **dropped from the program**. (see Discontinuation from Program section in this Handbook).

In order to determine if remediation is possible, the CMHC program will conduct a disposition evaluation and, in some cases, a formal review. A formal review is most necessary when students' problematic behavior is more severe and consequential, and the CMHC program may consider that the student should be discontinued from the program. For example, a formal review is typically unnecessary when a student is rated as "nearing expectations/developing" on a professional disposition because they do not participate enough during class meetings. On the other hand, when a student is involved in academic misconduct, disruptive behavior, significantly unethical or unprofessional behavior, or incompetent or impaired clinical practice, then a formal review and disposition evaluation are indicated. Receiving a "does not meet expectations" rating on one or more professional dispositions does not necessarily require a formal review process. (See Improvement Steps & Development Plans section in this Handbook).

Formal Review Process

1. topics addressed during the formal review and disposition evaluation may address relevant ethical codes, professional dispositions, decision-making process, and possible courses of remediation. This is not an exhaustive list of topics that may be addressed.
2. the CMHC program faculty, in consultation with other necessary individuals, will conduct the formal review.
3. the formal review process may involve written statements from the student in response to prompts provided by the CMHC program, and meetings with all or some of the CMHC

program faculty and others deemed necessary by the CMHC program (e.g., clinical supervisors)

4. the CMHC program will complete a disposition evaluation and determine if remediation is possible.
5. If the CMHC program determines that remediation is possible, then a development plan will be developed. (see Improvement Steps & Development Plans section in this Handbook).
6. If the CMHC program determines that remediation is not possible, then the student is subject to either voluntary withdrawal from the program or the student will be dropped from the program. (see the Discontinuation From Program section in this Handbook).

Formal Review, Disposition Evaluation & Academic Misconduct

In cases where the instructor of a course concludes that a student in his or her courses has engaged in academic misconduct in the course, then Chapter UWS 14 of the University of Wisconsin System - <https://www.uwp.edu/live/offices/studentaffairs/upload/14.pdf> - is applicable. In these cases, the CMHC program will wait to conduct a formal review and dispositional evaluation until the procedures of UWS 14 are concluded.

Improvement Steps & Development Plans

The intent of improvement steps and development plans is not punitive. Their intent is to provide opportunities for students to meet necessary levels of academic honesty and integrity, professional and ethical behavior, academic knowledge, clinical skills and competencies, and professional dispositions to develop as a counselor.

Improvement steps are developed when the nature, severity and consequences of students' insufficient levels of academic knowledge, clinical skills and competencies, or professional dispositions are less severe and most likely require less intervention to achieve acceptable standards. Insufficient levels of academic honesty and integrity, and ethical behavior is often not appropriate for improvement steps. For example, improvement steps are developed when students are rated as "nearing expectations/developing" on at least one professional disposition during professional disposition evaluations. Improvement steps identify what students can do to demonstrate sufficient levels of academic knowledge, clinical skills and competencies, or professional dispositions. For example, improvement steps are identified that students can take to meet expectations by the next professional disposition evaluation. The failure to meet the expectations of improvement steps may result in being placed on a development plan. Improvement steps are part of students' academic files.

Development plans are developed when the nature, severity and consequences of students' insufficient levels of academic honesty and integrity, professional and ethical behavior, academic knowledge, clinical skills and competencies, or professional dispositions are more severe and problematic for counselors-in-training and future professional counselors (but, the CMHC program decides that remediation is still possible), and most likely require more consequential interventions to achieve acceptable standards. For example, development plans

are developed when students are rated as “does not meet expectations” on at least one professional disposition during professional disposition evaluations.

Development plans may involve students being placed on academic warning within the CMHC program, retaking courses, additional didactic instruction, a decrease in course load, a decrease in or temporary suspension of clinical responsibilities, receiving additional clinical supervision, increased faculty advisement, participating in their own personal counseling, being suspended from the program, voluntarily withdrawing from the program (if the criteria in the development plan are not fulfilled), or being dropped from the program (if the criteria in the development plan are not fulfilled). This is not an exhaustive list of possible courses of action. The required courses of action of a development plan may result in a delay in completing the program and increased cost. Development plans are part of students’ academic file.

The following are the steps taken in the development of improvement steps and development plans:

For improvement steps:

1. the academic advisor, in consultation with the CMHC program faculty, clinical supervisors, and other necessary individuals (e.g., graduate assistantship supervisors) will work with the student to develop the steps.
2. the student’s progress will be evaluated at the next scheduled professional disposition evaluation, unless otherwise stated in the improvement steps or if the CMHC program determines an earlier evaluation is needed.
3. the faculty advisor will send the student the improvement steps.
4. the student should sign, date and return the improvement steps to their faculty advisor within seven days of it being sent. A student’s signature indicates that they understand the improvement steps. The improvement steps go into effect at the time they are sent to the student.

For development plans:

1. the CMHC program faculty, in consultation with clinical supervisors and other necessary individuals as needed, will develop the plan.
2. development plans identify actions students are required to complete, the criteria that students are required to achieve, the plan for monitoring progress (including dates, and who and how progress will be assessed), and consequences if the plan is not followed or minimum expectations are not achieved.
3. the faculty advisor and others as needed will meet with the student to review the development plan.
4. the faculty advisor will send the student the development plan.
5. the student should sign, date and return the development plan to their faculty advisor within seven days of it being sent. A student’s signature indicates that they understand

the development plan. The development plan goes into effect at the time it is sent to the student.

Improvement steps and development plans cannot be appealed. The CMHC program's decision to suspend a student, or that the student voluntarily withdraw from the program or be dropped from the program may be appealed, except when a student is dropped because they did not fulfill the CMHC program requirements associated with being admitted on probationary status. See the Appeals section of this Handbook.

Discontinuation from Program

Students' are expected to consistently demonstrate sufficient levels of academic knowledge, academic honesty and integrity, professional and ethical behavior, clinical skills and competencies, and professional dispositions. Both faculty and students have a primary ethical responsibility to the welfare of students' clients, both current (e.g., in practicum and internship) and future. As part of this ethical responsibility, faculty also have a gatekeeping responsibility. Faculty fulfill their gatekeeping responsibility when they limit access to the counseling profession only to those who demonstrate an acceptable level of academic knowledge, academic honesty and integrity, professional and ethical behavior, clinical skills and competencies, and professional dispositions. When these expectations are not met, then discontinuation from the program may result. Discontinuation from the program may result when remediation steps do not result in sufficient improvements, or if the nature, severity and consequences of students' behaviors support discontinuation from the program even without past or current remediation actions. There are both CMHC program and University policies regarding discontinuation.

Types of Discontinuation

There are four types of discontinuation from the program:

1. CMHC Suspension

This is a policy of the CMHC program and is different from the UW-Parkside Academic Suspension policy. Students may be CMHC suspended for academic and dispositional reasons. Students who are CMHC suspended remain CMHC students but they are inactive, meaning they cannot register for courses, participate in practicum, internships or assistantships, complete the final project, etc., during the period of suspension.

A student is CMHC suspended for academic or *dispositional reasons when the CMHC program decides that remediation is possible but that time out from the program is needed for remediation goals to be achieved. The decision to suspend a student for academic or dispositional reasons results in the student discontinuing from the program for up to one-year. For example, if a student is suspended for dispositional reasons at the end of the Fall 2022 semester and is given a one-year suspension, then the earliest they could return to the program would be the Spring 2024 semester.

2. UWP Academic Suspension

This discontinuation status is from the UW-Parkside graduate policy on academic probation and academic suspension. See the Graduate Academic Standing section in the Graduate Policies section of the UWP Academic Catalog. Students who meet the criteria for academic suspension are subject to the formal review process and the development of a development plan within the CMHC program.

3. Voluntary Withdrawal or Dropped from the CMHC Program

Students who are discontinued from the CMHC program through voluntary withdrawal or being dropped from the program are no longer students of the CMHC program. Students may be discontinued through voluntary withdrawal or being dropped for academic and *dispositional issues. The CMHC program will decide that a student voluntarily withdraw from the CMHC program or be dropped from the program when the CMHC program decides that remediation is not possible. In such cases, students are given the opportunity to withdraw. If they do not withdraw by the specified time and date, then the CMHC program will drop the student from the program. The CMHC program decision that a student voluntarily withdraw from the program or be dropped from the program results in a **permanent discontinuation** from the CMHC program. (**Note** that students admitted on probationary status who do not have a minimum cumulative GPA of 3.00 after their first 9 credit hours will be dropped from the program per the UW-Parkside graduate policy on Admission with Probationary Status. See the Admission with Probationary Status section of the Graduate Policies in the Academic Catalog.)

*“dispositional reasons” includes matters of academic honesty and integrity, professional and ethical behavior, clinical skills and competencies, and professional dispositions

Discontinuation Related to Admission with Probationary Status

Students may be admitted with probationary status to the CMHC program because they do not meet the full admission criteria. For example, they may be admitted because their undergraduate GPA was less than a 3.0, but between a 2.75-2.99.

It is the **University policy** that students admitted on probationary status will be on probation for their first 9 semester credits. A student who is admitted on probation is required to attain a minimum GPA of 3.00 on the first 9 credit hours of course work completed at UW-Parkside. These students will be removed from academic probation if their cumulative GPA rises to 3.00 or higher. Students who do not meet the above requirement will be **dropped** from the program. See the Admission with Probationary Status section of the Graduate Policies in the Academic Catalog.

It is the policy of the **CMHC program**, that students pursuing the **full-time pathway** who are admitted to the CMHC program on probationary status are required to earn a final grade of B or better (not a grade of B- or less) in their first three courses in the CMHC program, and/or remediate deficits from their application as identified by the program at the time of admission. These are the three courses they take in their first semester (i.e., CMHC 700, CMHC 702, CMHC 704). If they earn a final grade of B or higher in each course, and/or remediate the identified application deficits then they are fully admitted to the CMHC program beginning the next semester. If students earn a final grade of B- or less in one or more of these courses or do not remediate the identified application deficits, then they are voluntarily withdrawn from the CMHC program or dropped from the CMHC program. The discontinuation decision cannot be appealed.

It is the policy of the **CMHC program**, that students pursuing the **part-time pathway** who are admitted to the CMHC program on probationary status are required to earn a final grade of B or better (not a grade of B- or less) in three of their first four courses in the CMHC program, and/or remediate deficits from their application as identified by the program at the time of admission. These are the four courses they take in their first, two semesters (i.e., CMHC 700, CMHC 702, CMHC 716, CMHC 740). If they earn a final grade of B or higher in all four courses of their first two semesters, then they are fully admitted to the CMHC program beginning the next semester. If they earn a final grade of B or higher in three courses but a final grade of B- or less in one course, they are fully admitted to the CMHC program, but are placed on academic warning (see the Academic Warning section of this handbook). If they earn a final grade of B- or less in two or more of these courses or do not remediate the identified application deficits, then they are voluntarily withdrawn from the CMHC program or dropped from the CMHC program. The discontinuation decision cannot be appealed.

Students may appeal the grade in a course (see the Grade Appeals Procedure section of this Handbook).

Discontinuation Related to Academic Warning within CMHC Program

Academic warning within the CMHC Program is a policy of the CMHC program.

It is the policy of the CMHC program, that students who are not currently on academic warning and who earn a final grade of B- or lower in any one or more courses will be placed on academic warning within the CMHC program. They will then need to retake the course(s) in which they earned a final grade of B- or less. Improvement steps or a development plan will be developed. See Improvement Steps & Development Plans section in this Handbook.

Students who are placed on academic warning within the CMHC program will be removed from academic warning within the CMHC program if they earn a final grade of B or higher (not B- or lower) in each of the courses they take the following semester. If they earn a final grade of B- or less in one or more courses the following semester they may be CMHC suspended, voluntarily withdrawn or dropped from the CMHC program. The summer term counts as the following semester when students are on academic warning during the spring semester. Students who

are suspended, voluntarily withdrawn or dropped from the CMHC program for this reason may a) appeal the final grade in a course (see the Grade Appeals Procedure section of this Handbook) and b) appeal the discontinuation decision (see the Appeals section of this Handbook).

Discontinuation Related to UW-Parkside Policy on Academic Probation & Academic Suspension

Academic probation and academic suspension are policies of UW-Parkside. UW-Parkside's policy on academic probation and academic suspension also apply to students in the CMHC program. The following information about GPA and academic standing is taken from the Graduate Academic Standing section in the Graduate Policies section of the UWP Academic Catalog:

- A 3.0 or better end-of-term cumulative GPA results in continuing **Good Standing**.
- A 2.0 to 2.999 end-of-term cumulative GPA results in **Academic Probation** status.
- A 1.999 or less end-of-term cumulative GPA results in **Academic Suspension** status.

Action on part-time students is withheld until at least nine credits are attempted at UW-Parkside.

Moving from Probation to Good Standing or Suspension

- A student on probation who earns a 3.0 or better end-of-term cumulative GPA returns to good standing.
- A student on probation carrying a 2.999 or less end-of-term cumulative GPA after attempting a cumulative total of 15 or more credits at UW-Parkside has academic suspension status.

Students on academic probation or who meet the criteria for academic suspension are subject to the formal review process and the development of a development plan within the CMHC program.

Discontinuation Related to Academic Dishonesty & Misconduct, Professional & Ethical Behavior, Clinical Skills & Competence, and Professional Dispositions

Students' are expected to maintain and demonstrate sufficient levels of academic honesty and integrity, professional and ethical behavior, clinical skills and competencies, and professional dispositions. When there are concerns about students associated with academic dishonesty and misconduct, unprofessional behavior, ethical violations, incompetence, impairment, or failing to meet professional disposition expectations as defined by the American Counseling Association Code of Ethics, Wisconsin State Statute, policies of the University of Wisconsin-Parkside, or the expectations and professional disposition standards of the CMHC program, then the CMHC program may decide to CMHC suspend, voluntarily withdraw or drop a student from the CMHC program. CMHC suspension, voluntary withdrawal or being dropped from the CMHC program may result when remediation steps do not result in sufficient improvements

(for example, a student fails to fulfill the requirements of a development plan), or if the nature, severity and consequences of a student's behaviors support discontinuation from the program even if the student has not (currently or in the past) been subject to remediation actions (e.g., a development plan). The program decision that the student be CMHC suspended, or voluntarily withdraw from the program or be dropped from the CMHC program may be appealed. See the Appeals section of this Handbook.

Discontinuations Related to Academic Misconduct. In cases where the instructor of a course concludes that a student in his or her courses has engaged in academic misconduct in the course, then Chapter UWS 14 of the University of Wisconsin System -

<https://www.uwp.edu/live/offices/studentaffairs/upload/14.pdf> - is applicable. In these cases, the CMHC program will wait to conduct a formal review and dispositional evaluation until the procedures of UWS 14 are concluded. Similar to the general program policy on remediation, a determination will be made if remediation is possible. If the CMHC program determines that remediation is not possible, then the student will either voluntarily withdraw from the program or be dropped from the program. If the CMHC program determines that remediation is possible, then a development plan will be developed (although the student may be suspended from the program). The program's decision may be more restrictive than the decisions that result from the process outlined in UWS 14. The development plan cannot be appealed. The program decision that the student be CMHC suspended, or voluntarily withdraw from the program or be dropped from the CMHC program may be appealed. See the Appeals section of this Handbook.

APPEALS

Appeal of Drop Related to Admission on Probationary Status

If a student is dropped from the CMHC program because they do not meet the requirements of their probationary admission (see the Admission with Probationary Status section of this Handbook), then the **drop decision cannot be appealed**. The Admission with Probationary Status section of the Graduate Policies in the Academic Catalog also applies to such cases:

A student who is admitted on probation is required to attain a minimum GPA of 3.00 on the first 9 credit hours of course work completed at UW-Parkside. Students who do not meet the above requirement will be dropped from the program.

Appeal of Drop Related to UWP Academic Suspension

If a student is placed on academic suspension based on the Graduate Academic Standing policy of UW-Parkside, then the Suspension Appeal Process of the Graduate Policies in the Academic Catalog comes into effect:

At the time a student is placed on academic suspension, Academic Actions, in consultation with the program director, reviews the student's record up to that time and recommends for continued enrollment or for academic suspension status to take effect.

The decision for academic suspension status to take effect **cannot be appealed**.

Appeal of CMHC Suspension, Voluntary Withdrawal or Being Dropped from CMHC Program

Students may appeal CMHC program decisions that they be CMHC suspended, voluntarily withdrawn or dropped from the CMHC program.

To appeal the CMHC program decision to CMHC suspend, voluntarily withdraw or drop a student from the CMHC program:

1. the student needs to provide a written appeal, which includes their reasons why dismissal is not warranted.
2. the appeal must be sent via e-mail to the Dean of the College of Natural and Health Sciences.
3. the appeal must be submitted within 5 days of the date of the CMHC program's written discontinuation decision from the CMHC Program Director. Should students not appeal within the time period described, the program's dismissal decision will be the final university decision.
4. The Dean of Students may serve as a resource for students in these matters.

APPLYING FOR RETURN TO PROGRAM**Return Associated with Voluntary Withdrawal or Drop**

The CMHC program decision to discontinue a student through voluntary withdrawal or being dropped from the CMHC program is a permanent discontinuation from the program.

Return Associated with CMHC Suspension

Students who have been CMHC suspended must request in writing to return to active student status in the CMHC program. CMHC suspended students can request to return to active student status at the time as indicated in their formal review and development plan at the time of CMHC suspension. Students should contact the CMHC Program Director to inquire if there are materials or evidence to submit to the CMHC program other than that listed in their formal review and development plan. Students must present evidence to the program that they are now likely to do satisfactory work. Students who are reactivated from CMHC suspension will have their development plan and program of study reviewed and updated. The new program of study may differ from the student's previous one. When students return from CMHC suspension, they most likely will need to be active in the program more than one semester before approval is given to register for clinical courses. The program of study and development plan cannot be appealed.

If the CMHC program determines that a student has not fulfilled the conditions of their development plan when the student applies to return to active student status in the CMHC program, the CMHC suspension can be extended for up to one-year, or the CMHC program can decide to voluntarily withdraw the student or drop the student from the CMHC program (if the CMHC program decides that remediation is not possible). The program decision that the student be CMHC suspended, or voluntarily withdraw from the program or be dropped from the CMHC program may be appealed. See the Appeals section of this Handbook.

GRADE APPEALS, COMPLAINTS & GRIEVANCES

Grade Appeals Procedure

If a student believes that the final grade received for a course is not consistent with his/her performance they may appeal the final grade. The appeals process is described in the Grade Appeals Procedure section of the Academic Catalog (<https://catalog.uwp.edu/policies/>). The process begins with the student attempting to resolve this matter informally with the course instructor.

Complaints & Grievances Procedure

The following is taken from the Complaints & Grievances section of the UW-Parkside Student Affairs and Enrollment Services page -

<https://www.uwp.edu/live/offices/studentaffairs/complaints.cfm>.

Occasionally, a student will encounter a concern/problem on campus that they do not know how to resolve. Student complaint procedures have been developed to guide the student through the process in an effort to resolve the issue as quickly and fairly as possible. Complete procedures related to the student complaint process are outlined in UW-Parkside Administrative Policy#51 – Student Complaint Procedures (<https://www.uwp.edu/explore/offices/governance/policy51.cfm>).

Informal Complaint Resolution Process

When an issue develops, the student should always try to work out the concern/problem by first discussing it with those most involved in the issue. Many issues are settled or problems resolved when a student meets with a faculty/staff member and calmly discusses the concern. This meeting needs to occur within fourteen (14) days of the initial concern. If a satisfactory resolution cannot be reached within seven (7) days of the meeting, the student may then request a meeting with the [CMHC Program Director], Department Chair, Supervisor, or Dean who shall assist in finding a resolution within fourteen (14) calendar days.

There are times when it is not possible to initially address the person directly. At that point, the student should consider talking to the [CMHC Program Director], Department Chair, Supervisor, or Dean as the first step.

Formal Complaint Resolution Process

If the concern/problem is not satisfactorily resolved through the Informal Complaint Resolution Process, the student may file a formal complaint through the Dean of Students Office. The formal complaint must be submitted in writing to the Dean of Students Office using the Formal Student Complaint Report Form (<https://www.uwp.edu/live/offices/studentaffairs/upload/Formal-Student-Complaint-Report-Form.pdf>).

Given the nature of professional counseling, it is important that graduate students in a clinical mental health counseling program address concerns and problems in a manner consistent with

the program's professional dispositions. Students are expected to begin with the informal complaint resolution process, except in the most extraordinary situations.

Students who believe they have been the victims of **discrimination** (on the basis of race, color, religion, national origin, age, disability or sexual orientation), or of **sexual or general harassment** should contact Student Affairs (262-595-2598; <https://www.uwp.edu/live/offices/studentaffairs/>). In such cases, students are not required to begin with the informal complaint resolution process.

Additional information about complaints, grievances and harassment are available in the Complaints & Grievances section of the UW-Parkside Student Affairs and Enrollment Services page - <https://www.uwp.edu/live/offices/studentaffairs/complaints.cfm>.

CLINICAL EXPERIENCES

During the final 3 semesters of the CMHC program, students engage in the required clinical experience courses. These courses consist of CMHC 794, Counseling Practicum (3 credits); CMHC, 795 Internship in Counseling I (3 credits); and CMHC, 796 Internship in Counseling II (3 credits).

CMHC 794, Counseling Practicum, requires 100 hours at a designated placement setting, of which a minimum of 40 hours is face-to-face, direct client contact hours. CMHC 795 and 796, Internships in Counseling I and II, respectively, require 300 hours each (600 hours total) at a designated placement setting, of which a minimum of 120 hours (240 hours total) are face-to-face, direct client contact. Failure to fulfill all hour requirements will result in not passing the course. If a student needs to retake CMHC 794, CMHC 795 or CMHC 796 they start the retake course with 0 hours, i.e., the hours completed for a failed clinical course do not carry over to the retake course. CMHC 794 is offered in Spring semesters, CMHC 795 is offered in Summer semesters, and CMHC 796 is offered in Fall semesters. If a student does not pass one of the clinical courses they may need to wait to retake the course until it is offered again. For example, a student who does not pass CMHC 794 during the Spring 2024 semester may need to wait until Spring 2025 to retake CMHC 794, thus delaying completion of the program.

The process of applying to clinical sites, and expectations and requirements for practicum and internship are detailed in the Clinical Handbook. The Clinical Handbook is disseminated at the Clinical Orientation. The Clinical Orientation occurs after the Spring 2 semester for students on the full-time pathway and Spring 3 for students on the part-time pathway. Students will be provided direction at Clinical Orientation about how to search, apply, and secure a practicum and internship setting. The CMHC program provides students with support and guidance about obtaining a clinical placement. However, students are responsible for obtaining a clinical placement. Students are allowed to register for the clinical courses only after a clinical placement has been confirmed. If a student does not obtain a clinical placement by the milestones identified at Clinical Orientation and listed in Tevera they may not be allowed to complete a clinical course as listed in their Program of Study. The student would then need to wait until the clinical course is offered again, thus delaying completion of the program. For example, a student who does not secure a clinical placement in a timely manner to take CMHC 794 during the Spring 2024 semester may need to wait until Spring 2025 to take CMHC 794.

Students are required to obtain and maintain professional liability insurance coverage during the totality of the clinical experiences phase of the program, which can be purchased through the American Counseling Association. Students will need to become members of the American Counseling Association (<https://www.counseling.org/>). Rates for malpractice liability insurance are provided here: <https://www.counseling.org/membership/membership-benefits>. Proof of insurance is required prior to practicum enrollment.

Some practicum and internship sites require drug testing and screening, have vaccination requirements, and require students to pass a criminal background check. The CMHC program

does not cover the costs for these requirements. It is the responsibility of students to inquire about such requirements and resolve them in a timely manner in order to meet the due dates for obtaining a clinical placement and beginning their work at clinical placement sites. Furthermore, certain types of investigations, convictions, or arrests may interfere in a student's ability to participate in clinical placements - therefore, potentially delaying graduation or preventing completion of the program of study. If you have questions about this, then consult with your academic advisor and/or the director of clinical training within the first two semesters of your program.

Tevera

The CMHC program utilizes a software program called Tevera to manage the clinical experience for students as well as dispositional evaluation management. Students are required to purchase Tevera after the first semester of the program. Students can purchase this software directly through the bookstore or directly through the Tevera website. Further information is provided upon registration for Spring 1 coursework.

PERSONAL COUNSELING RESOURCES

Self-care is an important facet of well-being. This is especially true for counselors-in-training and professional counselors given the nature of the profession. Counselors' use of self in providing mental health counseling is critical and requires taking actions to maintain well-being. Participating in their own personal counseling can help counselors deal with the stressors that counselors experience, their own mental health challenges, and experience well-being. This can also help counselors practice competently and ethically, and avoid impaired practice.

The CMHC program encourages students to participate in their own personal mental health counseling as needed. Students may already be actively engaged in counseling, have participated in counseling in the past, or never experienced counseling. One way that students can access mental health counseling services is through the UW-Parkside Student Health and Counseling Center, which can be found here:

<https://www.uwp.edu/live/services/studenthealth/counseling.cfm>. The Student Health and Counseling Center is separate from the CMHC program.

PROFESSIONAL COUNSELING ORGANIZATIONS & ACTIVITIES

In addition to providing mental health counseling to clients, being a professional counselor involves providing service to the profession. One of the significant ways that counselors contribute to the broader profession is through involvement with professional counseling organizations at the state, regional, national and international level. Involvement includes attending conferences, serving on committees, presenting posters and papers at conferences, and holding leadership roles in professional organizations.

A commitment to the broader profession begins in graduate school. The faculty of the CMHC program encourage you to attend conferences, and get involved by presenting at conferences and serving on committees. There are many professional organizations that you can be involved with. In fact, for the topic of each course you take in this program, there is most likely at least one professional counseling organization devoted to it.

As a program, we encourage students to become members of and attend the annual conference of the Wisconsin Counseling Association (<https://www.wisconsincounselingassociation.com/>), or the Illinois Counseling Association (<https://www.ilcounseling.org/>) .

Students should also become members of the **American Counseling Association** (<https://www.counseling.org/>). Membership in ACA will be necessary for students to register for practicum and internship because students must provide proof of malpractice liability insurance to enroll in these courses, and this insurance can be purchased through ACA (<https://www.counseling.org/membership/membership-benefits>).

Additional professional counseling associations include the divisions of ACA, which can be found here: <https://www.counseling.org/about-us/divisions-regions-and-branches/divisions>.

ENDORSEMENT & RECOMMENDING POLICIES

The UWP CMHC program is a pre-approved educational program in professional counseling by the Professional Counselor Section of the Joint Board of Marriage and Family Therapy, Professional Counseling, and Social Work (MPSW) of the State of Wisconsin Department of Safety and Professional Services (DSPS) -

<https://dsps.wi.gov/Documents/LPCApproved60CreditPrograms.pdf>. As such, the UWP CMHC program has had its curriculum and course syllabi reviewed and approved by the Professional Counselor section of the MPSW Examining Board.

The CMHC program was designed to prepare graduates to work as professional counselors by meeting the educational requirements to become a Licensed Professional Counselor (LPC) in the state of Wisconsin. The program also meets the educational requirements for licensure as a Licensed Clinical Professional Counselor (LCPC) in the state of Illinois -

<https://www.idfpr.com/profs/ProfCounselor.asp> .

As a Wisconsin DSPS pre-approved 60 Credit Program, graduates from the CMHC program are required to submit Official Transcripts as part of their application process for licensure in Wisconsin. Any substitutions/deviations by applicants from the approved Course Grid for UW-Parkside - <https://dsps.wi.gov/Documents/LPCApproved60CreditPrograms.pdf> - will require applicants to submit the course syllabus for review for equivalency by the MPSW Examining Board and is not a guarantee of approval. For licensure in Illinois, graduates will need to submit the Certification of Education form as part of their application - <https://idfpr.illinois.gov/renewals/apply/forms/pc.pdf> . Endorsement by the academic program confirms that graduates have completed the program. Ethically, graduates should only apply for licensure that is consistent with their professional competencies, as indicated by their education, training, and supervised clinical experiences.

WISCONSIN LICENSURE INFORMATION

The Department of Safety and Professional Services (DSPS; <https://dsps.wi.gov/pages/Home.aspx>) is the agency that regulates licensure of professional counseling in the state of Wisconsin.

Applying for the Professional Counselor-Training License (LPC-IT)

The following information was taken from

<https://dsps.wi.gov/Pages/Professions/LPC/Default.aspx> and <https://dsps.wi.gov/Credentialing/Health/info1962.pdf> about applying for the Professional Counselor training license in Wisconsin. A Professional Counselor training license (LPC-IT) is required for individuals acquiring the supervised experience necessary for the Professional Counselor License (LPC).

1. Submits an application online via LicensE
2. Pays the applicable fee(s) online via LicensE
3. Satisfies the educational requirement. Complete a Graduate Degree in professional counseling or an equivalent degree approved by Professional Counselor Section

4. Submits evidence satisfactory to the Professional Counselor Section that he or she is in a position or has an offer for a position as a Professional Counselor in a supervised professional counseling practice, or in a position which the applicant will, in the opinion of the Professional Counselor Section, receive training and supervision equivalent to the training and supervision received in a supervised professional counseling practice
5. The training license shall expire after 48 months
6. A training license may be renewed by the discretion of the Professional Counselor Section.

Applying for the Professional Counselor License (LPC)

The following information was taken from

<https://dsps.wi.gov/Pages/Professions/LPC/Default.aspx> and <https://dsps.wi.gov/Credentialing/Health/info1962.pdf> about applying for the Professional Counselor license in Wisconsin.

1. Submits an application and pays the applicable fee(s) online via LicenseE
2. Satisfies the education requirements. Complete a Graduate Degree in professional counseling or an equivalent degree approved by Professional Counselor Section
3. Satisfies the supervised experience requirements. Completion of post-graduate supervised practice obtained under a Professional Counselor Training license.
 - a. Master's level – 3,000 hours of post-degree supervised professional counseling practice including at least 1,000 hours of face-to-face client contact.
4. Successful completion of the required examinations. Passes the National Counselor Examination (NCE) or National Counselor Mental Health Certification Examination (NCMHCE).
5. An applicant for permanent licensure may apply for a temporary license at the same time.
 - a. The temporary license may be issued to an individual who pays the required fee and meets all the qualifications for the permanent license except for passing the required national examination.
 - b. The temporary license expires upon notification of successful completion of the national examination or expiration of the 9-month period, whichever is earlier.
 - c. The temporary license may be renewed one time for an additional 9-month period.

Professional Counselor Exam Information – Wisconsin

Professional counselor examination information for Wisconsin can be found here: <https://dsps.wi.gov/Pages/Professions/LPC/Exams.aspx> . For Wisconsin, passing the National Counselor Examination (NCE) or the National Clinical Mental Health Counseling Examination (NCMHCE) is required. Both examinations are administered by the National Board of Certified Counselors (NBCC; <http://ww0w.nbcc.org/home>).

ILLINOIS LICENSURE INFORMATION

The Illinois Department of Financial and Professional Regulation (IDFPR; <https://idfpr.illinois.gov/default.asp>) is the agency that regulates licensure of professional counseling in the state of Illinois. The following information was taken from <https://idfpr.illinois.gov/profs/ProfCounselor.asp> and <https://idfpr.illinois.gov/renewals/apply/forms/pc.pdf>.

In Illinois, the Licensed Professional Counselor (LPC) licensure is a training license. Licensed Professional Counselors may NOT practice independently and must operate at all times under the order, control, and full professional responsibility of a Licensed Clinical Professional Counselor (LCPC), a Licensed Clinical Social Worker (LCSW), a Licensed Clinical Psychologist, or a psychiatrist as defined in Section 1 -121 of the Mental Health and Developmental Disabilities Code.

In Illinois, the Licensed Clinical Professional Counselor (LCPC) licensure is the independent practice level license.

Information about the requirements, application, supporting documents, application fees and examinations for LPC and LCPC licensure in Illinois can be found here: <https://idfpr.illinois.gov/profs/ProfCounselor.asp>.

Professional Counselor Exam Information - Illinois

Professional counseling examination information for Illinois can be found here: <https://idfpr.illinois.gov/profs/ProfCounselor.asp>. For Illinois, passing the National Counselor Examination (NCE) is required for LPC licensure - <https://www.ilga.gov/commission/jcar/admincode/068/068013750A00600R.html>. For Illinois, passing the National Counselor Examination (NCE) and the National Clinical Mental Health Counseling Examination (NCMHCE) is required - <https://www.ilga.gov/commission/jcar/admincode/068/068013750B01500R.html>. Both are administered by the National Board of Certified Counselors (NBCC; <http://ww0w.nbcc.org/home>).

NATIONAL PROFESSIONAL COUNSELOR EXAM INFORMATION

Both the National Counselor Examination (NCE) and the National Clinical Mental Health Counseling Examination (NCMHCE) are administered by the National Board of Certified Counselors (NBCC; <http://ww0w.nbcc.org/home>).

The **National Counselor Examination (NCE)** is a multiple-choice examination that consists of 200-items. Items assess content from the eight CACREP core areas: professional counseling orientation and ethical practice, social and cultural diversity, human growth and development, career development, counseling and helping relationships, group counseling and group work, assessment and testing, and research and program evaluation. The NCE is an examination option for becoming a Nationally Certified Counselor (NCC). For more information: <http://www.nbcc.org/Exams/NCE>

The **National Clinical Mental Health Counseling Examination (NCMHCE)** consists of 10 simulated clinical mental health counseling cases. The NCMHCE is an examination option for becoming a Nationally Certified Counselor (NCC), and a requirement for the Certified Clinical Mental Health Counselor (CCMHC) national certification. For more information: <http://www.nbcc.org/Exams/NCMHCE>

If you are interested in working in **military health systems** more information regarding the examinations is provided here <http://www.nbcc.org/Licensure/MilitaryHealth>.