



**Cynthia Ann Parker College of Liberal Arts
Clinical Mental Health Counseling Program**

**STUDENT HANDBOOK
2023-24**

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TABLE OF CONTENTS

**GRADUATE STUDY IN CLINICAL MENTAL HEALTH COUNSELING
AT HARDIN-SIMMONS UNIVERSITY**

1. In addition to meeting the criterion, standards, application procedures and fees for the graduate school, each student must apply directly to the M.A. in CMHC via the Director of the Program. This requires the completion of a program-specific application form, writing sample, submission of a transcript of all undergraduate and graduate work, three letters of recommendation, background check and personal interview.
 2. Following the receipt of all information and successful personal interview, faculty meets to review each applicant. Students applying for the M.A. in CMHC must receive favorable recommendation from the CMHC faculty.
 3. Students may be admitted under one of several admission categories according to the Graduate Catalog. In the event a student is not given FULL ADMISSION, the deficit should be resolved during the student's first semester, unless otherwise indicated. Failure to obtain FULL ADMISSION at the earliest time could delay or prevent the student from graduating.
- B. Students entering the program will need basic working knowledge of computers. Personal computers are not necessary as HSU provides adequate access. Students are able to use computer labs in the Richardson Library, Johnson Building and HSU Psychology & Counseling Cent8.3 (in)8.4ndea(n)8.3 (t m.d[a]3.6 (u(1.9 ()TJ0 Tc B

different program from the one to which he/she was admitted must reapply for admission to the new program. Admission to one program should not be taken as any indication of acceptance into another program.

3. SUGGESTED COURSE SEQUENCE FOR M.A. IN CLINICAL MENTAL HEALTH COUNSELING

A. FALL – FIRST YEAR (12 HRS)

FA 1 (8 wks.)

CMHC 6354

Child and Adolescent Counseling

CMHC 6338

Marriage & Family Theories

FA2 (8wks)

CMHC 6345

CMHC 6370

Internship I (continued)

G. SPRING – SECOND YEAR (9 HRS)

SP1 (8wks.)

CMHC 6351

Premarital & Marital Therapy

CMHC 6370

Internship II

SP 2 (8 wks.)

CMHC 6305

Advanced Research Methods

CMHC 6370

Internship II (continued)

H. MAY TERM – SECOND YEAR (3 HRS)

CMHC 6356

Counseling Diverse Populations

I. SUMMER – SECOND YEAR (6 HRS)

CMHC 6360

Addictions

CMHC 6339

Developmental Issues

• ELECTIVES (You must have at least one 3-hour elective)

CMHC 6351

Elective Choice: Premarital & Marital Therapy

(Offered every SPRING – needed for LMFT licensure)

CMHC 6353

Elective Choice: Advanced Human Sexuality

(Offered every other SUMMER – needed for LMFT licensure)

CMHC 6170

Elective Choice: Play Therapy Using Sandtray

*** NOTES:**

1. There are options to do 6-hours per semester or less.
2. The above is a suggested schedule. Deviations may be required due to faculty and program needs. The above listing does not constitute a contract that these courses will be offered at the noted times.
3. Students must work closely with the program director to be certain that electives taken will fulfill requirements for licensure.

4. DISCIPLINARY ACTIONS

7. COMPREHENSIVE EVALUATION

A final evaluation is required for graduation. In the student's last two terms before completion of the program, a comprehensive evaluation will be given. The graduate faculty in the CMHC program will review the student's performance on the Counselor Preparation Comprehensive Exam and clinical evaluation, meet with the student, and make a recommendation to the dean of graduate studies for final approval for graduation. The Program Director will communicate to the student and to the Dean the committee's decision in writing.

A. Format for the Comprehensive Exam

1. Counselor Preparation Comprehensive Exam (CPCE)

- a. A multiple choice written comprehensive exam will be administered covering all content and clinical courses. The cost of the exam is \$75.00 (which is a fee charged to your student account in 6370 Internship II). Sva (the)3.6 (v s)8.4 (t)12.1 (xa)3.6 (m)4.2 (the)thet 3at mva

If a student cannot sit for the evaluation at the assigned time, the student should notify the Program Director and Administrative Assistant. The student must then re-apply for an evaluation time for the following semester. Canceling the scheduled evaluation time will result in a semester delay of being allowed to sit for the evaluation.

If two faculty members agree that the student's written examination scores, professional conduct or therapeutic skills are significantly deficient, scheduling a comprehensive evaluation may be denied, or, if scheduled, may be canceled. Permission to resubmit for this comprehensive evaluation will be handled on a case by case basis.

E. Failure of Evaluation /Retaking Evaluations

If the student does not pass the written and clinical evaluations, he/she must retake the evaluation. The exact time frame or re-taking the exams will be contingent upon the reason for the failure. If the student fails to receive approval from his/her committee for the retake, the student must wait for the next evaluation administration. Any student12.1 (n(ti)8.5

- C. Research – Students are encouraged to develop and conduct research in areas of interest. Faculty research projects are often in progress, and interested students are advised to discuss the opportunity with the appropriate faculty member. Research ideas not in progress may be initiated, but the student is advised to consult with the

effect, if any, the job will have on his/her education, and other factors which the student may need to consider. It is not the intention of the faculty or Director to control or “run” the student’s life, but rather to help them avoid problematic or unethical situations, or at least be prepared for them.

- C. **SCHOLARSHIPS** – A limited number of graduate scholarships are available. Some incoming first year graduate students with an overall undergraduate GPA of 3.5 or higher are eligible to receive scholarship monies. Thereafter, graduate students with an overall graduate GPA of 3.66 or higher are eligible to apply for such monies. Students interested in scholarships should apply in Scholarship Central on HSU Central.

12. FORMS AND CORRESPONDENCE FROM THE BUSINESS OFFICE AND THE OFFICE OF GRADUATE STUDIES

- A. **SCHEDULE OF GRADUATE CLASSES** – Upon the graduate student’s finalization of his/her semester registration, the student can access a copy of his/her schedule of classes for that semester on HSU Central Self-Service.

- B. **STUDENT FILE LOCATED IN THE CMHC ADMINISTRATIVE ASSISTANT OFFICE** – Each student will have a file in the Office of the CMHC Administrative Assistant that includes the following documents: initial program acceptance form including any leveling courses that need to be completed; registration forms for each semester the student is enrolled in courses; paperwork pertaining to practicum and internship supervision and evaluations; and paperwork pertaining to the student’s candidacy and comprehensive evaluation. These are electronic files kept on the Administrative Assistant computer.

13. GRADING

The grading scale and policies are detailed in the Graduate Catalog. It is significant to restate here that no more than two (2) final course grades of C may be earned in courses taken by any CMHC graduate student. Following the receipt of (2) C's, the student's graduate advisory committee will meet to examine the current progress and potential of the student. Any recommendation of the committee will be communicated to the Dean which could include dismissal from the program.

14. GRADUATE ADVISORY COMMITTEE

14.

these hours must be submitted to the office manager by the last day of classes of the semester in which the student is graduating. In addition, all client files must be closed or transferred to a new therapist by the last day of classes of that semester. No student will be allowed to participate in graduation exercises if he/she has not met all these requirements.

16. Endorsement policy for recommending students for credentialing and employment

A. Student in the CMHC program are expected to follow professional code and ethics and certification/licensure guidelines of the following organizations:

National Board for Certified Counselors

American Counseling Associations

Council for Accreditation of Counseling and Related Educational Programs

Counseling Licensure Information can be found at:

Texas

<https://www.bhec.texas.gov/texas-state-board-of-examiners-of-professional-counselors/applying-for-a-license/index.html>

Outside of Texas

<https://www.counseling.org/knowledge-center/licensure-requirements>

17. TIME LIMIT

The student has seven (7) years from time of acceptance to complete the M.A. in CMHC. Semester extensions are very rarely granted and only in the case of extreme extenuating circumstances. The student should closely consult with the Director of the Program relative to any request for an extension. All extensions must have a faculty recommendation in order to be considered. All requests for extensions are made to the Dean of Cynthia Ann Parks College of Liberal Arts who forwards them to the Graduate Council for consideration and final disposition.

18. GRIEVANCE AND APPEAL PROCEDURES

To appeal the decision of the student's Graduate Advisory Committee or any other policy or procedural issue, the student should first consult with either a faculty member and/or the Director of the Program. If the student is not satisfied and wishes to appeal, the student must indicate his/her desire to appeal to either the Director of the Program or the Dean. This appeal should be made in writing. The student's appeal will be considered and, if appropriate, forwarded to the Graduate Council for final action. Following action from the Graduate Council, the student may appeal to the Vice President for Academic Affairs.

19. UNIVERSITY POLICY REGARDING STUDENTS WITH DISABILITIES

An individual with a disability is defined by the Americans with Disabilities Act (ADA) as a "person who has a physical or mental impairment that substantially limits one or more major life activities." Any student with a documented disability may choose to seek accommodations. Eligible students seeking accommodations should contact the Director of Undergraduate Advising and Disabilities as soon as possible in the academic term (preferably during the first two weeks of a long semester) for which they are seeking accommodations. The Director shall prepare letters outlining specific, reasonable accommodations for the student. The student is responsible for delivering accommodation letters and conferring with faculty members. Please refer to the 2023-2024 Undergraduate Catalog for the complete policy. Carol Krueger, Director of Undergraduate Advising and Disabilities, Sandefer Memorial, 1st Floor in the Academic Advising Center, 325-670-5867, disabilityservices@hsutx.edu.

20. CMHC Diversity

Students, faculty, and staff represent a diversity of individual beliefs, backgrounds, and experiences. The program will provide a learning environment where diversity and individual differences are understood, respected, appreciated, and recognized as a source of strength. If there are aspects of the program that result in barriers to your inclusion or

APPENDIX A
HSU Department of Psychology & Counseling
Advancement to Candidacy
Clinical Counseling and Marriage & Family Therapy

Name: _____ ID #: _____

Preferred Phone #: _____ Email: _____

First Semester & Year in Program: _____ Semester & Year of Advancement: _____

Advancement to Candidacy Requirements:

1. Resolve all incomplete grades, if applicable.
2. Maintain a minimum 3.00 cumulative and program grade point average.
3. Complete the following program requirements: CMHC 5310, 6302, 6304, 6306, 6350

<i>Course and Title</i>	<i>Hours</i>	<i>Semester</i>	<i>Year</i>	<i>Grade</i>
CMHC 6358 <i>Vocational Development and Choice</i>	3			
CMHC 6305 <i>Advanced Research Methods</i>	3			
CMHC 6345 <i>Advanced Group Therapy</i>	3			

