



Master of Arts in Counseling

MAC Student Handbook

Clinical Mental Health Counseling

School Counseling

Graduate Studies in Counseling
School of Behavioral Sciences in Education
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Effective: November 2010
Revised: August 2018

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Welcome to Heidelberg University's Counseling Program

It is with great pleasure that I welcome you to Heidelberg University and the Graduate Studies in Counseling Program!

We are so pleased that you have chosen our “family” to begin your journey into the field of professional counseling. Heidelberg University is committed to providing an excellent learning experience that will help students and graduates lead lives with purpose and distinction. Similarly, the MAC Faculty is committed to creating an environment where you will grow professionally and personally during your journey into the field of professional counseling.

The following Handbook is provided to assist in guiding you in this exciting venture. The Masters of Arts in Counseling (MAC) Program Handbook for graduate students, hereafter known as the MAC Handbook, should be used in conjunction with the most current versions of Heidelberg University's Graduate Studies Catalog, the MAC Practicum and Internship Field Placement Handbook and the Heidelberg University Student Planner Handbook (Undergraduate and Graduate policies included). The MAC Handbook should not be used in place of these documents. In some instances the MAC Handbook may provide details and explanations of policies and procedures noted in the Graduate Studies Catalog and the Heidelberg Student Handbook. Hard copies of the current Graduate Studies Catalog and MAC Handbook are provided to all new students prior to taking classes and during the required New Student Orientation in August. Copies of the Catalog, MAC Handbook, and Field Placement Handbook are available to all students in the Graduate Studies suite on the second floor of the Aigler building. Copies are also available online at <https://inside.heidelberg.edu/mac>.

Please remember that it is the student's responsibility to obtain and adhere to the latest editions of these documents. These official documents are revised yearly, prior to the August New Student Orientation.

On behalf of the entire MAC Faculty and Heidelberg University, I give you our very best wishes for fulfillment and success.

Warm Regards,



Marjorie C. Shavers, Ph.D.
Director, Graduate Studies in Counseling
School of Behavioral Sciences and Education
Heidelberg University

MAC Vision Statement

MAC is an elite counseling program that will set the standard for training future and current counselors to address the rapidly changing mental health needs throughout the world. The MAC family creates a transformative learning environment that challenges students to evolve professionally and personally and emerge as leaders in counseling. To reach this vision, Heidelberg's Graduate Counseling Program will:

- Create a culture of excellence with collegiality and high expectations
- Attract and develop a diverse, talented, counseling workforce
- Learn from expert faculty that are engaged in scholarship and leaders in the profession
- Collaborate with the Tiffin community to provide support, education, and action to address issues related to counseling and mental health in the community.
- Use high impact learning experiences to develop critical thinking skills that will help solve the world's most complex mental health problems
- Have students engage in research and others forms of scholarship to emerge as leaders in the counseling field
- Develop and maintain excellent counseling skills to provide outstanding care
- Observe the highest standards of ethics, integrity and cultural competency
- Continuously update curriculum using the collective expertise of MAC faculty and other stakeholders to ensure that students are prepared for the rapidly changing counseling needs

Institutional Mission

Heidelberg University is a community of learning that promotes and nurtures intellectual, personal and professional development, leading to a life of purpose with distinction.

MAC Program Mission

The Master of Arts in Counseling program (MAC) is dedicated to educating, motivating and preparing highly qualified, ethically and culturally competent, professional counselors. The MAC program is committed to providing students with the skills and knowledge necessary to address client issues in a diverse and global society.

Program Objectives

The MAC Program will:

1. Provide students with the knowledge and skills to successfully obtain licensure and employment as professional counselors.
2. Prepare students to use the highest ethical and legal standards in professional counseling practice.
3. Provide students with the curriculum to address the knowledge and skills identified in the CACREP eight core areas, as well as those identified for specific areas, e.g., school counseling and clinical mental health counseling.
4. Emphasize diversity issues that will prepare students to be effective counselors in a global society.
5. Prepare students to demonstrate in-depth knowledge of self-selected specialized areas of counseling, such as clinical mental health counseling and/or school counseling.
6. Provide students with up to date and evolving curriculum to effectively address emerging and vital issues such as trauma, crisis, emergency preparedness, technology, neurocounseling, addictions, etc.

MAC Student Learning Outcomes

The MAC program has identified thirteen (13) Student Learning Outcomes (SLOs) based on general themes of the 2016 CACREP Standards and the MAC program objectives. Each of the thirteen MAC SLOs are assessed at the introductory, practice, and mastery level. Students are assessed on the degree to which they demonstrate Introductory (I), Reinforcing (R), and Measuring-level (M) competence in these thirteen areas through their performance on the aligned course or program assignment. These learning outcomes address both the **skills** and **knowledge** students will have from the eight core areas of CACREP and the two specialty CACREP areas in the MAC Program (i.e. Clinical Mental Health and School. These thirteen SLOs are as follows:

1. Articulate the roles and responsibilities of a counselor and demonstrate a strong professional identity.
2. Apply and adhere to ethical and legal considerations in professional counseling.
3. Demonstrate an understanding of social and cultural diversity in counseling practice within a global society.
4. Apply lifespan developmental, social, and psychological processes that underlie human development and family life cycle transitions to the case conceptualization of clients.
5. Use theories of career development to assist with career development, planning, and counseling.
6. Demonstrate knowledge of counseling theories, techniques, and skills to establish and maintain an effective relationship.
7. Demonstrate a general framework for assisting with crisis intervention, trauma informed care, and community based strategies.
8. Demonstrate knowledge of counseling theories, group dynamics, techniques, and skills necessary to effectively facilitate group counseling.

9. Demonstrate the ability to administer and/or interpret the results of instruments that measure career, aptitude, personality, achievement, and interests.
10. Evaluate counseling outcome outcomes using research and program evaluation concepts. 11. Demonstrate the ability to function and perform professionally and competently in a field
1. setting.
11. Demonstrate an understanding of professional school counseling and P-12 comprehensive school counseling programs including the use of data to assess program and student outcomes.
12. Demonstrates appropriate use of diagnostic tools, including the current edition of the DSM, intake interviews, mental status evaluations, biosychosocial history, mental and health history, and psychological assessment for the diagnosis and treatment of mental health disorders.

Students are rated on the following four-point scale for SLOs: 1) Below Standard, 2) Approaching Standard, 3) At Standard, and 4) Exceeds Standard.

Program faculty have developed accompanying rubrics for each assignment. Instructors will use a rubric to provide ratings of the degree to which each student demonstrates introductory, reinforcing, or mastery-level competence regarding the particular SLO.

Note: These ratings are separate from course grading and do not impact GPA (whereas, performance on the assignments in the Syllabi CACREP Curriculum Matrix impacts GPA).

Conceptual Framework

The graduate counseling programs at Heidelberg University are based on a constructivist philosophy. This means that the pre-service candidates and in-service counselors-in-training in our programs build or construct their knowledge as a result of a student-centered, hands-on approach to learning. From the beginning of their experience at Heidelberg, our students are actively involved in their coursework and development of counseling skills and experiences.

Students build or construct their new knowledge about counseling using several tools - theory, practice, and reflection. These are the building tools that connect the constructivist core of the conceptual framework to each of the counseling licensure concentrations.

Heidelberg University MAC Standards

1. Theory - principles of human development, assessment systems & change
2. Practice - clinical and field experiences
3. Reflection - thinking about, evaluating and revising one's philosophy of change.

Thus, constructivism is at the core of the conceptual framework, and the building tools of theory, practice, and reflection connect this core to each of the licensure programs.

Accreditation



The MAC Program's school and clinical mental health counseling concentrations are approved by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) through March 31, 2019. This Program offers a CACREP-accredited Master of Arts degree in Counseling with concentrations in School Counseling, and Clinical Mental Health Counseling. Additionally, the coursework for license-only endorsement in either school counseling or clinical mental health counseling is also available. Note: Students select a primary concentration, e.g., either school or clinical mental health counseling and may opt for a license-only endorsement in the other concentration.

The clinical mental health concentration is also approved by the Counselor Professional Standards Committee (CPSC) of the Ohio Counselor, Social Worker & Marriage and Family Therapist Board (OCSWMFT) as a Board Approved Program for Licensed Professional Counselor (LPC) and Licensed Professional Clinical Counselor (LPCC). Our school counselor license preparation concentration meets the Department of Higher Education Chancellor's requirements for program approval and the State Board of Education's standards for graduate level programs leading to the school counselor license until spring 2022.

Graduates of the School Counseling concentration will meet the academic and field placement requirements required to sit for licensure in Ohio as a Professional School Counselor (LPSC). Students enrolled in the Clinical Mental Health Counseling concentration will meet both the academic and field placement requirements to sit for licensure as a Professional Counselor (LPC) and the academic requirements for the Professional Clinical Counselor (LPCC) in the State of Ohio.

Students that anticipate practicing in a state other than Ohio should check for curriculum capability with the licensure requirements of your identified state and/or licensure portability options.

Admission to the Program

Application Requirements for Degree Seeking Students

Applications for admission to the Master of Arts in Counseling degree program should be sent to the Office of Graduate Admissions; this may be done via the website. Applications are processed on a rolling basis to facilitate an open admission process.

Steps for Completing the Master of Arts in Counseling Degree

*Requirements to **Enter** MAC Program (begin taking coursework)*

All applicants enter the Program as Conditional Admits. The specific requirements needed for an applicant to take a graduate course are as follows:

1. The completed Graduate Studies Application for Admission. (\$25.00 fee waived if completed online.)
2. Transcripts will be accepted from a college or university accredited by the North Central Association of Colleges and Schools Higher Learning commission or other regional accrediting commissions which have been recognized by the council on Higher Education Accreditation (CHEA). Official (sealed) transcripts sent directly from all previously attended regionally accredited colleges or universities. Applicants must have:
 - a. earned a Bachelor's degree.
 - b. a minimum cumulative GPA of a 2.9 or higher on a 4.0 scale
*If an applicant does not have a minimum undergraduate GPA of 2.9 on a 4.0 scale, they **must** take COU 500: Introduction to the Graduate Experience during the first semester and receive a grade of B- or better. During this semester, the Conditional Admit is not allowed to take more than 9 hours (including COU 500).
 - c. International applicants must complete the above requirements in addition to the International applicant requirements explained in the *Graduate Catalog*.
3. Transcripts will be accepted from a college or university accredited by the North Central Association of Colleges and Schools Higher Learning Commission or other regional accrediting commissions which have been recognized by the Council on Higher Education Accreditation (CHEA). Official (sealed) transcripts sent directly from all colleges or universities where Master's level work has been in progress and/or completed.
4. Heidelberg University offers a rolling admission system in which students may enroll in fall, spring, or summer semesters. Students who wish to begin taking classes during the spring or summer semesters are required to complete an online accompaniment to the New Student Orientation prior to registration eligibility; a copy of *The MAC Handbook* and *Graduate Catalog* will be the central reference sources for this exam. This online version involves reviewing information about the University and the MAC program in particular, answering several "reinforce the reader" questions, and successfully answering these questions at a 70% rate (students are encouraged to review materials and retake the quiz until pass at 70%). All students are also required to attend the on campus New Student Orientation held prior to the fall semester. Once students complete the Online orientation with acceptable pass rate, a verification of

completion of the Online New Student Orientation, required prior to class registration, is sent to Graduate Admissions and filed in the student's academic record. Students will then be provided registration information.

5. Completion of at least the equivalent of twelve (12) semester hours in the behavioral sciences from an accredited institution. The hours completed in behavioral sciences should include a minimal understanding of research/quantitative methods and abnormal behavior. In cases where the applicant is judged to be deficient in the behavioral sciences, he/she may be required to successfully complete appropriate undergraduate courses without graduate credit before admission on a regular status is granted.
6. Upon receipt/completion of items 1 through 5 above, Conditional Admits may enroll in any of the Foundation courses (COU 503, 505, and/or 509), not to exceed 9 semester hours in one semester, while completing the admission process.
7. If an applicant has completed an application and provided verification of at least a bachelor's degree from a regionally accredited institution, they may attend no more than ONE semester of coursework while their other documentation is being received. Under no circumstances may an applicant attend more than one semester without having a complete admissions' folder.

Requirements for Admission into the MAC Program

In order to be considered for full admission, the following need to be received or completed:

1. Receipt of all materials from Requirements to Enter MAC Program.
2. Attendance at a New Student Orientation held once a year in the fall.
Note: All new students must register for course, COU 501, New Student Orientation, (course is transcribed for 0 credit hours), and students attend the ENTIRE session that is held yearly on the Saturday prior to the beginning of the fall semester. Orientation is designed to orient new and continuing students and faculty on such issues as:
 - policies of the MAC program and Heidelberg University •
 - academic advising and program matriculation
 - MAC faculty and staff, counseling training laboratory, curriculum, registration, financial aid, bookstore, library, and miscellaneous University-supported resources
 - Students receive a current copy of the Graduate Catalog, The MAC Handbook, review the MAC website
 - Current changes in Ohio laws and ethical codes
 - Information on state licensure and accreditation
3. Successful completion of the three (3) Foundation courses.
4. Three letters of recommendation to be written on forms supplied by the MAC program (letters of recommendation written on letterhead are preferred). The letters must be from professional or academic persons knowledgeable of the Conditional Admits' professional experiences, dispositions, and aware that applicant is seeking counseling degree.
5. A 2-3 page statement of professional goals with autobiographical information that includes reasons for wanting to enter the Program and a statement of personal strengths and weaknesses useful in the counseling profession.

6. Submission of a Criminal Identification background check (BCI) and an FBI background check, sometimes referred to as a BCI&I (applicant expense). Background check information is valid for one year, or 365 days, from the date that the background check was completed. *In the event that the applicant has been convicted of a criminal offense (other than a minor traffic violation), the University will require a separate explanation of circumstances. The Program Director reserves the right to make the final decision with regard to acceptance in the Master of Arts in Counseling Program, and also reserves the right to depart from and/or supplement the admission criteria based upon the best interests of Heidelberg University.*
7. Maintenance of Good Academic Standing as defined in the **Graduate Catalog**.
8. Interview with the MAC Graduate Admissions Committee who will make a recommendation for final admission to the Program Director. Following this interview, the Conditional Admit will receive a written decision regarding their admission status. Conditional Admits accepted into the MAC Program are reclassified as a Full Admits meaning they are a candidate to the MAC degree program. Candidates are then assigned an academic advisor. **(Throughout this catalog, the terms “full admits” and “MAC candidate” are used interchangeably).**

The Program Director will screen applicants who meet academic admission criteria. The Program Director will evaluate and rate each applicant for (a) academic achievement and potential, (b) letters of recommendation, (c) related work or volunteer experience, (d) writing skills, and (e) educational background. The Director will then recommend the best overall qualified applicants for an interview with the Department Admissions Committee.

The Admissions Committee is comprised of full time and selected adjunct faculty. The purpose of the interview is to provide applicants with additional information about the Program, insure the program will meet applicants’ needs, assess applicants’ personal suitability to provide interpersonal counseling, assess the relevance of applicants’ professional goals and objectives to the program and faculty, and to assess applicants’ ability in the following areas:

1. Academic Criteria
 - a. Clarity of the appropriateness of personal and professional goals.
 - b. Match between applicant’s goals and Program offerings.
 - c. Realistic plans for completing the degree.
 - d. Relevant counseling-related experiences.
 - e. Relevant academic background.
 - f. Experience or training in cultural differences.
 - g. Ability to organize thinking about an ethical, multicultural issue and clearly articulate their thoughts in a written essay.
2. Counseling Skills
 - a. Ability to establish rapport with the Committee.
 - b. Appropriate nonverbal/attending behaviors.
 - c. Concrete and focused communications.
 - d. Appropriate level of responsibility during the interview.
3. Personal Characteristics
 - a. Good judgment in sharing personal feelings, thoughts, and experiences. b. Adequate personal awareness and growth through life experiences.
 - b. Appropriate interpersonal and communication skills. d. Emotional maturity and stability.

The Program's Admissions Committee will make a final determination regarding an applicant's admission after a group discussion and after all members have read and provided comments on the written essay. Applicants are provided information relative to variables used in admissions decisions, as well as a rubric used for assessing their admissions interview essay. Applicants will be notified of the Committee's decision by mail.

9. All MAC candidates will be held to the catalog requirements in effect at the time first enrolled in coursework in their graduate program; however, revisions to course prerequisites and curriculum effected by CACREP, OCSWMFT Board, and/or Ohio Department of Education (ODE) apply to all candidates regardless of the catalog of admission.

Requirements for State Licensure

Candidates who complete the Program's curriculum requirements for the Master of Arts in Counseling – **school concentration** are eligible to sit for school counseling licensure exams with the Ohio Department of Education (ODE). This School Counselor License is identified as one of the Professional Pupil Services licenses under the Ohio Revised Code (3301-24-05, C.1.b.i-ii). Candidates that complete the Program's curriculum requirements for the Master of Arts in Counseling – **clinical mental health counseling concentration** are eligible to sit for clinical mental health counseling licensure exams with the Ohio Counselor, Social Worker, and Marriage/Family Therapist Board (OCSWMFT).

School Counseling Licensure: Once candidates have completed the appropriate coursework, including a minimum of 100 hour practicum, a 600 hour internship, and passed the Ohio Assessment for Educators (OAE) School Counselor Test #040 with a minimum score of 220, they may submit an application for school licensure, online at the ODE website. (Note: MAC candidates must take a total of at least 45 semester hours in order to qualify to sit for the exam)

Ohio, Michigan and most other states do not require school counselors to be licensed/certified as teachers. They do require a master's degree in school counseling including a 600 clock hour internship in a school under the supervision of a licensed school counselor. It is the student's responsibility to find a school or schools in which to complete practicum and internship. Specific details about due dates and appropriate forms to be completed may be found in *the MAC Field Placement Handbook*. Most schools require a police background check. The fee for the BCI is included in fees for field placement classes. Students should obtain a fee waiver from the Administrative Assistant prior to getting their BCI. It is also the responsibility of the student to arrange for qualified supervision. Applicants expecting to practice outside of Ohio should consult that state's department of education to determine the current certification requirements. For information on School Counseling licensure in Ohio, contact the Ohio Department of Education, 25 S. Front Street, Columbus, OH 43215-4183, telephone (877) 644-6338.

The Ohio Department of Education has announced that they have completed the process of amending the Ohio Administrative Code (rule 3301-24-05) to take out the references to the provisional school counselor license and school counselor induction program for those school counselor applicants who have not previously been teachers. This means that all new school counselor license applicants will now be issued a professional license regardless of previous teaching experience or not. This also means that districts will

no longer have to provide a first-year induction program for newly employed school counselors who have not had prior teaching experience. These new changes went into effect on December 28, 2012. ODE will start issuing the professional school counselor license as the first school counselor license for everyone. Anyone who holds a provisional school counselor license, current or expired, may apply to advance it to a professional license at any time, and there are no associated requirements (other than paying the fee). Any applications ODE receives for a provisional license will be changed and explained to the applicant that they qualify for a professional license. The documentation and language listed on the ODE website may not be updated for some time and applicants are asked to continue to use the school counselor license application on the website.

Clinical Mental Health Counseling Licensure: The Ohio Counselor, Social Worker and Marriage & Family Therapy Board (OCSWMFT) uses the National Counselor Exam (NCE) administered by the National Board of Certified Counselors (NBCC) for the LPC license. For the LPCC license, the NCMHCE exam is used. Candidates who wish to graduate from the MAC with LPC license in hand are eligible to apply for licensure and sit for the NCE during their last semester of coursework. Candidates apply for licensure on-line through the OCSWMFT website. Then, they request a letter from the MAC to the OCSWMFT certifying their expected graduation date and confirming that they are in their last term of their degree program. Most agencies and credentialing bodies require a police background check. Candidates must provide verification of current BCI and FBI background checks to the OCSWMFT in order to be eligible for licensure. The fee for the BCI is included in fees for field placement classes (FBI is a student expense). Students should obtain a fee waiver from the Administrative Assistant prior to getting their BCI. Having been convicted of a felony, and some misdemeanors, may prevent the student from being licensed or from working or doing a practicum or internship in a school or agency.

In order to become a Licensed Professional Counselor, candidates must have completed all the necessary coursework and provided all the necessary documentation to the OCSWMFT. This includes verification of all of the following:

- A 100-hour clinical practicum
- 600 hours of internship in **no less than two terms**
- A total of no less than 60 semester hours of courses
- At least 20 semester hours of Clinical Content Coursework (COU 600 level courses with at least one course in each of the five Clinical Content Areas.
- A supervised field experience. It is the responsibility of the student to arrange for qualified supervision.
- Successful completion of the NCE
- Official final transcripts with degree conferred

Specific details about due dates and appropriate forms to be completed may be found in the ***MAC Field Placement Handbook***. Students interested in the Licensed Professional Clinical Counselor licensee exam (LPCC) should contact their state's licensing board to determine current requirements. In Ohio, contact the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board, 50 West Broad Street, Suite 1075, Columbus, OH 43215-5919, telephone (614) 466-0912.

Counseling License-Only Endorsements: MAC candidates who complete all of the curriculum requirements for both program concentrations are eligible to sit for licensee exams as both Licensed Professional School Counselor and Licensed Professional Counselor. Individual curriculum stipulations as outlined above must be followed.

The process for becoming licensed in the particular concentrations is outlined above. The process of becoming eligible to sit for both license exams requires completion of curriculum in both concentrations. Once candidates have completed the appropriate coursework, including an appropriate practicum, separate and distinct internship experiences of 600 hours each in both appropriate school and community settings, passed both the OAE and NCE, and provided the necessary documentation as outlined in the preceding two sections, they will be issued their licenses as described above. Note: Candidates whose primary concentration is school may take either practicum (COU 580 or COU 594); however, candidates whose primary concentration is clinical mental health counseling can only take COU 580.

LPCs or LPCCs Seeking License as a Licensed School Counselor

Application and Admission for the Non-Degree Post-Masters School Counseling Endorsement Program (PSCLE)

Any licensed or licensed-eligible applicant, who already holds a Master's degree in counseling (current license required) and is seeking a school counseling license endorsement as a non-degree student, must apply for admission to the Post Masters School Counseling License Endorsement Program (PSCLE). If the applicant doesn't hold a current license, receipt of the Master's degree in counseling cannot be older than six (6) calendar years from date of application. **The application process shall consist of an application form, official transcripts of all graduate work, three letters of recommendation, current BCI and FBI check (student expense), and a personal statement clarifying why the applicant wishes to become a licensed school counselor. International students should follow the procedures for International Applicants noted in the Graduate Catalog.** There is no fee for the application and the application is submitted to the Program Director of Graduate Counseling.

The application should be filed before taking any courses as a non-degree student, but must be filed by the end of the first semester in which the student is enrolled as a non-degree student. Under no circumstances will a non-degree student be allowed to enroll in COU 594, 596 or 597 (field placement courses) without having first been admitted to the Endorsement Program. Once admitted to the endorsement program the student will meet with the Program Director of Graduate Counseling to fill out an Endorsement Plan of Study.

The Program Director of Graduate Counseling will specify which courses and the number of courses the student needs to complete to be endorsed for temporary school counselor licensure. Courses completed more than six years from PSCLE application may have to be retaken. Completed curriculum that does not include such courses as diversity training, school ethics, organization of a school counseling program, crisis, addictions, etc. may be required. The student may also be required to complete a 100-hour school

counseling practicum **and must** complete the 600-hour school counseling internship. It is the student's responsibility to find a school or schools in which to complete the internship, and to arrange for qualified supervision. The Program Director of Graduate Counseling must approve the Endorsement Plan of Study and the Clinical Director or designee must approve the field placement site. The Program Director of Graduate Counseling must provide written approval for any changes to the Plan of Study. The Endorsement Plan of Study is an in-house document and does not require authorization beyond the Program Director.

Faculty will review application materials, and the applicant may be required to take or retake certain counseling or counseling-related courses. Applicants will be notified if they are admitted. If they are not admitted they will not be permitted to take *COU 594: Practicum in School Counseling*, *COU 596: Internship I in School Counseling*, or *COU 597: Internship II in School Counseling* and they will not be endorsed for school counselor licensure.

A student who has completed his/her Master's degree in community counseling or clinical mental health counseling at Heidelberg University and is seeking admission to the School Counselor Licensure Endorsement Program (SCLE) will be required to submit a personal/professional statement of desire to become a school counselor. If the applicant doesn't hold a current license, receipt of the Master's degree cannot be older than six (6) calendar years from date of application. The student will not be required to seek full admission to the Graduate Studies Program. The MAC faculty will review the students' paperwork (transcripts and statement) and make a determination related to their Endorsement Plan of Study. These students will finish their coursework for the endorsement program as non-degree seeking students. Upon finishing their courses and passing the Praxis examination, they will be recommended to the Ohio Department of Education for licensure as a school counselor. Please note that since the School Counselor Endorsement is not a degree program and may not qualify for student loans -- check with financial aid.

After completion of course and fieldwork experiences, PSCLE candidates will be required to take and pass a OSCLE Comprehensive Exam designed by Heidelberg University to measure their knowledge of the various aspects of the CACREP eight (8) core areas. This Counselor Education Comprehensive Examination must be passed in every area. Exams will be offered on an individual basis at the end of each semester. Students are allowed two attempts within a given semester.

School Counselors Seeking Licensure as a LPC or LPCC

Persons with a master's degree in School Counseling, with a current license in school counseling, who wants to become a Licensed Professional Counselor (LPC) or Licensed Professional Clinical Counselor (LPCC) in Ohio have to complete any and all coursework currently required for LPC or LPCC licensure that was not completed as part of their master's degree in School Counseling. They do not have to complete another master's degree.

Interested persons should send a copy of their graduate transcript to the Ohio Counselor, Social worker, Marriage and Family Therapist Board (OCSWMFT) to request an audit. Final determination of what coursework they need to take to become eligible to sit for the licensure examination is made by OCSWMFT. According to the Ohio Revised Code, Sec. 4757.22 the individual must complete a minimum of sixty (60) semester hours of graduate credit in counselor training acceptable to the committee, including a minimum of twenty (20) semester hours of instruction in the five clinical areas with at least one course in each area. A list of courses that meet the clinical content areas are noted in the ***Graduate Catalog***. In addition, they have to take a **100-hour clinical practicum and a 600-hour internship** in a clinical mental health counseling setting where they diagnose and treat mental and emotional disorders under the supervision of a LPCC/S. Please note that non-degree students probably are not eligible for federal student loans -- check with financial aid.

Admission as a “Coursework Only” Student

Students who do not wish to be admitted to the graduate counseling program, but wish to take courses for credit, will be permitted to do so provided they hold a Bachelor’s degree from a regionally accredited institution and complete the non-degree graduate application form. Students with at least a Bachelor’s degree are only allowed to take up to 12 semester hours without being formally admitted to a degree program, and still have the hours count towards a Master’s degree in Counseling, if approved by the Program Director.

Under no circumstance shall a student who wishes to transfer from “Coursework Only” status to program status be allowed to apply more than 12 semester hours of credit toward the Master’s degree. Students who enter with a Master’s Degree in Counseling may take courses toward licensure. Both categories of students must follow the prescribed application process. “Coursework Only” students will complete all the steps outlined in Requirements to Enter MAC Program discussed above.

Advising

All students enter as conditional admits and initial advising is provided by the Program Director. Upon admission to the MAC program, students will be assigned an advisor from among one of the faculty members within the department based upon identified concentration interest. This faculty member will be the student’s academic advisor for the duration of degree unless the student requests, in writing, a change of advisor or a change of concentration. Students are expected to schedule annual meetings with their advisor to receive feedback and advice on program progress.

Newly admitted students should seek out their advisers immediately upon receipt of their acceptance notice. Information related to courses of study, sequencing of courses, scheduling, practicum reservations, internships, and other pertinent information is available through the advisors.

Curriculum

The duties and responsibilities of counselors imply the development of certain knowledge, values, attitudes, and skills in several areas of competency. The areas of competency covered by this curriculum correspond to those required by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), ODE, and OCSWMFT Board. The School Counseling curriculum leading to eligibility to take the Ohio Department of Education examination for School Counselors consists of 50 semester hours of training in specific areas as outlined below. The curriculum for the Clinical Mental Health Counseling Program is a 60-semester hour program. Licensure as a licensed professional counselor (LPC) or licensed professional clinical counselor (LPCC) in the State of Ohio requires 60 semester hours of coursework. Syllabi for all courses are available for review by all enrolled or prospective students. For access a syllabi, please email our administrative assistant, Krista Kantner, at kkantner@heifelberg.edu

The purposes of the School Counselor Program are to provide high standards of preparation enabling counselors to provide professional counseling services relevant to the needs of students K-12 in today's schools; assist students in acquiring the knowledge, skills, attitudes, and values underlying the ability to provide those services; and impart high standards of ethical practice and professional commitment

School Counseling Concentration

Foundation Courses (Must be taken as first three courses) Semester Hours

COU 503	Human Growth and Development	3
COU 505	Techniques in Counseling	4
COU 509	Philosophy and History of Counseling	2

Core Courses

COU 504	Counseling Theories and Advanced Techniques	4
COU 508	Group Processes in Counseling	3
COU 510	Assessment and Appraisal	3
COU 511	Applied Research and Quantitative Methods	3
COU 532	Professional Issues in Counseling: Legal and Ethical	3
COU 537	Social Foundations in Cross-Cultural Counseling	3
COU 641	Counseling in a Global Society	4

Required School Counseling Courses and Field Experience

*COU 519	Organization and Administration of School Guidance	3
*COU 521	Counseling Youth at Risk	3
*COU 522	Counseling Children and Adolescents	3
*COU 594	Practicum in School Counseling	3
*COU 596	Internship in School Counseling I	3
*COU 597	Internship in School Counseling II	3

Total: 50 credit hours

* These courses are prerequisites for enrolling in COU 594 Practicum in School Counseling. Students must pre-register for practicum and/or internships the semester prior to anticipated-field experiences as outlined in the Field Placement Handbook.

**All students must secure background checks prior to the beginning of the semester in which the student expects to enroll in practicum. The expense of the BCI is included in student fees – vouchers are required.

Clinical Mental Health Counseling Concentration

Foundation Courses (Must be taken as first three courses) Semester Hours

COU 503	Human Growth and Development	3
COU 505	Techniques in Counseling	4
COU 509	Philosophy and History of Counseling	2

Core Courses

COU 504	Counseling Theories and Advanced Techniques	4
COU 508	Group Processes in Counseling	3
COU 510	Assessment and Appraisal	3
COU 511	Applied Research and Quantitative Methods	3
COU 512	Clinical Mental Health & Agency Counseling	3
COU 532	Professional Issues in Counseling: Legal and Ethical	3
COU 537	Social Foundations in Cross-Cultural Counseling	3

Clinical Courses – Students must take one course in each area

Area 1 Course

COU 610	Psychopathology, Personality & Abnormal Behavior	4
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Area 2 Course

COU 620	Evaluation of Mental & Emotional Status	4
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Area 3 Course

COU 609	Diagnosis of Mental & Emotional Disorders	4
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Area 4 Course (Pick One)

COU 636	Marital & Family Counseling	4
COU 637	Chemical Dependency & Substance Abuse	4
COU 639	Psychopharmacology for Counselors	4
COU 640	Clinical Seminar in Methods of Intervention and Prevention	4

Area 5 Course

COU 641	Counseling Issues in a Global Society	4
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Required Field Experience

*COU 580	Practicum in Clinical Counseling	3
*COU 581	Internship in Clinical Counseling I	3
*COU 582	Internship in Clinical Counseling II	3

Total: 50 credit hours

*All students must secure background checks prior to the beginning of the semester in which the student expects to enroll in practicum. The expense of the BCI is included in student fees – vouchers are required.

School/Clinical Mental Health License-Only Endorsement Courses

Candidates seeking a primary major with endorsement option must complete minimum of 60 semester hours of clinical coursework and field experiences required for licensure by the Ohio Counselor, Social Worker, and Marriage and Family Therapy Board and the courses and field experience required for the School Counseling Licensure Program required by the Ohio Department of Education. Students completing this option must consult with their Academic Advisor to develop a specific plan geared toward their individual needs.

Supervised Experiences

Guidelines for all field placements are outlined in the Heidelberg University, Graduate Catalog under Standards of Practice as well as in the Graduate Studies in Counseling Field Experience Handbook both available in hard copy and on the University's website. In accordance with CACREP Standards, all MAC candidates are required to complete a 100 hour practicum (40 hours must be direct service with clients or student-clients). Candidates cannot register for Practicum until they have completed all of the Foundation and Core Courses, and have an overall satisfactory collection of ratings on their *Personal Characteristics Review Forms*. Non-degree seeking School Counselor Licensure Endorsement Program (SCLE) candidates may be required to complete a practicum. All field experiences are coordinated by the MAC Clinical Director.

The internship is designed as a capstone experience providing candidates an opportunity to receive on-the-job training and experience in an approved environment under the supervision of a certified or licensed professional. In accordance with CACREP, ODE, and OCSWMFT Board Standards, all MAC candidates and Non-degree seeking Post Masters School Counselor Licensure Endorsement Program (PSCLE) candidates are required to complete a 100-hour practicum and a 600-hour internship. MAC licensure endorsement candidates (clinical plus school; school plus clinical) are required to complete a practicum and 1200-hour internship (600 in school and 600 in clinical). Candidates are required to spread their 600-hour requirements into equal installments of a maximum of 300 hours each **over two semesters**.

All field placement students must provide evidence that they are covered by liability insurance before they will be permitted to participate in any field experiences. Liability insurance is available at a modest cost through professional associations such as the American Counseling Association or the American School Counseling Association – see *Field Placement Handbook* for more details.

Academic Requirements

Academic Standing

To remain in good academic standing, the graduate student must:

- Achieve a cumulative GPA of at least 3.000 once the student has completed nine credit hours and maintain a cumulative GPA of at least 3.000 for all graduate work completed at Heidelberg University
- Not have received any grades of F.
- Not have received more than one unattended grade of C.

An “unattended C” means the following:

When a student receives a course grade of C+, C, C-, hereafter designated by C, the student may repeat the course. If the student does so AND receives a course grade of B-, B or better, the C is said to be

“attended.” When a student does not repeat a course in which he or she received a C, or, does repeat a course and again received a grade of C, the C is “unattended.” This would mean that the second C would constitute grounds for dismissal from the program. In addition to these standards, the Director of each program will retain some flexibility in determining when a student is not in good academic standing. See “Evaluation of Graduate Students’ Non-Academic Performance in the Clinical Counseling Program” for MAC. For more information on repeating a course, see the “Repeat Course Grade” policy.

A student who fails to comply with any conditions of good academic standing at any point in the graduate program can be either put on probation, suspended from the program, or dismissed. When a student is suspended or dismissed from the program, he or she can appeal the action to the Graduate Studies Committee (GSC). When a student is put on **probation**, he or she cannot appeal the action.

The student can be put on **probation** under any of the following conditions:

- The student’s cumulative GPA falls below 3.000 in any given semester once the student has completed nine credit hours
- The student’s behavior does not meet the standards of the profession as documented by the Program Director or the Vice President for Academic Affairs/Provost. (See “Evaluation of Graduate Students’ Non-Academic Performance in the Clinical Counseling Program.”)

When the student is put on probationary status, the Director of the graduate program will communicate in writing to the student: (a) the reasons for probation and (b) conditions (including deadline) that the student must meet to return to good academic standing. A student is permitted to take not more than two courses per semester (or term) while on probation.

The general conditions for changing one’s probationary status in a program are as follows:

- The student’s GPA must be at an acceptable level
- There must be an improvement in the student’s professional behavior to an acceptable level as evaluated by the Program Director. (See “Evaluation of Graduate Students’ Non-Academic Performance in the Clinical Counseling Program.”)

Individual Program Directors may impose additional or different restrictions (from those stated above) on students in their programs, including mandatory registration requirements, limiting the number of hours, or specifying retaking of particular course(s) before continuing the regular sequence. These will be communicated to the student in writing by the Program Director, and a copy will be forwarded to the Registrar, the student’s file, and the Provost. If the student is placed on probation a second time (after returning to good standing), the student will be dismissed from the program.

The student will face **suspension** for one term or semester under the following condition:

- If the student has not met the conditions of return to good academic standing by the deadline communicated in the letter from the Program Director.

When the student is suspended from the program, the decision and the conditions to return to good academic standing will be communicated by the Program Director to the student, and a copy will be forwarded to the Registrar, the student's file, and Provost. While suspended, the student **will not be able** to enroll in any program coursework at Heidelberg University. The student has the right to appeal to the Graduate Studies Committee (GSC).

The general conditions for changing one's suspended status in the program are as follows:

- Student has met the conditions communicated in the letter from the Program Director.
- Student has won an appeal to the Graduate Studies Committee (GSC). (If the appeal is granted, then the conditions must be stated in a letter from the Graduate Studies Committee (GSC) to the student, and copies of this letter will be forwarded to the Registrar, the Provost, the Program Director, and the student's file.)

The student will be **dismissed** from the program for the following reasons:

1. The student has received two unattended C's
2. The student received a grade of F or WF.
3. The student did not meet the conditions for remaining in the Program.
4. The student is placed on probation a second time (after returning to good standing).

If a student compromises the academic dishonesty standards and integrity, he/she is at risk for dismissal!

When the student is dismissed from the program, the Program Director will communicate this decision to the student and copies will be forwarded to the Provost, the Registrar, and the student's file. The student has the **right to appeal** his or her dismissal to the Graduate Studies Committee (GSC).

When the decision is communicated to suspend or dismiss the student from the graduate program, the student has the right to appeal to the Graduate Studies Committee (GSC). The student must make this appeal in writing, no later than ten business days after the letter is received, and send by mail or fax to the Provost.

If and when the appeal is granted, conditions for reinstatement in the program (in the case of a suspension) or readmission (in the case of a dismissal) will be outlined in a letter from the Program Director. The student must retake the course in which F or second unattended C was earned and receive a satisfactory grade (B or higher).

Reinstatement

Students may petition the Graduate Studies Committee for reinstatement after one calendar year from the date of dismissal (form available from the Registrar's office). The petition must be submitted no later than fifteen business days prior to the first day of classes. If reinstated, the student will be placed on academic probation with conditions to return to good academic standing, which will be determined by the Program Director.

Non-Academic Requirements

The unique nature of programs in counselor preparation require that program faculty are engaged in monitoring student's academic (e.g., course grades) as well as non-academic (e.g., professional and personal) development throughout the program when evaluating the professional competence of students.

MAC faculty have an obligation to maintain professional standards in accordance with professional organizations and accrediting bodies such as the American Counseling Association (ACA), the American School Association (ASCA), and Council for Accreditation of Counseling and Related Educational Programs (CACREP).

Through on-going evaluation and appraisal, the grades in courses and overall grade point average give a sense as to how the student is progressing academically and it is necessary for the faculty to formally assess and address concerns about students' progress in areas related to professional or personal development.

The MAC faculty meetings allow for discussion on students' progress, and identification of the students/supervisors in need of remediation. The Personal Characteristic Review form (Appendix A) is used to assess student development and address concerns about students who may be in need of support or remediation. Faculty, adjunct instructors, classroom supervisors, and site supervisors complete this form. The program faculty seeks professional consultation and documents their recommendation to dismiss or refer the students for assistance.

Areas of evaluation will include but are not limited to:

I. Impact

- A. Demonstrates awareness of own impact on others.
- B. Demonstrates ability to deal with conflict.
- C. Demonstrates flexibility regarding responding to changing demands in the professional and interpersonal environment.

II. Professional Identity and Continuous Growth

- A. Demonstrates openness to new ideas
- B. Demonstrates multicultural awareness and sensitivity
- C. Accepts and uses feedback
- D. Open to interpersonal reflection and acknowledges biases
- E. Expresses feelings effectively and appropriately
- F. Demonstrates professional appearance
- G. Cooperates and collaborates with other
- H. Communicates effectively and appropriately (includes emails and other written communication)
- I. Shows initiative and motivation (e.g., meets deadlines, class attendance)
- J. Demonstrates independence by using resources to answer questions, clarify, and gather information.

III. Ethics

- A. Accepts responsibility for personal actions and behaviors
- B. Attends to ethical and legal responsibilities including the ACA Code of Ethics, ASCA Code of Ethics and, Graduate School Catalog, the Heidelberg University Student Code, and guidelines outlined in the MAC Handbook and all syllabi
- C. Discloses any unethical or unlawful activity when he/she becomes aware of it
- D. Demonstrates honesty, integrity, fairness, confidentiality, and respect for others

- E. Maintains appropriate boundaries
- F. Maintains confidentiality as appropriate

Online Presence

The use of social media and other online tools have blurred the lines between personal, professional, and public persons. Consequently, the MAC program requires that student behavior is aligned with the expectations, of the MAC Program, the University, and the counseling profession in-person and online. Inappropriate postings online will be considered violations in the standards of professionalism expected for MAC students and may result in disciplinary action. Students online behavior will be treated in the same manner as any other professional behavior that takes place in and out of the academic setting. It is important that students are always thinking about how their behavior (in-person and online) is reflecting on their role as a professional, a MAC student, and a trainee in the counseling profession. Section H of the 2014 ACA Code provides additional information in this area.

Review Process

Student will be evaluated using the *Personal Characteristics Review Form* anytime an issue arises and should be submitted to the Program Director. All students are evaluated at the end of five different courses. The review schedule is outlined below.

Description of Activities	When
Beginning	
<ul style="list-style-type: none"> • Inform and teach professional dispositions during orientation, and advising. • Review of <i>Personal Characteristics Review Form</i> • First Scoring of <i>Personal Characteristics Review Form</i> 	Orientation
	COU 505 (Techniques)
Midpoint	
<ul style="list-style-type: none"> • Second Scoring of <i>Personal Characteristics Review Form</i> • Third Scoring of <i>Personal Characteristics Review Form</i> 	COU 511 (Research)
	COU 521 (School) or COU 609 (Clinical)
Ending	
<ul style="list-style-type: none"> • Fourth Score of <i>Personal Characteristics Review Form</i> • Fifth and Final Scoring of <i>Personal Characteristics Review Form</i> 	COU 594 or 580 (Practicum)
	COU 597 or 582 (Internship II)
Anytime- Assessment of Counseling Dispositions for Remediation	
If concerns are identified during courses or field experiences, the faculty member or supervisor will complete the <i>Personal Characteristics Review Form</i> and the Remediation process will be initiated as outlined in the MAC Student Handbook.	

The Personal Characteristic Review Forms are discussed at the MAC Faculty meetings. When a student is rated on the scale as 2 or below, the following process will be followed:

Step 1. The student is presented in writing with a copy of the Personal Characteristics Review Form and the professor’s comments. A copy of the form is also given to the core faculty and discussed in the next faculty meeting. After the faculty discussion, the student and the professor will also meet to discuss the contents of the form and any recommended remediation deemed appropriate, inclusive of a timetable for compliance and a notice of consequences for noncompliance.

Step 2. If a student receives more than one Review Form (rating at a 2 or below) during any one semester, the student will be required to meet with his/ her academic advisor to discuss remediation or possible

reconsideration of continuation in the program. A copy of the forms and any action taken will be given to the student and placed in the student's file.

Step 3. If a student receives three Review Forms rating at a 2 or below) or more during his/her program, the student will be required to meet with his/her advisor and two other faculty members to discuss reconsideration of continuation in the counseling program. If the Committee determines that the student's personal or professional behavior is inappropriate to the field of counseling, and that such behavior(s) may be detrimental in working with others, the student may be dismissed from the program.

Recommendations throughout the above process may include any of the following:

1. take no further action;
2. allow the student to continue in the program but recommend a remediation plan, including goals and time frame;
3. initiate a leave of absence for the student with the possibility of return after a successful completion of a remediation plan;
4. dismissal from the program.

If a student disagrees with the Review Committee's recommendation, the student may request a hearing to present his or her point of view. This meeting will be convened by the Program Director. Within one week following the hearing, the student will receive written notification of the decision. After receiving written notification, the student may request an appeal within 14 days to the Dean of Graduate Studies.

Time Limitations

Students have a maximum of 6 calendar years from the date of the first course taken toward their graduate degree to complete the MAC program. If the program is not completed within 6 calendar years from the date of the first course taken toward the MAC degree, the student will lose credit for coursework and/or transfer credit and be required to repeat the outdated course(s). A student whose coursework falls beyond the above time limit, may petition the Program Director for special circumstances extension. See subsection 2.b. under Requirements for Graduation.

Requirements for Graduation

In order to be recommended for graduation, candidates must:

1. Maintain good academic standing defined in the Graduate Catalog and as evidenced by a cumulative grade point average of 3.000
2. Complete coursework (inclusive of foundation, core, elective, field experiences, and clinical courses, if applicable) within the published time limit
 - a. Candidates have six calendar years from the date of the first course taken toward their graduate degree to complete the MAC program.
 - b. Six-year Appeal Policy: in some instances students experience dire emergencies that inhibit their being able to complete the program within the six-year rule. In extreme cases

students may appeal this policy. Students should provide a written letter of appeal to the Director of Graduate Studies detailing the circumstances inhibiting completion and offering a specific due date (semester/year) in which their program may be completed. Whether or not an appeal is granted is discretionary based on the assessment of the Director of Graduate Studies and/or designee.

3. Register for COU 690: Comprehensive Examination
 - a. The comprehensive examination is intended to be one of the culminating experiences of one's graduate experience. Comprehensive examinations will be offered in February for May graduates; in October for December graduates, and in June for August graduates. MAC Candidates must register for this comprehensive examination course in the term prior to their expected graduation. Students must register for COU 690 by the Last Day to Add listed on the Graduate Studies Calendar for the semester. Students who fail to register for COU 690 by the **Last Day to Add** will be **ineligible** to take the exam and unable to graduate that semester.
 - b. The Comprehensive Examination is a multiple-choice exam designed to evaluate candidate's accrued knowledge **across the eight CACREP core areas**. The exam consists of questions in the eight core areas. ***Candidates will not be considered for graduation until they have passed the comprehensive examination.***
 - c. Candidates who fail any section of the examination will have 30 days to prepare for a second attempt at which time they will retake only those sections failed. If a candidate fails the exam a second time, he/she may not retake it until the next offering. If a candidate fails the exam a third time, he/she may be dropped from the MAC program or required to retake courses at the discretion of the Program Director.

Graduation is the completion of all degree requirements as recorded on the official transcript. Commencement is the ceremony that celebrates the completion of a degree. Participation in the commencement ceremony does not imply that a student officially graduated. The diploma is a commemoration of your achievement. Official certification of your degree is made only through the official transcript or through the certification service of the National Student Clearinghouse (NSC).

Diplomas are awarded and distributed three times per year, and there is one commencement ceremony in May. Completion deadlines for work are August 25, December 22 and Wednesday prior to commencement in May. To qualify for a given deadline, all coursework including assignments and exams must be completed by these deadlines either at Heidelberg University or with special permission at another institution.

Coursework taken off-campus must arrive as an official transcript sent directly from the institution by September 15, January 15 and May 30 respectively.

Professional Associations

Students should seek membership in the professional associations of their choice.

Many associations are most appropriate for master's counseling students: the American Counseling Association (ACA), the American Mental Health Counselors Association (AMHCA), the American School Counselor Association (ASCA), American Multicultural Counseling Association (see ACA for a list of others). Each of these associations also has state and local affiliates you may wish to join. There are many reasons why membership in one of these organizations is important. First, membership establishes your identity within a professional field of study. Second, membership facilitates professional development through workshops, seminars, conferences, and professional publications. Third, membership helps professionals network and communicate with one another. Fourth, members benefit from money-saving discounts on things like publications and professional liability insurance. Finally, membership is a statement that you subscribe to the highest ethical standards and practices in your profession. Discounted student memberships are available in most associations. Membership information is available in the Graduate Counseling office or from faculty members.

Full Time Status

Graduate Counseling students are considered enrolled full-time with 9 hours of coursework in any given semester during the academic year.

Transfer Credit

Heidelberg University will accept up to 12 hours of graduate transfer credit towards the Master of Arts in Counseling degree. For students who already possess a Master's Degree and wish to complete the Clinical Mental Health Counseling concentration, a maximum of 30 hours of counseling related coursework, or the School Counseling Licensure concentrations, a maximum of 24 hours of counseling related coursework may be transferred. One half of all coursework must be completed at Heidelberg's main campus. Transfer coursework affects how much time students have to complete their graduate degree. Several factors should be noted concerning transfer credit/ Heidelberg university coursework:

1. Coursework must be comparable with the Heidelberg University MAC program coursework. Students must submit course syllabi and catalog course descriptions along with official transcripts with any request for graduate transfer of credits.
2. All transfer credit must have been completed within 6 calendar years of the first Heidelberg class taken. Once accepted, these classes will be counted toward graduation. Prior Heidelberg University coursework being applied to the graduate degree is also included in the 6 calendar year rule.
3. The grade(s) in the courses(s) to be transferred must be a "B" or better.
4. Transfer credit will be evaluated by the academic advisor and approved by the Program Director.
5. Transfer credit does not affect the cumulative grade point average established with Heidelberg University.

The Office of the Registrar offers secure electronic transcript delivery. In partnership with SCRIPSAFE International®, Heidelberg University is able to provide official transcripts delivered through eSCRIPSAFE® to network and out of network recipients. Directions are available at <http://www.heidelberg.edu/registrar> to assist in the transcript request process.

There is a charge of \$5.00 per transcript which can be paid for by cash, check or credit card to Heidelberg University. Faxed requests will be honored when accompanied with credit card information and signature. Express mail and internationally expressed mailed transcripts are \$25.00 and \$40.00 respectively and includes the cost of one transcript. Rates are subject to change based on current US Postal Service charges.

Electronic transcripts are generally sent every twenty-four hours during normal business hours except holidays. Paper copy transcripts are processed weekly, generally five to seven business days. Immediate transcript processing is available for \$25.00 and includes the cost of one transcript. The general rules and regulations of the University pertaining to discipline and conduct are available to students in the Heidelberg University Guidelines and Community Standards available in the Student Handbook. In any situation not specifically covered by a regulation, the University reserves the right to take action that will most effectively protect the welfare of its students and the interests of the University.

Nondiscrimination Policy

The current nationwide emphasis on nondiscrimination, equal employment opportunity, and affirmative action is entirely in keeping with Heidelberg's belief in the dignity of each individual. Throughout its history, Heidelberg University has been a nondiscriminatory institution.

The President appoints an Affirmative Action Council representing the various groups of which the university is comprised.

The Council, which is advisory to the President, developed the Heidelberg University Affirmative Action Plan and carried out the self-evaluations required by Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. It continually reviews University policies and practices and recommends procedures, which will fulfill the University's commitment to nondiscrimination, equal employment opportunity, and affirmative action.

The Heidelberg Affirmative Action Grievance Procedure was set up in 1975 to consider grievances concerning any type of alleged discrimination. The University is subject to federal affirmative action regulations, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. This grievance procedure is published here in compliance with those regulations.

Any student or employee who at any time has questions about discrimination or wishes to discuss a complaint should see the appropriate contact person listed below. Every attempt will be made to resolve the problem at the personal level. If that is impossible, the appropriate grievance procedure will be employed.

For Students

Contact Person: Dean of Student Affairs
Grievance Procedure: Judicial Body

For Faculty

Contact Person: Provost

Grievance Procedure: Faculty Grievance Procedure, Faculty Manual

For Non-teaching Employees

Contact Person: Director of Human Resources
Grievance Procedure: Heidelberg Staff Handbook

Financial Aid for Graduate Students

Graduate students may borrow through the Federal Direct Loan Program. Direct Loans are federal loans to help you pay the cost of your education. The lender is the U.S. Department of Education. Loans are available to graduate students who:

- Are U.S. citizens or eligible non-citizens
- Are enrolled in a program leading to a degree*
- Are enrolled as a half-time student (5 credit hours per semester)
- File the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov our school code number is 003048

*students enrolled in course work only do not qualify for federal assistance.

Financial Aid Programs

Direct Unsubsidized Loans are non-need based and allow students to borrow up to \$20,500 per year. The interest rate is currently 5.31% and begins to accrue with the first disbursement. The student is responsible for paying the interest either immediately or when the loan goes into repayment.

Students must complete a Master Promissory Note (MPN) the first time they borrow at Heidelberg. Loan Entrance Counseling is also required if the student is borrowing for the first time. Both forms are completed on line and can be found at: <http://www.studentloans.gov>.

The Teacher Education Assistance for College and Higher Education (TEACH) Grant/Loan provides up to \$4000 per academic year grant for graduate students completing coursework necessary to begin a career in teaching in a “high-need” field. Students must file a FAFSA, have a 3.25 cumulative gpa, or have a score above the 75th percentile on an admissions test, such as the SAT, ACT or GRE, and agree to teach full time for four years in a Title I school serving low-income students. If this obligation is not met the grant turns into a Direct Unsubsidized Stafford Loan with estimated 5.84% interest dating back to the original disbursement. More information about the program can be found at <https://studentaid.ed.gov/sa/types/grants-scholarships/teach>.

Private Loans are available regardless of enrollment status or financial need. Students are encouraged to exhaust their federal loan eligibility before considering a private loan. A list of suggested lenders can be found on our web site at: <http://www.heidelberg.edu/offices/financialaid/documents>

Owen Academic & Career Support Center

The Owen Academic & Career Support Center promotes the academic excellence and career development of all Heidelberg students.

Career advisors provide guidance for career exploration and life planning. Students are supported throughout their job search process, from development of a professional resume to negotiating multiple job offers. You can schedule a one-on-one appointment with a Career Advisor (call 319.448.2301) or email your resume to careers@heidelberg.edu for a convenient online critique.

Also, students with documented learning disabilities are encouraged to contact the Owen Academic & Career Support Center staff to arrange for appropriate accommodations. Requests for accommodations are processed through the Owen Center for Academic & Career Support Center. You can access their information from this website: <https://inside.heidelberg.edu/academics/departments/owen>.

Faculty Endorsement

Counselor Education faculty members welcome the opportunity to assist students in obtaining employment in a field for which the student is trained and qualified. Students will only be endorsed for employment and/or licensure commensurate with their program of study. Most faculty members support students' efforts to obtain employment through writing letters of recommendation, endorsements, and the like. Students are encouraged to approach faculty members to solicit an endorsement, however, faculty members reserve the right to decline a student's request. Faculty members may also withhold endorsement if they feel a student is not adequately trained or qualified for the position they are seeking. Students who complete the school concentration and then attempt to become endorsed by an out of state clinical agency, will not be supported through faculty or Program endorsement.

Retention Policy

Faculty members regularly review students for the purposes of retention in the program. Students may be dismissed from the Program if their academic performance is substandard, if their personal or professional conduct is inappropriate, or if they are unable to demonstrate the essential functions of an effective counselor as defined by the professional societies and research literature.

Grade Appeals Policy

1. Overview

If a student believes that a final course grade has been assigned in an erroneous, capricious, or discriminating manner, the student may appeal the grade. No grade appeal may be initiated until the Registrar has released the official grade to the student. Grade appeals must move through the following stages until a satisfactory resolution to the problem is reached.

2. Appeal to the Instructor

The appeal process begins with the instructor who assigned the grade. The student should meet with the instructor and attempt to resolve the dispute informally.

3. Appeal to the Program Director

- a. Should an informal resolution of the grade appeal be inconvenient or undesirable to either the student or the instructor, the student shall submit a written letter of appeal to the Program Director. The student's written appeal shall state the basis (or bases) of the appeal--i.e., error in computation or recording, capriciousness, or discrimination—and provide evidence in support of the appeal. The latter two of these three claims are very serious and should be undertaken only in cases where the student has considerable evidence to substantiate the claims. Appeals must be accompanied by copies of all pertinent graded work, the course syllabus, and any relevant course handouts (such as assignment prompts). The letter(s) of appeal and supporting evidence will comprise the appeal portfolio and will remain in the custody of the Program Director or the Provost, or a designee, until the dispute is resolved, at which time all materials belonging to the student will be returned. The student should keep a copy of all appeal materials.
- b. Upon receipt of the appeal letter, the Program Director will notify the instructor and provide the instructor with a copy of the materials from the appeal portfolio. Program Director will conduct an investigation, including a review of the student's work included in the appeal portfolio and interviews of the student and the instructor, within fifteen (15) class days of the receipt of the appeal letter. The Program Director's ruling shall indicate either that the instructor's grade shall stand or that the instructor's grade shall be changed to a different grade. In the latter case, the Program Director will obtain grade-change approval from the Provost and then submit a change of grade form to the Registrar, indicating that the grade has been changed on appeal.

4. Appeal to the Provost or the designee

If either the student or the instructor believes that the Program Director has erred in his or her decision, the student or the instructor may submit a written appeal of the Program Director's decision to the Provost or the designee. The letter of appeal must state specifically how the Program Director erred in his or her decision and must be accompanied by evidence to substantiate that claim. The Provost or the designee shall investigate the charge of error and respond in writing to the student, the instructor, and the Program Director within fifteen (15) class days of the receipt of the appeal. The Provost's or the designee's ruling shall indicate either that the instructor's original grade shall stand or that the instructor's grade shall be changed to a different grade. In the latter case, the Provost or the designee will submit a change of grade form to the Registrar, indicating that the grade has been changed on appeal.

5. Appeal to the Graduate Studies Committee (GSC)

a. If the student or the instructor believes that the Provost or the designee has erred in his or her decision, the student or instructor may submit a written letter of appeal to the Graduate Studies Committee. The letter of appeal must state specifically how the Provost or the designee erred in his or her decision and must be accompanied by evidence to substantiate that claim. The committee shall investigate the charge of error and respond in writing to the student, the instructor, the Program Director, and the Provost or the designee, within fifteen (15) class days of the receipt of the appeal. The committee's ruling shall indicate either that the instructor's original grade shall stand or that the instructor's grade shall be changed to a different grade. In the latter case, the Chair of the committee will submit a change of grade form to the Registrar, indicating that the grade has been changed on appeal. The decision of the committee is final.

b. Should the Program Director, Provost or the designee, or a member of the Graduate Studies Committee be the instructor of record of the course under appeal, the Office of Academic Affairs will name an alternate to hear the appeal, if necessary. The alternate shall be either a faculty member within the department, in a related discipline, or another Program Director.

6. Absent Faculty

In a case where the instructor is absent from campus or is no longer employed by the university, the appeal shall begin directly with the Program Director of the department in which the course was taken. The director will attempt to notify the instructor of the appeal, in writing, within five (5) class days of the receipt of the appeal. The instructor will have thirty(30) calendar days from the date of the Director's notice to respond. It is the responsibility of the instructor to ensure that the Program Director receives the response in 30 days. After 30 days, the Program Director will follow the procedure above, if necessary.

7. Working Days Defined

In counting time, "working days" are Monday through Friday when the University is in session during the regular Fall and Spring semesters. The grade appeal process must be started within the first regular semester following assignment of the final course grade.

8. Extensions

Requests for an extension of a deadline shall be made in writing to the Provost or the designee. Interpretation of this appeal process shall be conducted by the Provost or the designee in consultation with the Graduate Studies Committee. The Provost's or the designee's decision shall be final in extending deadlines and interpreting this policy.

Academic Honesty Policy

The University values honesty and integrity as fundamental to learning and personal success. All members of the University should respect the integrity of another's work and recognize the importance of acknowledging and safeguarding intellectual property. Any violation of the Academic Honesty at the **graduate level** is considered a **Level Two Violation**.

Submitting the work of another person or resource as your own, allowing another person to submit your work as his or her own, or assisting another person to do either are all behaviors considered violations of the Academic Honesty Policy. Further examples include:

1. Plagiarizing. Plagiarism is quoting from a source or using ideas paraphrased from a source without proper documentation according to the standard set by the instructor. The source material can be in oral, written, digital, or online format, including another student's work- for example a test, lab report, or paper. Duplicating your own work from a previous assignment or another course is also considered plagiarism.
2. Giving or receiving unauthorized assistance during homework, quizzes, tests, or examinations.
3. Using unauthorized materials, including personal technology, during any quizzes, tests, or examinations.
4. Acquiring copies of an exam dishonestly.
5. Using other dishonest methods to complete course work.

Examples of sanctions for Level Two violations include any or all of the following:

- Ineligibility for membership or participation in any university recognized organization
- Failing grade in course
- Failing grade in the course with a transcribed academic dishonesty designation that cannot be replaced by retaking the course (on or off campus)
- Academic suspension
- Dismissal from institution
- Revocation of degree and withdrawal of diploma

Reporting Violations of Academic Honesty

The University expects members of the academic community to complete their work honestly and to report suspected violations of the Academic Honesty policy using an online complaint form. Instructors who suspect or observe a violation of the Academic Honesty Policy are required to report the incident within a week of when the incident was first suspected.

Student Reporting

Students are encouraged to report any behavior they observe that appears to violate the Academic Honesty Policy using the online reporting form. The AVPAA will review the report in consultation with the instructor of record to determine the appropriate action.

Complaint Form

The form for reporting complaints is located on insideheidelberg.edu under the Quicklinks tab/forms. The AVPAA will oversee all action pertaining to the reported incident.

Details of the Academic Honesty Policy are available at <https://inside.heidelberg.edu/resources/policies>.

Disability Statement

It is the responsibility of the student with a disability to inform Heidelberg University of said disability and to complete the Disability Services application process. This process includes completing a formal application, obtaining and submitting documentation, and attending a planning meeting with the Disability Coordinator. Documentation must meet the Disability Services requirements and can be located on the Heidelberg website or picked up in person at the Disability Office. Documentation must be submitted, paperwork completed, and approval received from the Disability Intervention Team, before accommodations can be provided. Accommodations are not retroactive. the Owen Center for Academic & Career Support Center. You can access their information from this website:

<https://inside.heidelberg.edu/academics/departments/owen>.

Statement of Professional and Ethical Conduct

Students in the MAC Program are preparing to enter the field of professional counseling and, as such, they are expected to strive toward wellness and to adopt and adhere to the ACA Code of Ethics, especially with regard to professional responsibility and behavior.

Professional Relationships

Counseling students recognize that their relationships with faculty, classmates, clients and site supervisors are professional relationships. Counseling students recognize that the quality of their interactions with classmates and faculty influence the quality of the learning environment, including classes and field placements. They work to become knowledgeable about classmates and faculty within and outside the field of counseling. Counseling students develop positive working relationships and systems of communication with colleagues to enhance the quality of the learning environment.

Impairment

Counseling students are alert to the signs of impairment from their own physical, mental, or emotional problems and refrain from offering or providing professional services as part of their training when such impairment is likely to harm a client or others. Counseling students seek assistance for problems that reach the level of professional impairment, and, if necessary, they limit, suspend, or terminate their professional responsibilities, including coursework, practicum or internship placement, until such time it is determined that they may safely resume their work. Counseling students assist classmates and appropriate faculty in recognizing their own professional impairment and provide consultation and assistance when warranted with classmates showing signs of impairment and intervene as appropriate to prevent imminent harm to classmates, faculty, clients, or site supervisors. Counseling students are responsible for the safety and wellbeing of their classmates and their faculty. When they become aware that a classmate is impaired, unwell, and/or may represent a potential threat to themselves, their classmates or their faculty, counseling students take immediate appropriate action by talking with the impaired individual, and if necessary, talking with the appropriate faculty member.

Remediation

The MAC Program at Heidelberg University will intervene with any counseling student who fails to adhere to the above stated Professional Relationships policy, or who is determined to be impaired or who fails to intervene appropriately on behalf of an impaired student. Counseling students who violate either the Professional Relationships policy or the Impairment policy may be placed in a remediation plan that can include, but is not limited to, retaking courses, participating in personal counseling, academic suspension or academic dismissal.

Harassment/Sexual Discrimination

Notice of Prohibition of Sex Discrimination

Heidelberg University does not discriminate on the basis of race, color, sex, gender, gender identity, sexual orientation, religion, national origin, age, or disability in its education programs, employment or activities.

The Sex Discrimination policy addresses all forms of sexual discrimination, including sexual misconduct and sexual harassment. Heidelberg University does not discriminate on the basis of sex, gender, or gender identity in its educational, extracurricular, athletic, or other programs or in the context of admissions or employment in accordance with Title IX of the Education Amendments of 1972.

Title IX is a federal law that provides that, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Heidelberg University, as an educational community, will promptly and equitably respond to all reports of sexual discrimination in order to eliminate the misconduct and/or harassment, prevent its recurrence, and address its effects on any individual or the community.

This policy applies to all members of the University community including: students, employees, volunteers, independent contractors, visitors, and any individuals regularly or temporarily employed, studying, living, visiting, conducting business, or having any official capacity at the University. The detailed policy is available at <https://inside.heidelberg.edu/resources/policies/sex-discrimination>.

Title IX Coordinator and Team

The Title IX Coordinator is the designated university official with primary responsibility for coordinating the university’s compliance with Title IX. The Title IX Coordinator oversees the implementation of grievance procedures, which includes notification, investigation and disposition of complaints of sex discrimination. The Title IX coordinator will coordinate the provision of educational materials and training for the campus community. Finally, the Title IX coordinator will ensure a fair and neutral process for all parties and monitor all other aspects of the University’s Title IX compliance.

The President of the University has appointed Dean of Student Affairs, as the Title IX coordinator. Additionally the President has appointed Title IX Deputy Coordinators that make up the Title IX Team.

The Title IX coordinator can be contacted by telephone, email, or in person during regular office hours at:

Trained Deputy Title IX Coordinators who can also offer assistance are available in the following offices:

Vicki Ohl, Associate Vice President for Academic Affairs
Honors House, 310 East Market St, Tiffin OH 44883
(419) 448-2086 or vohl@heidelberg.edu

Margaret Rudolph, Director of Human Resources
University Hall Room 216, 310 East Market St, Tiffin OH 44883
(419) 448-2111 or mrudolph@heidelberg.edu

Important Numbers for Help

(Always dial 9 first from on-campus phones)

- Emergency 911
- Heidelberg University Counseling - (419) 448-2041
- Heidelberg University Security - (419) 448-2211
- Heidelberg University Dean of Student Affairs - (419) 448-2062
- Tiffin City Prosecutor's Victim Assistance Program - (419) 448-5413
- Seneca County Prosecutor's Victim Assistance Program – (419) 448-5070
- Firelands Counseling and Recovery Services - (419) 448-9440
- Seneca County Job and Family Services - (419) 447-5011
- Mercy Tiffin Hospital - (419) 447-3130
- Seneca Community Chaplain Corps – (419) 618-0165
- First Call for Help - (419) 448-4357

Counseling Services

Counseling services are available for all Heidelberg students at the Dr. L.D. Stoner Health & Counseling Center, located in Room 141 in the lower level of the Campus Center Building. The Counseling Center's goal is to work with students by utilizing individual and group counseling sessions. They are available for students to help them deal with relationship difficulties, self-esteem, depression, anxiety, stress management, anger management, grief and loss, as well as a number of emotional and mental health needs. The office is open Monday through Thursday from 8 a.m. to 5 p.m. and on Fridays from 9 a.m. to 2 p.m. It is best to reach counseling services at 419-448-2145 or email counseling@heidelberg.edu. You can find more information at: <http://www.heidelberg.edu/studentlife/services/health>.

The Heidelberg MAC Faculty & Staff

As you move through the program, it will become increasingly important for you to get to know your faculty. Each plays an important role in working with you toward your goals.

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(This Handbook was adapted from the COUN Master's Handbook from the University of Toledo, print date: September 13, 2010 -- with permission. Last Updated August, 2018)

Appendix A



Personal Characteristics Review Form

Candidate: _____ **Course:** _____
Evaluator: _____ **Date:** _____

Instructions: This form is to be used to review personal disposition during the scheduled times **OR** any time by a faculty member when immediate remediation is necessary. Add comments in the blank space under the disposition or on a separate page if more space is necessary. Review (under *Evaluation of Graduate Students' Non-Academic Performance*) for a detailed explanation and description.

	N/A	Below Expectations	Approaching Expectations	Meets Expectation	Exceeds Expectation
The candidate demonstrates:					
I. Impact					
D. Demonstrates awareness of own impact on others.	N/A	1	2	3	4
E. Demonstrates ability to deal with conflict.	N/A	1	2	3	4
F. Demonstrates flexibility regarding responding to changing demands in the professional and interpersonal environment.	N/A	1	2	3	4
Comments (Leave comments for anything marked two or lower):					
II. Professional Identity and Continuous Growth					
K. Demonstrates openness to new ideas	N/A	1	2	3	4
L. Demonstrates multicultural awareness and sensitivity	N/A	1	2	3	4
M. Accepts and uses feedback	N/A	1	2	3	4
N. Open to interpersonal reflection and acknowledges biases	N/A	1	2	3	4
O. Expresses feelings effectively and appropriately	N/A	1	2	3	4
P. Demonstrates professional appearance	N/A	1	2	3	4
Q. Cooperates and collaborates with other	N/A	1	2	3	4
R. Communicates effectively and appropriately (includes emails and other written communication)	N/A	1	2	3	4
S. Shows initiative and motivation (e.g., meets deadlines, class attendance)	N/A	1	2	3	4
T. Demonstrates independence by using resources to answer questions, clarify, and gather information.	N/A	1	2	3	4
Comments (Leave comments for anything marked two or lower):					

III. Ethics					
G. Accepts responsibility for personal actions and behaviors	N/A	1	2	3	4
H. Attends to ethical and legal responsibilities including the ACA Code of Ethics, ASCA Code of Ethics and, Graduate School Catalog, the Heidelberg University Student Code, and guidelines outlined in the MAC Handbook and all syllabi	N/A	1	2	3	4
I. Discloses any unethical or unlawful activity when he/she becomes aware of it	N/A	1	2	3	4
J. Demonstrates honesty, integrity, fairness, confidentiality, and respect for others	N/A	1	2	3	4
K. Maintains appropriate boundaries	N/A	1	2	3	4
L. Maintains confidentiality as appropriate	N/A	1	2	3	4
Comments (Leave comments for anything marked two or lower):					

If there are concerns, please summarize the concerns:

If there are concerns, please discuss anything you have done to address the concern and the student's response:

Appendix B



Master of Arts in Counseling

Verification of Receipt and Understanding of Handbook

I _____ (name) have read and understood the contents of the following, which can be accessed on the Heidelberg Website:

- MAC Student Handbook
- Graduate Catalog

_____ I have reviewed the MAC Student Handbook and Graduate catalog and understand the policies and procedures in the documents.

_____ I agree to abide by the rules, regulations, and expectations of professionalism outlined in the documents.

_____ I understand the dispositions outlined in the Personal Characteristics Review Form (Appendix A of the *MAC Student Handbook*) and agree to the professionalism standards.

_____ I am aware that violations of any policy identified in the documents will result in disciplinary action as outlined.

_____ I am aware that I am responsible to review each course syllabi in its entirety each semester.

As a counseling student at Heidelberg University my signature acknowledges agreement with the terms listed above.

Printed Name: _____

Signature _____

Date: _____