

# HANDBOOK OF SELECTED POLICIES/PROCESSES

## Department of Human Development & Psychological Counseling

Appalachian State University  
Boone, North Carolina 28608  
(828) 262-2055  
(08/14)

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The Department of Human Development & Psychological Counseling is responsible for organizing and providing instructional programs in counseling and other human development functions for public schools, colleges/universities, and various agencies. The department offers courses of instruction leading to a Master of Arts degree with these majors:

1. **The Clinical Mental Health Counseling program (name change from Community Counseling Program effective August 2009)** is designed to prepare counselors and other helping professionals to work in a wide variety of human service agencies (including mental health centers, social service agencies, employment and rehabilitation centers, business and industry employee assistance programs, etc.). Various specialized course emphases are available.
2. **The Professional School Counseling program (K-12)** is designed to meet state licensure requirements and to prepare counselors for elementary, middle, and secondary schools.
3. **The College Student Development program** is designed to prepare college student development (student personnel/student affairs) specialists to work in a post-secondary educational setting (universities, four-year colleges, community colleges, two-year private colleges, and technical institutes/colleges). Approved concentrations are College Outdoor Program Administration and Student Affairs Practice.
4. **The Marriage and Family Therapy program** is designed to meet the need for advanced preparation of marriage and family therapists who work with families in a wide variety of work settings.

The programs in **Clinical Mental Health Counseling (M.A.)** and **Professional School Counseling (M.A.)** are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), a specialized accrediting body. Graduates are eligible to take the examination of the National Board for Certified Counselors, Inc. with successful completion qualifying the individual to become a National Certified Counselor (NCC). The **Professional School Counseling** programs are also accredited/approved by the National Council for Accreditation of Teacher Education (NCATE) and the North Carolina Department of Public Instruction. The **Marriage and Family Therapy** program is accredited by the Commission on Accreditation for Marriage and Family Therapy Education of the American Association for Marriage and Family Therapy, 112 South Alfred Street, Alexandria, VA 22314-3061.

All courses are taught from a multicultural perspective which emphasizes the differing experiences, cultures, histories, and perspectives of people from a variety of ethnic, gender, racial, and social class backgrounds. The department also provides group methods, human relations, and other human development courses at the graduate and undergraduate levels for the College of Education and the University. These courses are valuable for majors in other departments. A course in life and career planning and courses in leadership development are offered for undergraduate students. The department offers a variety of summer institutes to enhance the learning of both graduate students and practitioners seeking continuing education opportunities in human service fields.

A student proposing to major in any of the degree programs in the department or to seek certification through the department must be fully admitted as an HPC student or in exceptional circumstances have received approval by the HPC department chair prior to taking any course. A separate departmental questionnaire must be completed as part of the application process.

### **Personal and Professional Expectations of Students**

The HPC faculty expects students to demonstrate a commitment to:

1. Gaining the necessary knowledge and skills needed to meet program objectives.
2. Understanding and following appropriate ethical standards.
3. Developing facilitative interpersonal skills.
4. Developing the personal qualities necessary to integrate and apply their knowledge and skills.
5. Using good judgment and appropriate emotional functioning prior to contact with clients in any practicum or internship. Those students who are recovering from a personal addiction to alcohol or drugs are expected to have 12 months of continuous sobriety prior to registering for the Practicum and 15 months of continuous sobriety prior to registering for the Internship.

Students in HPC will be reviewed by the appropriate program faculty at the time a student's program of study is under consideration, at the time application is made for candidacy, and at any other time when there is a concern.

If there is a question as to whether or not a student is meeting the departmental expectations, the student's advisor will give feedback both orally and in writing regarding the concern(s) and step/steps needed to rectify the situation.

After a review of progress, if improvement is not being made, the student might be given additional time, might be asked to stop taking courses for a specified period of time, or might be dismissed from the program/department.

If the student does not agree with the faculty or advisor, the student may first appeal to the department chair. If not satisfied, the student may appeal to the RCOE Dean, then to the Graduate School Dean and/or appropriate committees on campus. The student should remember that "Appalachian reserves the right to exclude at any time a graduate student whose conduct is deemed improper or prejudicial to the best interest of the University" (Graduate Bulletin 1999-2000).

### **Recruitment of Students Representing a Multicultural and Diverse Society**

Appalachian State University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, age, or handicap. Moreover, Appalachian State University is open to people of all races and actively seeks to promote racial integration by recruiting and enrolling a larger number of minority students. The department makes a strong effort by program faculty to recruit a diverse student population.

### **Admissions Process for Master's Degree: Summary of Basic Requirements**

(Application materials are to be obtained from and returned to the ASU Graduate School.)

1. Have a baccalaureate degree from a college or university of recognized standing. Although the undergraduate major of each applicant is not limited to specific fields, the student may be required to take specific courses in other departments (e.g. psychology or education) as part of or in addition to the regular degree program.
2. Submit a report of scores from the Aptitude Section of the Graduate Record Examination which is administered by appointment at the testing centers of many universities and senior colleges.
3. Submit an on-line application and the application processing fee to the Graduate School. This application includes: biographical information; two complete transcripts of all previous college work, unless done at Appalachian; three reference ratings; and a special admissions questionnaire for the Department of Human Development & Psychological Counseling. Since space in one or more of the programs may be filled prior to the deadline, applications should be submitted as early as possible, preferably between three and twelve months prior to planned enrollment.

4. The Graduate School office will certify whether the applicant meets minimum Graduate School requirements.
5. The Admissions Committee of the Department of Human Development & Psychological Counseling will make a recommendation to the Graduate School regarding acceptance. Often, the applicant will be asked to meet with the Admissions Committee. In rare incidence, an applicant who fails to meet some of the entrance requirements may be considered for admission if other outstanding characteristics and experiences are documented.

### **Admissions Status**

(Applicants may be considered for admission in these categories.)

#### **Regular:**

Regular admission to the Graduate School is granted to students who meet the established requirements for entrance. Conditions, such as the completion of one or more additional undergraduate or graduate courses, may be specified.

#### **Provisional:**

A student who does not have all the course prerequisites for admission, or who has deficiencies, but is otherwise admissible may enter on a provisional basis. The department will review the student's progress and success in remaining deficiencies in determining enrollment beyond the first term. Provisional status is granted only in **EXCEPTIONAL** cases.

#### **Applicant:**

In certain instances, students whose applications are incomplete may register for a maximum of one term for a designated number of courses upon approval by the department admissions committee, the department chairperson and the Dean of Graduate Studies and Research.

#### **School Counseling Licensure:**

Endorsement for school counseling licensure from ASU requires that applicants complete a master's degree program in professional school counseling. Applicants with master's degrees from other fields must complete a second master's degree, after following the regular application process through the Graduate School.

#### **Visiting:**

Graduate students enrolled in good standing at other recognized schools may be permitted to register for a limited number of graduate credits upon approval by the Dean of Graduate Studies and Research and by the department chairperson.

#### **Auditors:**

Regular fees are charged for auditing. A student may register as an auditor for a course with the consent of the instructor and the Dean of Graduate Studies and Research. Classes audited shall count as part of the student's load, but he or she will receive no credit and no grade will be assigned. An auditor is expected to be regular in class attendance but may not participate in class discussions unless invited to do so. An auditor is not required to take tests and examinations. An auditor who finds it necessary to discontinue class attendance should formally drop the course.

#### **Undergraduate Enrollment for Graduate Level Courses:**

Seniors with a grade point average of 3.00 or above may, with written permission from the course instructor, chairperson of the department offering the course, and the Graduate Dean, be permitted to take one or more graduate courses for undergraduate credit. Credit earned in this manner will be used to meet baccalaureate degree requirements and may not be applied toward a graduate degree.

### **Advisors/Program of Study**

Each student is assigned an academic advisor and an advisory committee. The student is expected to meet with his/her advisor periodically and must plan a complete program of study after completing 9 hours. Program of Study forms are available on-line at the Graduate School website. Changes in this program can be made only with the approval of the advisor, the department chairperson, and the Dean of Graduate Studies and Research. Course work taken without the approval of the advisor will not automatically be applicable towards the degree.

### **Pre-registration for Courses**

All students are strongly encouraged to pre-register for classes. By pre-registering, students greatly enhance the likelihood of getting courses when they need them.

### **Admission to Candidacy**

Admission to graduate study does not carry with it admission to candidacy for the master's degree. Admission to candidacy may be considered after the completion of two semesters of graduate study in the appropriate university degree program.

1. Admission to candidacy is contingent upon the recommendation of the applicant's advisory committee.
2. To be considered as a candidate for the degree, an applicant will be expected to have demonstrated ability to do satisfactory and creditable work at the graduate level and have a 3.0 or better GPA.
3. The student normally must qualify for candidacy before taking an individual or independent study and the comprehensive examinations.

### **Changing Majors**

Each student is accepted into a specific program within the department (i.e. clinical mental health counseling, marriage and family therapy, professional school counseling, college student development). A student may not switch to another program without making a formal written request and receiving the prior approval of his/her advisor, the new program admissions committee, and the department chairperson. A student who wishes to change to another department must have the approval of the Dean of Graduate Studies and Research and of the department into which he/she proposes to transfer before the change is made. Acceptance into a particular program/department does not guarantee acceptance by another program/department.

### **Multicultural Perspective**

Cultural diversity has become the norm in our society. Viewing cultural diversity as the norm means that students need to learn about the experiences, cultures, histories, and perspectives of people from a variety of ethnic, racial, gender, and social class backgrounds. Therefore, all courses in the department are taught from a multicultural perspective.

### **Curriculum Requirements**

(Excerpts only; see the current [Graduate Bulletin](#) for detail and additional policies/processes.)

#### **Required Courses:**

See the separate listing of courses required by each major and see advisor.

#### **Thesis Option:**

See the [Graduate Bulletin](#) and advisor.

#### **Course Load:**

A student may take no more than 15 hours during a regular semester and 12 hours in the summer.

#### **Course Numbering:**

Graduate students may be admitted to courses designated 4500 to 4999 if they did not take them as undergraduate students. Normally, a student may not take more than 12 semester hour (non-thesis degree) or 10 semester hours (thesis degree) below 5000. Courses designated 5000 and above are limited to graduate students only.

#### **Time Limit:**

Academic work, including transfer credit, taken no more than seven calendar years before the year in which the graduate degree is awarded may be used to satisfy the degree requirements. Course work that is beyond the seven year limit cannot be used for the degree.

Grades:

The following grades are given in Graduate School:

A	(4.0)	Superior graduate accomplishment.
A-	(3.7)	
B+	(3.3)	
B	(3.0)	Average graduate accomplishment.
B-	(2.7)	
C+	(2.3)	
C	(2.0)	Below average but passing.
C-	(1.7)	
F	(0.0)	Failing grade.
I		Incomplete, given because a student has not completed the quantitative requirements of a course due to sickness or some other <u>unavoidable</u> cause.
W		Withdrawal, either from a course or from the university.
AU		Auditing, no credit.
S		Satisfactory, given for a practicum/internship, a thesis and other designated courses.
U		Unsatisfactory, given for a practicum/internship and a thesis and other designated courses.

Graduate credit accepted in fulfillment of the requirements for a graduate degree shall average not lower than 3.0, and no credit toward the degree shall be granted for a grade below C-. Course work reported "Incomplete" must be completed within one semester of the official ending of the course. A graduate student is permitted to repeat no more than one course to improve his grade. A grade of F is assigned to a student who arbitrarily discontinues meeting a class or who withdraws without making proper arrangements with the Dean of Graduate Studies and Research.

**Academic Appeals Policy**

Students wishing to appeal an academic evaluation should first discuss the situation with the instructor of the course. If the situation is still not resolved, the student should contact the department chair. And, finally, if the problem is still not resolved, the student should contact the Dean for Graduate Studies and Research.

**Retention Policy**

Appalachian reserves the right to exclude at any time through due process a graduate student whose conduct is deemed improper or prejudicial to the best interest of the University. Graduate students who fail to maintain a cumulative grade average of at least 3.00 or who fail a course may not be permitted to re-register as degree candidates. However, students may petition the Dean of Graduate Studies and Research for consideration in extenuating circumstances which may constitute justifiable exceptions to this regulation. If the Dean of Graduate Studies and Research approves, students may be permitted to register at their own risk for an additional semester.

**Credit by Examination**

Upon the recommendation of a graduate student's committee and with the approval of the department chairperson in which it is listed, one course numbered 5000 and above may be challenged by examination. Grades are not recorded for credit earned by examination. Credit by examination may not be used to repeat a course.

### **Individual Study**

Since regular class attendance is absolutely essential in meeting the objectives of departmental courses, the department permits taking a course listed in the catalog by individual study only in extremely rare situations. If a student requests to take a course by individual study, he/she must receive approval by the advisor, department chair, course instructor, Dean of the Reich College of Education, and the Dean of the Graduate Studies and Research. Consistent with Graduate School policy this request can be considered only after the student is admitted to candidacy.

### **Independent Study**

With the approval of the advisor, the instructor, the department chairperson, the Dean of the Reich College of Education, and the Dean of the Graduate Studies and Research, a graduate student who has been admitted to candidacy may register for independent study in his/her major field. No more than six semester hours of independent study may be applied toward a graduate degree.

### **Transfer Credit**

Students enrolled in a degree program should check with their advisor regarding the possibility of transferring appropriate graduate courses from another university. If graduate credit is approved for transfer, the grades earned must be at least a B and the credit must not be more than seven years old at the time the degree is awarded. The courses must be approved by the student's advisor prior to enrollment in such transfer courses.

### **Practica/Internships**

Prior to contact with clients in any practicum or internship, students are expected to evidence good judgment and appropriate emotional functioning. Those students who are recovering from a personal addiction to alcohol and/or drugs are expected to have 12 months of continuous sobriety prior to registering for the Practicum in Counseling and 15 months of continuous sobriety prior to registering for the Internship.

See separate sheet available in the departmental office listing the specific regulations and processes relevant to taking a practicum or internship. A student must receive approval from his/her advisor and the department chairperson prior to registering for any practicum/internship. The appropriate departmental request form must be filed during the preceding regular academic term for both the Practicum in Counseling and the specific program practica and internships.

### **Liability Insurance**

Appalachian State University requires liability insurance coverage for all students enrolled in internship or practicum courses. Appalachian State University participates in a student insurance program with other constituent institutions of the University of North Carolina. The premium for insurance coverage is charged to each student's account along with other registration fees.

### **Comprehensive Examination**

Although students may be required to participate in special departmental examinations at the beginning of their programs and/or at the time of candidacy, all students must perform acceptably on a comprehensive examination (normally written, but may be oral or both). The comprehensive is scheduled during the last one-third of the student's course work. Written comprehensive exams are offered only once each semester and once in the summer. "Request to Take Comprehensive Examination" forms, available in the departmental office, must be submitted to one's advisor by the posted deadline. Students approved to take comprehensives will be notified in writing by the department chairperson.

### **Financial Aid**

Various kinds of financial assistance are available to graduate students: assistantships, scholarships, fellowships, loans, and work-study. The Graduate Office processes applications for all assistance except loans and work-study grants which are processed by the Office of Student Financial Aid.

### **Professional Associations**

Students are strongly encouraged to join a relevant professional association and strongly encouraged to attend national and state meetings of these professional associations.

### **Placement**

There is a file of positions available in the departmental office for students seeking employment. In addition the Career Development Center is highly recommended to assist students preparing to enter the job market.

### **Endorsement Policy**

Departmental faculty will endorse students only for positions for which they have demonstrated the knowledge and skills needed to be successful in that position. Likewise, students will only be endorsed for professional credentials (licensure and/or certification) for areas in which they have been properly trained.

### **Student Responsibility**

The graduate student is entrusted with the responsibility for his/her own progress. He/she keeps an up-to-date record of the courses taken in his/her program and checks periodically with the advisor.

Responsibility for errors in his/her program or in interpretation of regulations rests entirely with the student. It is the student's responsibility to initiate programs of study, candidacy, practicums, internships, and comprehensive exam requests as specified.

### **Second Masters**

A student holding a master's degree may earn a second master's degree in another discipline. In all cases the required courses/experiences in a specific major must be completed successfully. See the Graduate Bulletin for further information.

### **Regular Departmental Teaching Faculty**

The faculty listed below are those who normally teach full or part-time during the regular academic year.

Dr. Lee Baruth, Professor and Chairperson  
Dr. Mark Schwartz, Assistant Professor, Clinical Mental Health Counseling (Program Director)  
Dr. Karen Caldwell, Professor, Marriage and Family Therapy  
Dr. Cathy Clark, Associate Professor, College Student Development (Program Director)  
Dr. Melia Kizer, Assistant Professor, Clinical Mental Health Counseling  
Dr. Christina Rosen, Associate Professor, Clinical Mental Health Counseling  
Dr. Elizabeth Graves, Assistant Professor, Professional School Counseling (Program Director)  
Dr. Nikolas Jordan, Assistant Professor, Marriage and Family Therapy (Program Director)  
Dr. James Lancaster, Associate Professor, College Student Development  
Dr. Geraldine Miller, Professor, Clinical Mental Health Counseling  
Dr. Diane (Daisy) Waryold, Associate Professor, College Student Development  
Dr. Glenda Johnson, Assistant Professor, Professional School Counseling  
Dr. Jill Van Horne, Assistant Professor, Professional School Counseling  
Dr. Jon Winek, Professor, Marriage and Family Therapy