# CONTENTS

ACKNOWLEDGEMENT OF HANDBOOK................................................................. 3

COUNSELING DEPARTMENT HANDBOOK, STUDENT HANDBOOK AND UNIVERSITY CATALOG .......... 4

Contents of Student Handbook and University Catalog................................................................. 4

I. MASTER OF ARTS IN COUNSELING PROGRAM ...................................................... 5

Degree Program ..................................................................................................................... 5

Master of Arts in Counseling Degree Program .............................................................................. 5

Accreditation .............................................................................................................................. 5

M.A. in Clinical Mental Health Counseling (CMHC) ...................................................................... 5

M.A. in School Counseling ........................................................................................................ 5

M.A. in Marriage, Couple & Family Counseling (MCF) .................................................................. 5

Program Objectives ..................................................................................................................... 6

Degree Requirements ................................................................................................................... 7

Competency Based Probes ........................................................................................................... 7

MA Exit Exam ............................................................................................................................... 8

Modality ...................................................................................................................................... 9

Personal Therapy requirement ...................................................................................................... 9

Group therapy requirement ........................................................................................................ 10

Practicum & Internship ................................................................................................................ 10

Residency ................................................................................................................................... 13

Program Policies .......................................................................................................................... 13

Leave of Absence ........................................................................................................................ 13

Non-Degree Students .................................................................................................................. 14

Transfer Courses .......................................................................................................................... 14

Psy.D. Elective Courses .................................................................................................................. 14

II. CERTIFICATES OF GRADUATE STUDIES ...................................................................... 14
ACKNOWLEDGEMENT OF HANDBOOK

This Handbook is provided to students and applicants for their general guidance only. It does not constitute a contract, either express or implied, and is subject to change at the University’s and/or the Program’s discretion.

All students are expected to read this Handbook and have a thorough understanding of its contents. Students should also be aware that they can discuss the Handbook and direct questions and concerns to their Faculty Advisor or the Program Director regarding any material contained in the Handbook. Students agree to abide by all procedures, policies and guidelines in the Handbook. Students understand that this Handbook may be modified from time to time as University or Program policies, procedures and guidelines are implemented or changed, and that it is their responsibility to review the Handbook each semester in order to remain current with its contents.
Additional Policies and Procedures are found in these publications, which are available on the Regent University Website.

**Counseling Department Handbook** – applies to all students enrolled in the MA in Counseling, PhD in CES, and MA in Human Services Counseling programs.
[http://www.regent.edu/acad/schcoul/students/ma_coun_resources.htm](http://www.regent.edu/acad/schcoul/students/ma_coun_resources.htm)

**Student Handbook**

**Regent University Graduate Catalog**

### CONTENTS OF STUDENT HANDBOOK AND UNIVERSITY CATALOG

<table>
<thead>
<tr>
<th><strong>STUDENT HANDBOOK</strong></th>
<th><strong>REGENT UNIVERSITY GRADUATE CATALOG</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of the Student Handbook</td>
<td>Message from Our Chancellor</td>
</tr>
<tr>
<td>The University</td>
<td>Mission Statement</td>
</tr>
<tr>
<td>University Contact Numbers</td>
<td>Philosophy of Education</td>
</tr>
<tr>
<td>Regent University Community</td>
<td>History of the University</td>
</tr>
<tr>
<td>Campus Services</td>
<td>Standard of Personal Conduct</td>
</tr>
<tr>
<td>Spiritual Life</td>
<td>Campus Facilities</td>
</tr>
<tr>
<td>Student Responsibilities and Privileges</td>
<td>University Library</td>
</tr>
<tr>
<td>Safety and Security</td>
<td>Student Life, Campus Services and Academic Support</td>
</tr>
<tr>
<td>University Policies and Procedures</td>
<td>Graduate Academic Information and Policies</td>
</tr>
<tr>
<td></td>
<td>Off-Campus Study Opportunities</td>
</tr>
<tr>
<td></td>
<td>Admission to Regent Graduate Schools</td>
</tr>
<tr>
<td></td>
<td>Registration and Payment</td>
</tr>
<tr>
<td></td>
<td>Transcripts</td>
</tr>
<tr>
<td></td>
<td>Financial Holds on Academic Records</td>
</tr>
<tr>
<td></td>
<td>Withdrawal from the University</td>
</tr>
<tr>
<td></td>
<td>Payment</td>
</tr>
<tr>
<td></td>
<td>Financial Aid</td>
</tr>
<tr>
<td></td>
<td>Graduate Schools</td>
</tr>
</tbody>
</table>
I. MASTER OF ARTS IN COUNSELING PROGRAM

DEGREE PROGRAM

MASTER OF ARTS IN COUNSELING DEGREE PROGRAM

The School of Psychology and Counseling offers three clinical Master of Arts (M.A.) in counseling degrees, M.A in Clinical Mental Health Counseling, M.A. in School Counseling, or M.A. in Marriage, Couple & Family Counseling. Students may proceed at three different speeds: accelerated, regular, or part-time. The program is offered in two modalities, on campus and online. Students are admitted to the on campus or online modality and are expected to complete all of their courses in that mode.

Because of differing requirements for the three programs, students should determine from their initial course of study which degree plan they will pursue. Placements in Practicum and Internship are directly related to the major chosen and to professional endorsements.

ACCREDITATION

The MA in Counseling degree programs, M.A. in Clinical Mental Health Counseling and M.A. in School Counseling, are accredited by the Council for Accreditation of Counseling and Related Education Programs (CACREP) under the 2001 standards. The M.A. in Marriage, Couple & Family Counseling is not yet CACREP accredited. It will be under review for accreditation in 2016.

M.A. IN CLINICAL MENTAL HEALTH COUNSELING (CMHC)

The M.A. in CMHC is a 60 credit hour degree that prepares students to pursue licensure as a professional counselor. This Program provides the academic and applied training necessary for someone seeking employment as a counselor in private practice settings (depending on state requirements), community agencies, or church counseling centers. For qualified students, it can be structured for pre-doctoral studies. Students in the CMHC program will meet the Virginia Board of Professional Counselors' academic and clinical requirements for licensure. There are 6 credit hours for elective courses. Internships must be conducted in Clinical Mental Health Counseling sites. The list of required courses for the CMHC program are listed on the Approved Degree Program (ADP) form located here:  http://www.regent.edu/acad/schcou/forms_downloads/adp_forms/adp_forms.htm

M.A. IN SCHOOL COUNSELING

The M.A. in School Counseling is a 60 credit hour degree that prepares students to pursue a School Counseling credential in the state of Virginia and many other states. Students in the School Counseling program will meet the Virginia Board of Professional Counselors' academic and clinical requirements for licensure. One internship must be completed in an elementary school and the other in a high school. The list of required courses for the School Counseling program are listed on the Approved Degree Program (ADP) form located here:  http://www.regent.edu/acad/schcou/forms_downloads/adp_forms/adp_forms.htm

M.A. IN MARRIAGE, COUPLE & FAMILY COUNSELING (MCF)
The M.A. in Marriage, Couple & Family Counseling is a 60 credit hour degree that prepares students to pursue a License in Marriage and Family Therapy in the state of Virginia and many other states. Students in the Marriage, Couple & Family Counseling program will meet the Virginia Board of Professional Counselors’ academic and clinical requirements for licensure. Internships must be completed in sites where family and couple counseling can be conducted. The list of required courses for the MCF program are listed on the Approved Degree Program (ADP) form located here: [http://www.regent.edu/acad/schcou/forms_downloads/adp_forms/adp_forms.htm](http://www.regent.edu/acad/schcou/forms_downloads/adp_forms/adp_forms.htm)

**PROGRAM OBJECTIVES**

**MA IN COUNSELING OBJECTIVES:**

- To provide leadership in the integration of sound and ethical clinical practice, skills and techniques, and Biblically based values.
- To promote the enhancement of accurate self-awareness and understanding.
- To encourage professional development through participation and leadership in professional organizations.
- To provide studies in the core areas of counseling knowledge and skills to include the following: human growth and development, social (family systems) and cultural foundations, helping relationships (including skills and techniques), group work, research and program evaluation, appraisal, career development, personality theories, and professional orientation and ethics.

**CMHC COUNSELING PROGRAM SPECIFIC OBJECTIVES:**

- To provide studies in the diagnosis and treatment of psychological disorders (addictions, psychopathology).
- To provide comprehensive supervised clinical experience in community agency settings.

**SCHOOL COUNSELING PROGRAM SPECIFIC OBJECTIVES:**

- To provide studies in the role and function of school guidance personnel.
- To provide studies in the diagnosis and treatment of child and adolescent issues.
- To provide comprehensive supervised experience in school guidance settings.

**MCF COUNSELING PROGRAM SPECIFIC OBJECTIVES:**

- To provide studies focusing on the role of relational systems (couple, marriage, family) in the diagnosis and treatment of disorders
- To provide comprehensive supervised experience in relational system (couple, marriage, family) settings.
DEGREE REQUIREMENTS

COMPETENCY BASED PROBES

There are several courses in the counseling curriculum with competency-based probes. Probes are implemented to assess students’ knowledge and skill base in these particular areas. Students must pass all probes at designated levels in order to receive a degree. The syllabi for probe courses will list specific requirements. Failure to pass all of the probes in a probe class may result in failure of the course.

**Probe #1**  
**Basic Attending Skills**  
Course: COUN 521 – Counseling Skills & Techniques  
Knowledge Base: Attending and facilitation skills.  
Remediation: One make-up recording allowed. If unsatisfactory, recordings will be viewed by additional faculty members. If this make-up recording is unsatisfactory, student receives a NP (No Pass) for Counseling Skills & Techniques and must repeat the course the following semester. Students must pass Counseling Skills & Techniques before taking Practicum.

**Probe #2**  
**Counseling Skills: Formation of Change Strategy**  
Course: COUN 523 – Practicum  
Knowledge Base: Dynamic understanding and assessment of presenting problem, ability to determine goals, treatment plan and remediation, use of basic behavioral and/or cognitive change techniques: ability to respond appropriately to affect; confrontation/challenging skills.  
Procedure: Evaluation of recording and written transcript (10-15 minute portion of a recording) using competency based rating scale.  
Remediation: One make-up recording is allowed. If unsatisfactory, recordings will be viewed by additional faculty members. If this make-up recording is unsatisfactory, student receives a NP (No Pass) for Practicum. Practicum must be repeated and passed before student can begin Internship.

**Probe #3**  
**Clinical Mental Health Counseling Students – Psychopathology**  
Course: COUN 538 – Psychopathology I  
Knowledge Base: DSM V, abnormal psychology and treatment strategies.  
Note: Student must receive a B or higher in order to proceed to Internship.  
Procedure: Preparation of a case study which includes diagnostic information and appropriate treatment suggestions. This must be passed with a grade of 83% or higher.  
Remediation: If failed, student must repeat the course.

**Probe #4**  
**School Counseling Students – School Counseling**  
Course: COUN 516 Principles of School Counseling
Knowledge Base: Formulation, understanding and application of a comprehensive school counseling program.

Procedure: Completion of a school counseling immersion project, a recording, and critiqued school guidance class presentation and a model guidance program project.

Remediation: Students must receive a B or higher in each of the probe projects. If any probe project grade is lower than a B, student must revise or repeat project. Students who cannot meet criteria level in two attempts must repeat the course and receive a grade of B or higher to continue in the program.

Probe #5 Internship A

Knowledge Base: DSM V, abnormal psychology and treatment strategies, dynamic understanding and assessment of presenting problem, ability to determine goals and treatment plan, diagnosis and remediation. Use of Behavioral Insight Oriented and/or Cognitive change techniques, case conceptualization and presentations, treatment team concept. Ability to respond appropriately to affect, awareness of transference and counter-transference issues, and ability to confront challenge using appropriate skills. An awareness of boundaries and professional ethics.

Procedure: Evaluation of recording or site supervisor’s written evaluation along with case presentation using both written and oral competency-based rating scales. Presentations made at Midterm and Final.

Remediation: One make-up recording is allowed. If unsatisfactory, recordings will be viewed by additional faculty members. If this make-up recording is unsatisfactory, the student receives a NP (No Pass) for Internship A. Internship A must be repeated and passed before the student can begin Internship B.

Probe #6 Internship B

Knowledge Base: DSM V, abnormal psychology and treatment strategies, Dynamic understanding and assessment of presenting problem, ability to determine goals and treatment plan, diagnosis and remediation. Use of Behavioral Insight Oriented and/or Cognitive change techniques, case conceptualization and presentations, treatment team concept, ability to respond appropriately to affect, awareness of transference and counter-transference issues and ability to confront challenge using appropriate skills. An awareness of boundaries and professional ethics.

Procedure: Evaluation of video/audio recording or site supervisor’s written evaluation along with case presentation, both written and oral, using competency-based rating scale. Presentations made at Midterm and Final.

Remediation: One make-up recording is allowed. If unsatisfactory, recordings will be viewed by additional faculty member. If this make-up recording is unsatisfactory, the student receives a NP (No Pass) for Internship B. Internship B must be repeated and passed before the student can graduate.

MA EXIT EXAM

All students in the MA in counseling degree programs will be required to take, prior to graduation, the Counselor Preparation Comprehensive Examination (CPCE). The cost for this exam is $50.00 and is charged as a fee in
Internship B. It is administered spring, summer and fall semesters, and can be taken at any point in the program once a student has completed 30 hours of coursework.

All students will be required to pass this official Exit Exam before graduation. The cut off score is determined by national statistics and will be calculated each semester. Those who fail to meet the cut off score will need to retest and repay. If a student fails the exam, he/she will work with his/her Advisor to establish a remediation plan. Students must attempt the exam two times and provide documentation of their efforts to study for the exam before an alternative assessment will be considered.

The exam covers the eight CACREP (Council for Accreditation of Counseling and Related Education Programs) common-core areas, defined as: “Standards for Preparation: human growth; social and cultural foundations; helping relationships; group work; career and lifestyle development; appraisal; research and program evaluation; and professional orientation and ethics.”

MODALITY

The program is delivered in two modalities, on campus and online. Students are admitted as on campus or distance. Students are expected to complete all of their core courses in the same modality. Students are not permitted to take classes in the other modality without prior approval. To request approval to take a class in the other modality, the student must submit an Academic Petition to the program director explaining the reason for the request. Online students have priority in the online courses. On Campus students will not be approved to take an online class until it is clear that there is space available in the class. approvals are not granted for convenience, work conflicts, child care, etc. Often, elective courses are offered online and open to both on campus and online students. There is a Course Schedule posted online for each modality which lists all of the classes that are open to those students.

PERSONAL THERAPY REQUIREMENT

Students in the School of Psychology & Counseling are required to receive a minimum of four (4) individual counseling sessions to explore and facilitate their readiness to function effectively in a counseling role.

The school will reimburse up to four (4) sessions at a rate of $25 per session. The four sessions may be provided by any therapist of the student’s choice. Students will have to pay out of pocket and then submit the Personal Counseling Verification Form (http://www.regent.edu/acad/schcou/students/ma_coun_resources.htm) and receipts to the Field Placement Liaison in order to receive reimbursement.

For students local to Virginia Beach, Sentara EAP is an approved provider for the four (4) counseling sessions. Students can contact the EAP office at 757-363-6777 for an appointment. They need to identify themselves as a Regent Counseling Student. Students will not have to pay for these four sessions out of their own pockets. Regent will be directly billed by Optima for the four sessions.

Students are not permitted to complete their required sessions in less than 30 days and are not permitted to count more than one session in any given week.

This requirement has a two-fold purpose: 1) it allows the students to personally experience the professional therapeutic process so that it can become a significant learning experience in professional development, and 2) it allows the students to examine personal issues which ultimately may hinder professional effectiveness.
GROUP THERAPY REQUIREMENT

According to the Council for Accreditation of Counseling and Related Educational Programs (CACREP) standards, students must meet for a minimum of 10 clock hours in a small-group activity approved by the program. This planned group requirement is intended to provide direct experiences as a participant in a small group. This experiential learning presents an opportunity for personal growth through a directed group experience, and develops the ability to integrate concepts learned in COUN 554 – Group Counseling. Student participation will occur in conjunction with COUN 554. The group experience must be completed during one academic semester and prior to taking Internship.

PRACTICUM & INTERNSHIP

PROCESS FOR BEGINNING A PRACTICUM OR INTERNSHIP

All of the details of the Practicum and Internship process are explained in the Practicum & Internship Handbook. Students are responsible for reading the handbook.

The Field Placement Liaison organizes the Practicum and Internship process for counseling students. The Clinical Coordinator assists with Practicum and Internship placements as needed.

All students must attend a MANDATORY orientation meeting prior to beginning both the Practicum and Internship process. More information will be given regarding these meetings during the semester.

CRIMINAL BACKGROUND CHECKS FOR FIELD EXPERIENCES

The School of Psychology and Counseling (SPC) requires a Background Check for all students entering the MA in Counseling program. This is a requirement for students to enroll in Practicum or Internship courses.

This background check will be conducted by a company (HireRight) which Regent has contracted to provide this service. In order to conduct this background check, you will need to sign a release form, which can be downloaded at http://www.regent.edu/acad/schcou/cs/practicum/index.htm.

All criminal background records will be retained by the SPC in confidential files. All such records will be destroyed after ten years, unless their retention is required by accreditation agencies or by law.

PRACTICUM

Students are required to complete a minimum of 100 clock hours for Practicum. The 100 hours should be spread out over the majority of the semester, for a minimum of 12 weeks. This includes 40 clock hours of direct service with clients, with a combination of individual and group experiences.

The Practicum gives the student an opportunity to gain experience at a counseling site for an extended period of time under the guidance, observation and supervision of a professional staff member. It augments the classroom and lab instruction by giving students exposure to the realities of the workplace and basic practical knowledge of the counseling profession.

Appropriate dress and professional behavior are expected on the site. In accordance with national accreditation guidelines, regularly scheduled self-assessments and reviews of the Practicum student by faculty and site
supervisors are conducted throughout the semester. Practicum students will be expected to observe the 
guidelines, procedures, and schedules appropriate to the field site.

When the Practicum student is assigned to a field site, he or she agrees to comply with the expectations of the site 
supervisor and the standards of the agency and school. If the student has difficulty meeting the site expectations, 
the student has the responsibility to discuss problems with both the faculty and site supervisor. Conflicts between 
the practicum student and the field site supervisor/personnel should be handled by the site supervisor and student 
with applicable discussion or advice from the faculty supervisor. If the conflict requires further intervention, the 
faculty supervisor will be a facilitator with a goal of reaching an appropriate resolution. If, for disciplinary measures 
or some other justifiable reason, a student is removed from his or her Practicum assignment, the student will 
forfeit this practicum experience for the remainder of the semester, and the use of the University’s disciplinary 
procedure will determine the outcome and procedure for that student.

INTERNSHIP

The Master of Arts in counseling degree students must complete an Internship as part of the program 
requirements. Internship is an opportunity for the student to work in a counseling setting under the supervision of 
a professional who is in a work role similar to the role the student may pursue after graduation.

The programs require students to complete a supervised Internship in two semesters of 300 clock hours each, for a 
total of 600 hours. Each semester, a minimum of 120 clock hours of those 300 hours must consist of direct service 
to clients, for a total of 240 hours out of the total 600 hours completed. The experience must be spread over the 
majority of the semester.

The Practicum & Internship Handbook, along with all other required Internship forms, is available online at 
http://www.regent.edu/acad/schcou/cs/internship/index.htm. The guidelines for beginning this experience are 
very specific and must be adhered to in all respects. If a student fails to adhere to the internship guidelines, credit 
for the experience may be denied.

Online internship classes require students to meet synchronously online for three hours, every other week.
Attendance is mandatory.

No more than one (1) absence from internship class per term will be allowed. More than one absence will result in 
automatic failure of internship. In extenuating circumstances (i.e., death of a family member, serious illness of the 
student or immediate family member), the student must file an academic petition before or at the next class 
meeting attended for either an exemption or to receive an In Progress (IP) grade. Three (3) hours of class-time 
every two weeks, are required for internship classes. All professors will use the same syllabus.

Counseling students should be aware of the following:

1. All courses must be passed with a grade of "B," or "P," as applicable, before beginning an Internship. The 
   following courses are core courses:

   COUN 500 – Orientation to the Counseling Profession
   COUN 516 – Principles of School Counseling (School Major)
   COUN 519 – Program Evaluation for School Counselors (School Major)
   COUN 521 – Counseling Skills & Techniques
   COUN 523 – Practicum
   COUN 526 – Theories of Counseling
2. See the Practicum & Internship handbook for information regarding on campus students who wish to complete a distance internship.

3. Summer Internship hours will be completed over a 14-week period (instead of the normal 8-week SPC summer term). This depends upon availability of supervision.

4. Students in the School Counseling program should not plan Internships that include the summer months. Most schools do not provide enough guidance activities during the summer to allow students to complete the required direct service hours. Exceptions will be treated on a case-by-case basis.

5. Students may request to take a third semester of internship to count as one of their elective courses. Approval is based on availability of space in the internships courses. The request must be made by academic petition.

LICENSURE HOURS CRITERIA

Due to Virginia law, students must complete 30 hours of coursework before enrolling in an internship site or their internship hours will not count toward licensure. Coursework cannot be taken concurrently with Internship to meet the 30 hours requirement. Students should plan to take more than 9 hours in at least one semester during their first year in order to complete the 30-hour requirement to take Internship in their second fall term.

USING PREVIOUS OR CURRENT WORK FOR THE INTERNSHIP PLACEMENT & EXPERIENCE

In accordance with the Regent University Academic Policy Handbook (Internship 4:01:06), the Internship shall be a new and educationally rewarding experience rather than a repeat of previous or current work experience. This generally means that a student’s current employment duties at his or her work site will not qualify as an internship. The student may use his/her current work site as an internship site if the student can demonstrate that internship responsibilities will be separate and not related to his/her current paid work responsibilities. The internship hours must extend beyond the current work hours.

If a student requests that his/her work site be used for the purpose of Internship, the following must be submitted:
Academic petition stating the reason(s) for the request and two letters from the site addressed to either the Field Placement Liaison or the Clinical Coordinator:

Letter # 1 should be from the employment supervisor and contain the following:

- A listing of current job responsibilities
- Statement that employment responsibilities will be kept separate from internship responsibilities and that the employment supervisor will help to ensure that these responsibilities will remain separate
- Statement listing who the employment supervisor is and who the internship supervisor is (and that they are different people)
Letter # 2 should be from the internship supervisor and contain the following:

- How the work the intern will do fulfills the requirements of the field experience
- A written job description of the intern’s activities, duties, hours, and direct contact time that will be undertaken by the intern to fulfill on-site internship requirements
- A statement regarding dual relationships at the site
- Statement that the site and supervisors understand they are not required to pay the intern for at least the required 600 hours since the internship experience is a graduation requirement
- Statement listing who the employment supervisor is and who the internship supervisor is (and that they are different people)

A student may choose an internship site that pays their interns as part of their standard policy. If a student wishes to have an internship at such a site, then an Academic petition and a letter are still required. The letter should include the information as listed in letter # 2 above.

The letter(s) must be from the site on site letterhead (NOT from the student) and should be addressed to the Field Placement Liaison or the Clinical Coordinator.

The academic petition must be approved before obtaining a signed contract and beginning the internship. The Clinical Coordinator makes the final decision as to the appropriateness of the request.

SEMINAR IN CLINICAL TRAINING

If a student does not complete Internship hours in a timely manner or needs additional time to obtain skills, they must register for COUN 579, Seminar in Clinical Training. This is a variable credit hour course and more specific information is found in the Internship Handbook.

RESIDENCY

Students completing the program in the online format are required to attend three (3) on campus residencies. A Residency is a block of time set aside for all students to come to the Virginia Beach campus for a period of about one week to meet as a group and engage in coursework, teambuilding activities, workshops and social/cultural events. Residency offers an opportunity for students to meet and build relationships with one another, with faculty and with staff.

Residency A should be taken in the student’s first semester and concurrently with COUN 521 Counseling Skills & Techniques. Residency B should be taken concurrently with COUN 554 Group Counseling. No courses must be taken concurrently with Residency C. Residency will be offered in the fall and spring semesters.

Residency C includes an opportunity to take the Counselor Preparation Comprehensive Exam (CPCE) on campus. This exam must be passed prior to graduation.

PROGRAM POLICIES

LEAVE OF ABSENCE

A student may request a Leave of Absence (LOA) if the student is in good standing and cannot continue studies due to unusual personal, professional or academic difficulties. During the leave of absence, the student is not
registered for any courses, independent study, internship, or dissertation hours. A student who goes on leave must complete an Academic Petition form and submit it to the Student Services Manager. Students who stop taking classes without petitioning for a leave of absence will have to reapply to the program when they want to return. The request for a Leave of Absence must be approved by the Program Director.

NON-DEGREE STUDENTS

Non–degree seeking students are allowed to enroll in up to 12 credit hours of allowable or appropriate coursework as determined by the Program Director. Non-degree students who want to apply for regular status must begin the complete admissions process as a new applicant. Criteria for non-degree students who wish to take more than 12 credits hours include:

- This shall apply to post-Master’s courses only
- The student should have a definite goal in mind, which must be submitted in writing in contract form to the assigned Advisor
- This contract will list the goal (e.g., completing hours required for licensure), courses needed, and credit hours
- Financial aid will not be granted for courses taken by a non-degree student

TRANSFER COURSES

The following courses will not be transferred in to the MA in Counseling Program: COUN 521 Counseling Skills & Techniques, COUN 561 Ethics, Professional Orientation & Legal Issues, COUN 500 Orientation to the Counseling Profession (this course may be considered on a case-by-case basis), COUN 523 Practicum, or any Internship courses.

PSY.D. ELECTIVE COURSES

Master’s level on campus students may take Psy.D. elective courses with the permission of their Advisor and the appropriate Psy.D. instructor. Students must pay the Psy.D. tuition rate attached to the course.

II. CERTIFICATES OF GRADUATE STUDIES

The School of Psychology & Counseling offers a Certificate of Graduate Studies (CGS) in Trauma Counseling, School Counseling, Clinical Mental Health Counseling, Marriage, Couple & Family Counseling, and Addictions Counseling. The CGS is designed to give students who have earned, or who are in the process of earning, a 60 credit Master’s level degree in counseling the opportunity to complete the additional coursework they need to pursue career opportunities, state licensure, or specialty certification. The requirements for state licensure and specialty certification vary by state. Students should research the requirements for the specialty that they are interested in pursuing to determine if the CGS will meet their needs.

Courses taken at Regent University in the course of completing an M.A. in counseling degree can be counted toward the Certificate of Graduate Studies. It is possible to earn an M.A. in counseling degree (60 credits) and a Certificate of Graduate Studies at the same time in as few as 66 credits, depending on the major and how a student manages elective course work.
Students are not eligible for federal financial aid for course work beyond the 60 credit hours required for the M.A. in counseling degree. In most cases, this would mean that at least 6 credits of CGS coursework are not eligible for federal financial aid. Students should budget financial resources to fund the additional coursework required for the CGS.

A student who is not currently enrolled in the SPC who wishes to complete the Certificate of Graduate Studies must apply as a non-degree student through our admissions office. All courses must be taken at Regent University. Courses cannot be transferred in to the CGS programs. All requirements for the Certificate must be completed within a five-year period of time. Students who earn an M.A. in counseling through the SPC cannot earn a CGS in the same subject as their degree. For example, a student in the M.A. in School Counseling program cannot also earn a CGS in School Counseling.

Students completing a CGS must complete at least 9 credits of certificate courses before applying for an internship. See the Practicum & Internship Handbook for details on how to apply for an internship. Students wishing to count an internship toward their MA in counseling degree and toward their CGS, must petition for approval of the internship in advance. Documentation from the internship site regarding the nature of work to be done there will be required.

**CGS in Clinical Mental Health Counseling Required Courses (18 credits)**

- COUN 532 Assessment Techniques in Counseling (3)
- COUN 535 Addiction Therapies for Individuals & Families (3)
- COUN 538 Psychopathology and Diagnosis (3)
- COUN 562 Crisis, Trauma, & Clinical Mental Health (3)
- COUN 570 Multicultural Counseling (3)
- COUN 595A Internship in Clinical Mental Health Counseling (3)

**CGS in School Counseling Required Courses (18 credits)**

- COUN 514 Counseling Children & Adolescents (3)
- COUN 516 Principles of School Counseling (3)
- COUN 519 Program Development & Evaluation for School Counselor (3)
- COUN 545 Concepts of Family Systems (3)
- COUN 570 Multicultural Counseling (3)
- COUN 594A Internship in School Counseling (3)

**CGS in Marriage, Couple & Family Counseling Required Courses (18 credits)**

- COUN 535 Addiction Therapies for Individuals & Families (3)
- COUN 545 Concepts of Family Systems (3)
- COUN 546 Marital & Couple Therapy (3)
- COUN 547 Models of Family Therapy (3)
- COUN 548 Theories of Human Sexuality (3)
- COUN 595A Internship in Clinical Mental Health Counseling (with a MCF focus) or COUN 593A Internship in Marriage, Couple & Family Counseling (3)

**CGS in Trauma Required Courses (18 credits)**

- COUN 557 Sexual Trauma, Domestic Violence & Human Trafficking (3)
- COUN 558 Disaster Trauma & Psychological First Aid (3)
- COUN 559 Treating PTSD, Compassion Fatigue & Complex Trauma (3)
- COUN 561 Ethics, Professional Orientation & Legal Issues in Counseling (3)
- COUN 562 Crisis, Trauma, & Clinical Mental Health (3)
- COUN 595A Internship in Clinical Mental Health Counseling (with a Trauma focus) or COUN 591 Internship in Trauma (3)

**CGS in Addictions Required Courses (18 credits)**
COUN 535: Addiction Therapies for Indiv. & Families I (3)
COUN 571: Addiction Therapies for Indiv. & Families II (3)
COUN 572: Addiction: Traditional and Faith-based Interventions (3)
COUN 573: Addiction and the Family (3)
COUN 574: Intro. To Process Addiction (3)
COUN 595A: Clinical Mental Health Counseling Internship A (with an Addictions focus) or COUN 592 Internship in Addiction Counseling (3)