

**Department of Behavioral Sciences and Community
Services**

Clinical Mental Health Counseling

**Graduate Student Handbook and Policy
Manual**

2024 - 2025

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Introduction and Overview

The purpose of this Graduate Student Handbook and Policy Manual is to provide students within the Behavioral Sciences and Community Services Department (BSCS) with information pertinent to the Master of Science in Clinical Mental Health Counseling (CMHC) degree. The M.S. in Clinical Mental Health Counseling provides training that affords students the opportunity to sit for the licensure exam (Licensure Professional Counselor) in the state of Texas and may also meet requirements in other states. Students seeking licensure in states other than Texas are encouraged to check with your state's licensure board prior to enrollment to ensure the degree you pursue at Nelson University meets the educational requirements of your state's licensure laws.

The CMHC Graduate Student Handbook and Policy Manual provides information on degree requirements, academic policies, practicums and internships, One-Week Intensives, the comprehensive exam, admissions policies, transfer of credit, graduate school policies, and general information about the program. Students should familiarize themselves with the Graduate Catalog and the Student Handbook (both posted on the Nelson University website) along with the Graduate Student Handbook and Policy Manual. While faculty, staff, the Program Coordinator for the CMHC, and the Department Chair are available to assist and guide you through your degree program, it is the student's responsibility to know and abide by the department, college, and university guidelines, requirements, and deadlines. Please note, that Nelson University reserves the right to change the provisions of the Graduate Catalog, Student Handbook, and the Graduate Student Handbook and Policy Manual at such time as is deemed necessary.

Nelson University Statement of Purpose

Servant Leadership and Ministry

Nelson University's mission is founded on the belief that God intends for every believer to be actively involved in a ministry that reflects service and servanthood. Fulfilling the mission of the Church requires all believers, no matter their chosen career and calling, to work in a team-like fashion using their unique gifts and talents in churches and ministries around the world as pastors, board members, elders, deacons, and heads of creative ministries in the pattern of the servant ministry of Jesus Christ.

Statement of Purpose for the BSCS Department

The purpose of the Behavioral Sciences and Community Services Department is to articulate an approach to counseling and psychology that is informed by evangelical, Pentecostal perspectives. This encompasses preparation that enables students to pursue graduate study and Christian vocational opportunities related to the disciplines of counseling and psychology. Significantly, the Word of God provides Christ-centered anthropology, which ultimately reveals that man's

most profound need (in the midst of his psychological and emotional woes) is to receive a new life in Christ.

Graduate Program Coordinator, Deans, and Department Chair

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Licensure

The M.S. in Clinical Mental Health Counseling is designed to meet the requirements for licensure (Licensed Professional Counselor) within the state of Texas. Given the regional and national appeal of our university along with the hybrid nature of the program, which incorporates on-campus and online courses, many of our students are also from other states.

If prospective students intend to seek licensure in a state other than Texas, they are encouraged to contact the licensing board within the appropriate state prior to beginning their desired program to ensure the degree plan at Nelson University meets their state's requirements to sit for the licensure exam. Furthermore, given that all states change licensing laws from time to time, students are encouraged to check with the appropriate state board on a yearly basis to remain aware of any changes in the law and the timeline for implementation of such changes.

Admissions

Religious Experience

All applicants admitted for studies at Nelson University must evidence a born again spiritual experience as defined by the following passages of Scripture: John 3:3; Ephesians 2:8-9; Titus 2:11; 3:5-7; and I John 1:7-10. A minister's recommendation is required (not required for licensed or ordained ministers with the Assemblies of God or other recognized denominations).

It is the purpose of the University to establish in students high standards of Christian conduct and to encourage them to maintain high standards of conduct. Applicants who are engaging in conduct that is generally regarded as less than exemplary will be denied admission.

Admissions Policy

Acceptance into the Nelson Graduate School requires a student to:

1. Complete an online application for admissions on the Nelson University website.
2. Have all previously attended institutions submit an official transcript directly to Nelson University. Graduate applicants must have an earned baccalaureate degree from a regionally or professionally accredited college or university for admission consideration. Transcripts are not official if received from persons or entities other than the institution or a document company contracted with the institution for transcript services.
3. Submit a recommendation from his/her minister along with the admission application. (Licensed or ordained ministers in good standing with the Assemblies of God or other recognized denominations may skip this requirement.)
4. Submit a professional recommendation.
5. Complete the application essay found on the application status page.
6. Submit with application a \$50 application fee. This fee is a one-time processing charge and is nonrefundable.

7. Present a cumulative grade point average (GPA) of 2.5 or higher on the undergraduate program.
8. Entrance Exams: See program pages for specific requirements.
9. Realize that some programs may have additional admissions stipulations. Please refer to the academic program of your choice for further details.

*Acceptance into the Clinical Mental Health Counseling degree program also requires an interview process with Graduate Faculty in the BSCS Department and an APA writing sample as outlined in the next section.

All materials submitted during the admissions process become the property of Nelson University.

Acceptance into the Clinical Mental Health Counseling Degree Program

Applicants who meet the minimum qualifications of the Nelson Graduate School (NGS) (2.5 cumulative GPA from an accredited institution of higher learning) are admitted every semester into the Nelson Graduate School in the M.S. in Clinical Mental Health Counseling with the status of **Conditional Program Admittance**. A student may take a maximum of 24 graduate hours in the Nelson Graduate School prior to **Formal Acceptance** into the **Clinical Mental Health Counseling Degree Program**. Students may not take their Pre-practicum, Practicum, or Internship courses without **Formal Acceptance**.

Formal Acceptance

Formal Acceptance into one program does not suggest or guarantee formal acceptance into another degree program. Students must meet all requirements for any desired degree, including any prerequisites for that program.

Formal Acceptance into Clinical Mental Health Counseling

In addition to acceptance into the Nelson Graduate School, those seeking admission into the M.S. in Clinical Mental Health Counseling must engage in a formal review process with the Graduate Faculty in the department to receive **Formal Acceptance** into the program.

The **Formal Review Process** includes the following:

1. Applicants must complete the Formal Acceptance Request Form (See Appendix A) for Formal Acceptance into the Clinical Mental Health Counseling degree program.
2. The graduate faculty will review all application material previously submitted to the Nelson Graduate School. This includes all official transcripts, letters of recommendation, and, if applicable, GRE/MAT scores.
3. Students admitted to the program under Conditional Acceptance who later demonstrate problems academically may be required to complete the Verbal and Analytical Writing portions of the GRE/MAT as part of the Formal Review Process.
4. Applicants must submit a well-written essay of at least 3 full type-written pages in APA style describing their interests and objectives along with professional career goals for pursuing a degree in their desired field.

5. Additionally, students must submit an additional letter of recommendation from a licensed professional or professor in the mental health or behavioral science field attesting to the prospective student's character and ability to complete graduate studies. This letter may be written by a current or former instructor in the mental health or behavioral science field.
6. The graduate faculty will review the student's academic progress prior to the Formal Review. Written input from their professors may be requested.
7. Applicants will complete a face-to-face interview with the Graduate Faculty either in person or by way of some form of video technology.
8. All requested material should be submitted through Tevera.

The deadline to apply for **Formal Acceptance** is January 15th. Requests made after this date will be considered the following year. After a departmental review of the student's application, interviews are scheduled with Graduate Faculty during the month of April. Notices are sent out in April informing the student of **Formal Acceptance** into the M.S. in Clinical Mental Health Counseling to take effect in the upcoming fall semester. Should a student not receive **Formal Acceptance** into the program, they may reapply the following year. If after the completion of 24 graduate hours a student has not received **Formal Acceptance**, they may be allowed to transfer coursework into the M.S. in General Psychology to complete their degree.

Though **Formal Acceptance** into the M.S. in Clinical Mental Health Counseling only occurs at the beginning of the fall semester, students may still be admitted into the Nelson Graduate School in all semesters. This allows students to work toward their degree until able to request **Formal Acceptance**. Students are encouraged to seek Formal Acceptance by January 15th during their first year at Nelson University.

Students are encouraged to read the **Program Entrance Requirements**, which are found in the **Degree Plan for the M.S. in Clinical Mental Health Counseling** section in the second half of this manual. Please read this information prior to engaging in the formal review process to know the expectations for admissions.

Transfer from One Degree Program to Another Within the BSCS Department

Students in the Clinical Mental Health Counseling program who later wish to transfer to one of the other degree programs must obtain approval from the Program Coordinator for the new degree program or the Department Chair prior to requesting this change with the Registrar's Office. If approved, students are admitted into the new degree program. If approved to transfer to the M.S. in Clinical Psychology, the student must complete prerequisites with a B or better prior to taking additional graduate courses even if you have already previously completed graduate courses in the Clinical Mental Health Counseling degree program.

Please note, that those wishing to transfer from the Clinical Mental Health Counseling degree program into the Clinical Psychology program may only transfer a maximum of twenty-four (24) hours. These courses must be completed with a B or better within the previous six (6) years. If the student has completed more than 24 hours, the specific hours transferred are at the discretion of the Program Coordinator or the Department Chair. However, if transferring to the General

Psychology program, you may transfer all relevant hours, if those courses are the equivalent of courses in this new degree.

Transfer of Credits

While students seeking a master's degree in the BSCS Department are expected to complete most of their coursework at Nelson University, transfer of credit hours is permitted. A student may petition the Nelson Graduate School and the BSCS Department to transfer a maximum of twelve (12) hours of credit earned at other regionally or professionally accredited colleges or universities, provided the transfer credit is deemed equivalent to the course(s) in the degree they seek. Credit earned from an institution outside of the United States will be evaluated on a case-by-case basis by the BSCS Department, and the Registrar's Office.

The following apply to transfer credit for all BSCS degrees.

- The course(s) must be graduate level.
- The course(s) must be completed with an A or B.
- The course(s) may not have been used toward another completed degree.
- Coursework earned on the quarter system is normally calculated at two-thirds of the credit for courses offered on a semester basis. Thus, a three-credit-hour course taken on the quarter system may be transferred as no more than two credit hours.

All transfer courses must have been completed within six years of enrolling in a degree program at Nelson University. Courses over six years old may be approved only with the permission of the Dean of the Graduate School, upon recommendation of the Department Chair.

Nelson University only transfers the credit to meet course requirements for graduation. With the exception of transient courses, grades received at other institutions are not entered on Nelson University transcripts and do not count toward the student's GPA. Transient courses - courses taken by continuing Nelson University students - will still have grades recorded on the Nelson University transcript.

Once enrolled in the graduate program, the student must gain approval from the Dean of the Graduate School or the Vice President for Academics before taking a graduate course at another university.

Petitioning for Transfer of Credit

All requests for transfer of credit hours from other institutions must be made to the Nelson Graduate School. Along with the request, include the following documents.

- Official transcript
- Course description from the catalog
- Course syllabus (may be required)

The official transcript must include an explanation of the institution's course numbering system along with the grading system. Course descriptions from the catalog of the institution must accompany this request. If the catalog fails to provide an adequate description of the course, the syllabus from that course may be requested.

Once the request is received along with an official transcript and supporting documents, the Department Chair will review the petition and submit a recommendation to either approve or deny the transfer of credit.

Nelson University reserves the right to deny the transfer of credit if, in the graduate faculty's judgment, the coursework from another institution does not meet the department's standards, level of rigor, quality, and comparability to the courses required in the degree plan.

Second Masters' Program

Prospective students who completed a graduate degree at another university may apply to the Nelson Graduate School for a second master's degree in the Behavioral Sciences. However, course(s) used toward the first completed degree may not be used to meet degree requirements in a second master's degree. This may result in students repeating courses taken in their first master's degree.

Graduate students who completed a graduate degree in the Behavioral Sciences at Nelson University may apply to the Nelson Graduate School for a second master's degree in the Behavioral Sciences, provided there is a minimum of 30 hours difference between the two programs. These applications must be approved before enrollment since acceptance is not automatic. A Nelson University graduate seeking a second master's in the Behavioral Sciences may only take a maximum of 12 graduate hours in the Nelson Graduate School before **Formal Acceptance** into the **Clinical Mental Health Counseling Degree Program**. Students may not take their Pre-practicum, Practicum, or Internship courses without **Formal Acceptance**.

If the student desires the M.S. in Clinical Psychology as their second master's degree, they must meet any prerequisite requirements for this degree with a B or better before taking additional graduate courses.

Students Admitted on Probation

Students who fail to meet the minimum admission standards set by the Nelson Graduate School may, on occasion, be admitted into a graduate program on probation by the Graduate Admissions Committee and with the approval of the Department Chair.

Students accepted into graduate school on probation by the Graduate Admissions Committee who seek a degree in the BSCS Department may only be admitted into the M.S. in General Psychology. Before beginning the program, the student must meet with the Program Coordinator for General Psychology or Department Chair to discuss their academic history and to develop a plan that defines the conditions of probation going forward, including which classes to take. This plan may include up to 12 hours of prerequisite undergraduate courses as part of the conditions of probation. **As long as the student remains on probation, the Program Coordinator for General Psychology or the Department Chair must give final approval to the Registrar's Office when selecting courses for the current/following semester.** At the end of each semester, the Program Coordinator for General Psychology will receive a report on the student's grades for

that semester from the Registrar's Office to ensure the student is making progress towards meeting the conditions of probation.

Once conditions of probation are satisfied, which includes making at least a B on all courses, the student may, with permission from the Program Coordinator for General Psychology or Department Chair, petition the Registrar's Office to transfer into the M.S. in Clinical Mental Health Counseling. If approved, the student is admitted into the Nelson Graduate School without the condition of Probation.

If a student makes less than a B on a course while on probation, they must contact the Program Coordinator in General Psychology or Department Chair to discuss retaking the course and to determine if additional remediation is needed. The student may not sign up for or take any additional courses until meeting with the Program Coordinator or Department Chair. After meeting with the student, the Program Coordinator or Department Chair will present a proposal to the graduate faculty in the BSCS Department who will review the student's progress and, in turn, make a recommendation to the Dean of the Graduate School to either support or deny the student continuing in this program on probation. The student will remain on probation until all conditions are satisfied, including any additional remediation. Students on probation are encouraged to discuss their progress with their Program Coordinator or Department Chair each semester.

Department Chairs and Program Coordinators

Students attending a Christian university often benefit from frequent interaction with the faculty. At Nelson University, instructors take a personal interest in the spiritual, educational, social, and professional welfare of all students. Students are encouraged to work closely with the program coordinators who oversee their academic programs.

Program Coordinator

The Clinical Mental Health Counseling Program Coordinator is responsible for providing oversight and facilitation of the CMHC academic unit. A significant part of the responsibilities of this position includes responding to inquiries and providing information related to the program. The program coordinator is available year-round to respond to such inquiries. When unavailable, the program coordinator will designate another core faculty member to administer the academic unit. Other responsibilities include providing input and recommendations for program development and budgetary decisions. The program coordinator will receive a minimum of 3 hours of release time each year to facilitate program-related activities.

Practicum and Internship Coordinator

The Practicum and Internship Coordinator coordinates the practicum and internship-related experiences for the Clinical Mental Health Counseling program. All inquiries related to

practicum and internship sites, supervision, hours, and courses should be directed to the Practicum and Internship Coordinator.

Practicum and Internship Faculty Supervisors

The CMHC Program at Nelson University utilizes site supervisors to provide individual/triadic supervision in practicum and internship courses. For this model, Nelson University faculty facilitate group supervision of practicum and internship students at a 1:12 faculty: student ratio. This ratio calculates the teaching load of faculty members who facilitate practicum and internship courses. A load of 12 students equates to one 3-semester credit hour load assignment for the faculty member.

Faculty Supervisors are required to have a valid License to practice counseling (an LPC in Texas or equivalent in another state) and a minimum of 2 years of experience in a clinical setting. Preference will be given to the hiring of faculty supervisors who graduated from a CACREP accredited program, which includes counseling supervision training and experience. Faculty who did not graduate from a CACREP accredited program are required to have completed counseling supervision training and experience before fulfilling a role as a faculty supervisor.

Faculty Advisor

The CMHC Program Coordinator currently serves as the faculty advisor for all students in the CMHC Program. Students are encouraged to contact the program coordinator regularly throughout the program and with any questions or concerns.

Faculty Diversity

The Clinical Mental Health Counseling (CMHC) Program and its faculty recognize the importance of employing a diverse faculty to facilitate an inclusive learning environment for our students. The CMHC Program intentionally seeks learning opportunities from diverse voices, both within and outside of our faculty population, to remain well-informed on diverse populations as part of our ongoing professional development. All students benefit when we include voices that have different lived perspectives and can provide alternate points of view. Faculty from diverse backgrounds are intentionally sought after and regarded for their influence and richness of understanding. We are particularly aware that when students from diverse backgrounds hear from faculty who come from the same or similar minority groups as their own, it helps provide deeper connection and inspiration. This increased awareness of diverse perspectives in our field provides for a more diverse counselor population and counselors from the majority populations who are more prepared to work with special populations.

Faculty from diverse backgrounds and minority candidates are encouraged to apply for any open position.

Practicum and Internship Site Supervisors

Site supervisors provide weekly individual and/or triadic supervision of students. Site supervision must include audio/video recordings and/or live supervision of students' interactions with clients. Site supervisors must meet the following qualifications:

- A minimum of a master's degree, preferably in counseling, or a related profession.
- Relevant certifications and/or licenses.
- A minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled.
- Knowledge of the program's expectations, requirements, and evaluation procedures for students.
- Relevant training in counseling supervision (supervisors will receive relevant training in counseling supervision through the **Site Supervisor On-Boarding Process**).

Site supervisors who supervise practicum students must schedule regular monthly consultation meetings with the counselor education program faculty member who is teaching the student's practicum course.

Graduate Online Education

While the majority of graduate courses are only offered online, two classes are required to be taken on campus due to the nature of the course content and structure, and to meet residency requirements for the degree program. Contact the Graduate School Office for information on the program and course offerings. Nelson University also makes all of its educational resources and student services available to every online student.

All students are required to complete a first-semester orientation that will introduce them to the processes at Nelson University and provide appropriate academic and financial counseling. During the orientation, students will complete the initial semester registration process.

Each semester thereafter, online students will complete online course selection and registration on their own. However, students are encouraged to consult with their Program Coordinator prior to selecting and registering for classes in the following semester.

For any further academic counseling, students should contact the CMHC Program Coordinator (nojones@nelson.edu) or Department Chair (jsavell@nelson.edu). For questions concerning the online education process, orientation, or general information, please contact the Graduate Office. Further information and course schedules are available on the Nelson University website (www.sagu.edu/graduate).

Residency Requirements

Students are expected to **COME TO CAMPUS TWICE** during their program to complete one course each visit, satisfy Residency Requirements, and meet with faculty. This is a required part of the Clinical Mental Health Counseling program.

One-Week Intensive

Two courses within the M.S. in Clinical Mental Health Counseling are only offered on-campus due to the nature of the instruction and to meet **RESIDENCY REQUIREMENTS** for the degree program. To provide our online students with schedule flexibility for courses that require face-to-face instruction, Nelson University periodically offers the One-Week Intensive during a semester (often Summer) in which students take classes on our campus. The One-Week Intensive provides students the opportunity to complete the on-campus portion of these courses with minimal time away from home and work. However, all students are welcome to enroll in these classes and take advantage of the One-Week Intensive opportunity. Students are expected to **COME TO CAMPUS TWICE** during their program to complete one course each visit, satisfy Residency Requirements, and meet with faculty.

Available on-campus housing is typically limited during the One-Week Intensive. To obtain cost information and reserve your room, contact Residential Life at (972) 825-4683. Available rooms are first come, first serve, so reserve early. In addition, ample hotel rooms are available in the Waxahachie, Texas area.

National Council for State Authorization Reciprocity Agreement (NC-SARA)

Nelson University is an institutional participant in the SARA initiative, which is a voluntary, regional approach to state oversight of online education. As a participating institution, students living in other states can enjoy expanded access to educational offerings at Nelson University, and the University is committed to continually enhancing the overall quality of our online education program.

Graduate Admission Policy of the BSCS Department for Applicants with a Legal History

Prospective students should be aware that many states will not allow applicants to obtain a license to practice psychology or counseling with certain types of convictions.

The Nelson Graduate School and the Department of Behavioral Sciences and Community Services require applicants to the clinical programs leading to licensure (Clinical Mental Health Counseling) with a criminal conviction or deferred adjudication for a felony or misdemeanor offense to provide a **Criminal History Evaluation Letter** from the Texas Behavioral Health

Executive Council to determine if the individual's background would prevent him or her from obtaining licensure (pursuant to Chapter 53 of the Occupations Code and 22 TAC 882.41).

If an applicant intends to pursue licensure in another state, they must provide the Nelson Graduate School with a **Criminal History Evaluation Letter** from that state's board to determine if the individual's criminal background would prevent him or her from obtaining licensure. If their state board does not provide such letters, the applicant must instead apply for this letter from the Texas Behavioral Health Executive Council. The letter from the state board must be sent to the following address:

Nelson Graduate School
Nelson University
1200 Sycamore St.
Waxahachie, Texas 75165

While an applicant may begin taking classes prior to receiving this letter from the state board, should the state determine their criminal history prohibits them from obtaining licensure, the student will be immediately discharged from the clinical program leading to licensure. An applicant with a criminal background has one year from the time of admittance into the program to provide the Nelson Graduate School with a Criminal History Evaluation Letter or they face immediate dismissal. This letter must be provided prior to application for Formal Acceptance.

For further information, the Texas Behavioral Health Executive Council provides a **Best Practices Guide: Applying for an Occupational License After Conviction or Deferred Adjudication**. Here is the link to that guide:

<https://sao.texas.gov/reports/main/20-327.pdf>

The following is a link to the **Application for Criminal History Evaluation Letter**. Please fill this out and submit it along with the requested documents to the Texas Behavioral Health Executive Council at the address listed on the application. Any fees are the applicant's responsibility.

<https://bhec.texas.gov/wp-content/uploads/2022/08/Application-for-Criminal-History-Evaluation-Letter-20220712.docx>

If results of the Criminal History Evaluation Letter conclude that the student may not apply for licensure within the state due to the nature of their conviction, the student will be immediately dismissed from the clinical program leading to licensure since this ruling also prohibits them from participating in any practicums and internships.

As part of the application process, a student with a criminal history must sign the document titled, **Applicants with Criminal Backgrounds** (Appendix E), which is provided by the Nelson Graduate School, accepting the following conditions for beginning your degree program.

I _____ acknowledge I must provide the Nelson Graduate School a Criminal History Evaluation Letter from the state board to determine if my criminal background would prevent me from obtaining licensure. Should the state board determine I am not eligible for licensure, I acknowledge I will be immediately dismissed from the degree program. If I decide to begin taking classes prior to providing this letter to the Nelson Graduate School, I realize I may not be allowed to continue should the state determine that I cannot be licensed. I also acknowledge that I have one year from admittance to provide this letter, or I will be dismissed from the program.

Background Check for Practicums and Internships

Certain practicum and/or internship sites such as those involving minors or forensic settings may require a background check prior to the semester the practicum or internship begins. The cost of the background check is at the student's own expense.

Even though a student with a legal history receives a Criminal History Evaluation Letter that clears them to obtain licensure, such student must petition the Program Coordinator of their degree the semester prior for permission to take a practicum. For CMHC majors, this should be the semester when enrolled in their Pre-practicum class. Included in the petition is a description of the student's legal history, how the case was adjudicated, guidelines of parole/probation, a letter from their parole/probation officer with regards to any concerns they may have about specific placements/populations, and any other information the BSCS Department deem necessary to make an informed decision regarding the student's practicum or internship placement.

To provide time for committee review, these documents must be presented no later than one month from the end of the semester prior to taking their practicum. After review of these documents, the student's practicum must be approved by the Program Coordinator, Department Chair, and the Dean of the College of Bible and Church Ministries prior to the beginning of the semester of the practicum.

Students Living Internationally

International students should contact the program coordinator during the initial application process to discuss practicum and internship requirements.

Classification of Students

The classification of students is determined at the beginning of each semester. Classification will be determined as follows:

Master of Science Degrees

- Full-time Student: 9 hours or more

- Half-time Student: 6-8 hours
- Less than Half-time: Less than 6 hours

Special Student: A student who is not pursuing a degree.

Grading System

Grade point averages are computed using only the following grades and grade points for each semester hour attempted.

- A 93-100 4.0
- A- 90-92 3.7
- B+ 87-89 3.3
- B 83-86 3.0
- B- 80-82 2.7
- C+ 77-79 2.3
- C 73-76 2.0
- C- 70-72 1.7
- D+ 67-69 1.3
- D 63-66 1.0
- D- 60-62 0.7
- F 59-below 0.0
- CR Credit
- NC No Credit
- I Incomplete
- IP In Progress (Doctoral project dissertation only)
- P Pass
- N No Pass
- EX Exempt (Not counted toward graduation or GPA calculations)
- W Withdrawn
- WM Withdrawn-Military Deployment

Audit Courses

Course audit is an option for students who want to gain more knowledge on a subject, but do not need the course for their degree. Audits are only intended to give students a theoretical basis in a subject area and not intended for mastery of a subject. Therefore, students auditing a course only receive a grade of AU and are not required to complete the assignments or participate in class discussions.

Course audits are not available online. Additionally, students may not audit courses that are skill-based such as applied music courses, physical education courses, lab courses, internship/practicums, or computer skills courses. Due to various privacy, licensing, and insurance regulations, Counseling and Psychology courses may only be audited with approval from the Department Chair for the Behavioral Sciences and Community Services.

Students who wish to audit a course must request to do so through the Registrar's Office during late registration. Audits are subject to seat availability. Further policies and procedures are available in the Registrar's Office. There is a fee associated with auditing a course that is due in full at the time of registration.

Auditing Courses in the BSCS Department

Non-degree-seeking students who desire to audit graduate courses in the BSCS Department *must receive approval* from the Department Chair before enrolling in the class. Per state licensure laws, counselors must maintain confidentiality concerning certain Copyright information contained within specific courses, tests, and testing procedures. Counselors are only allowed to train others in psychological testing and psychological techniques as part of the student's degree requirements or when providing professional development for other professionals in the field. Before enrolling in a course, non-degree-seeking students must provide an Official Transcript along with their work history to the Department Chair to determine the appropriateness of auditing these courses.

Non-degree Seeking Students Taking Classes for Credit

Non-degree-seeking students who desire to take graduate courses in the area of counseling *must receive approval* from the Department Chair before enrolling in the class. Per state licensure laws, counselors must maintain confidentiality concerning certain Copyright information contained within specific courses, tests, and testing procedures. Counselors are only allowed to train others in psychological testing and psychological techniques as part of the student's degree requirements or when providing professional development for other professionals in the field. Before enrolling in a course, non-degree-seeking students must provide an Official Transcript along with their work history to the Department Chair to determine the appropriateness of auditing these courses.

Late Policy

The BSCS Department values the professional standards of competence within the career fields under the department's purview. Late assignments will be accepted; however, your grade will be lowered by 10% for each day an assignment is late. Assignments will only be accepted up to 5 days after the due date. ***On day 6, you will receive a 0 for the assignment.*** If an unexpected issue arises that may require an extension, arrangements must be made with the professor prior to the original due date. Due dates for assignments are presented in the Course Outline/Schedule in Blackboard at the beginning of the semester. Please prepare accordingly.

Examinations

Online exams are administered in various manners. Students will take open and closed book online exams depending on the specifications provided by the professor. Students are expected to comply with exam procedures outlined in the course syllabus. Any deviation from established guidelines will be investigated as an Academic Integrity issue.

Instructional Environment

For most of your classes, curriculum instruction is conducted online. Links are provided in the Blackboard LMS class and/or through emails to students' Lionmail accounts. In classes where observation is required, students engage in virtual class meetings through Zoom. Students have free access to required software through their student accounts.

Privacy is maintained through virtual platforms that meet FERPA and HIPAA standards. Students are expected to actively participate in virtual classroom training exercises while supervision is provided through methods such as screen sharing recorded counseling sessions.

When enrolled in a synchronous class, students are expected to attend each week for virtual instruction and group supervision. These zoom meetings provide supplemental instruction along with the opportunity for students to demonstrate their counseling skills and receive feedback from classmates. These exercises are a valuable part of the learning process as students prepare for future clinical work. Active participation includes attending each session, completing reading assignments prior to class, presenting regularly, participating in peer observation, and contributing substantive feedback. Group supervision provides an opportunity for skill enhancement, troubleshooting issues or concerns, receiving feedback from peers, and learning from the experiences of other students. Attendance and participation are mandatory. Failure to attend these sessions may result in a reduction in grade or the need to repeat the course. **To maintain FERPA and HIPAA standards, students must find a quiet place free from distractions and where others cannot hear the confidential discussions taking place on the zoom call.**

Student Diversity

The Clinical Mental Health Counseling Program and its faculty recognize the importance of a diverse student population. Our Assemblies of God connection makes us part of a fellowship that includes more than 85 million members worldwide, with only around 3 million of those being in the United States. The Nelson Graduate School joins the passion of this fellowship in connecting with other cultures from around the world and here in our own community.

By engaging voices from different walks of life and backgrounds, our students are able to experience a much richer and well-rounded educational experience. As part of this initiative, the CMHC Program actively works to recruit and retain students from diverse backgrounds by reducing barriers to their enrollment and success. Faculty regularly contact students who are struggling in courses and make themselves available to provide additional assistance as needed. These endeavors are key to helping students prepare for their future work in ever increasingly diverse communities.

Nelson University abides by our nondiscriminatory policy in our Graduate Catalog:

Nelson University admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, disability, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. The University reserves the right to withdraw a student for cause at any time.

The Clinical Mental Health Counseling Program and its faculty are committed to integrating Biblical values such as justice, racial equality, advocacy, and fairness into our courses. Increasing awareness of prejudice and these values prepares students for their work and as advocates in diverse communities across the country and around the world.

Tevera

The Nelson University CMHC program utilizes Tevera for various program functions, including formal acceptance application and practicum/internship coordination. This online software program is paid for by a one-time \$225 program fee during students' first semester. Tevera is a leading provider for coordinating assessment and field experiences. Students will receive an invitation email during their first semester and will use this platform to track their practicum/internship and to complete the formal acceptance process.

During practicum and internship semesters, Tevera will house site approval, supervisor agreement signatures, hour tracking, and evaluation forms. This one-stop shop for practicum and internship courses may also be used after graduation to track hours for licensure.

Classroom/Course Discipline

All Nelson University Study venues and modes should be environments conducive to learning, honest inquiry, spiritual formation, and collegiality. Instructors are vested with authority to uphold University policy, to maintain appropriate conduct and environments in their classrooms, seminars, student organizations, and online discussions. Seldom should disciplinary matters need to be taken beyond the oversight of the instructor unless the nature of such problems involves threats, perceived threats, statements or actions of intimidation, uncontrollable belligerence, or violence. In such cases, instructors should always compose a careful and accurate report of the facts and persons involved and submit it to the College Dean and to the Residential Life Office. If any of these extreme situations rise to an emergency level, or if a student were to be dismissed from a faculty-sponsored gathering and refused to cooperate, Nelson University Security should be called to the location immediately. In the wake of such issues, consultations should be held with the appropriate Department Chair/College Dean. Department Chairs may seek additional guidance from their respective Deans. The local Administrative Dean may be approached for counsel, as well.

Academic Integrity

Students must fulfill all academic requirements and assignments with integrity. This policy includes, but is not limited to, cheating on examinations and plagiarism of papers, book critiques, reading reports, and all other assignments. Students are not permitted to withdraw from a course while under investigation for or confirmed guilty of academic dishonesty. In the event that the student is determined guilty of academic dishonesty, the student will receive the grade as determined by the faculty member, either an “F” for the assignment and/or an “F” for the course. Academic integrity issues could possibly result in further disciplinary action. Refer to Biblical Standards in the Student Handbook.

Academic Probation and Suspension

A satisfactory level of academic achievement is determined through a student’s cumulative grade point average (GPA) which is calculated at the end of each semester on the basis of all grade point bearing coursework taken in residence at Nelson University. To be eligible for continued enrollment in good standing, a student must maintain a minimum cumulative GPA as follows:

During the first nine semester hours attempted, the student must achieve a cumulative GPA of not less than 2.75.

For ten or more semester hours attempted, the student must maintain a GPA average of not less than 3.00.

Should any student fail to maintain satisfactory progress toward graduation as specified by these regulations, the student will be placed on Academic Probation and will be required to follow the guidelines below. (The time frame of an academic suspension relates specifically to the fall and spring semesters. A student suspended at the end of the spring semester would not be allowed to enroll in the following summer and fall semesters.)

1. A student on Academic Probation will only be permitted to enroll in a maximum of six (6) credit hours cumulatively. (See The Unit of Credit and Student Load.)
2. A student failing to raise their cumulative GPA to a 3.0 during a Probationary semester will be suspended for the following semester regardless if the semester is spring, summer, or fall.
3. A student on Academic Suspension may appeal to the Dean of the Graduate School for re-admission on Continued Academic Probation. If the appeal is granted, the student will not be allowed to enroll in more than six (6) hours for the semester regardless of course type. The student must also repeat the course at Nelson University in which a low grade was earned in order to receive the degree. However, the student may not repeat a Main or A Session course during the B Session of the same semester (see Course Repetition).
4. If a student continues to make progress toward raising his/her cumulative GPA each semester by demonstration of a 3.0 semester GPA, he/she will be placed on Continued Academic Probation until the cumulative GPA meets the prescribed standards of the

University. However, a student on Academic Suspension or Continued Academic Probation who fails to earn a semester or a cumulative GPA of 3.0 or better will be automatically suspended for one year.

5. A student academically suspended for a third time will not be allowed to re-enroll for three years. (Additional program specific policies, procedures, and restrictions may apply. Please see the program specific handbook for additional information.)

Core Professional Identity

In addition to academic excellence, students are expected to develop a Core Professional Identity that includes the following:

1. Sound theoretical foundation
2. Advanced application of clinical/counseling/assessment/diagnostic/treatment skills
3. Ability to work as part of a treatment team
4. Advanced knowledge and skills in human science research
5. Mature grasp of complex ethical issues and application
6. Multicultural Competencies
7. Self-care

Remediation Process for the BSCS Department

The development of the following remediation process was informed by the work of Dufrene & Henderson (2009), Henderson & Dufrene (2011), and Kress & Protivnak (2009).

Deciding When to Remediate:

The two primary circumstances that trigger an informal and formal remediation process are poor academic performance and deficits in the Core Professional Identify. When a faculty member develops a concern related to a student's professional competence or poor academic performance, the faculty member may set up an informal meeting to explore the matter further and help determine if the student needs to enter the remediation process. The program coordinator may also initiate an **Informal Remediation Process**.

Should the faculty member decide to conduct an informal meeting with the student, the faculty member will send documentation regarding the meeting to the program coordinator who will forward the document to the Department Chair to be kept in the student's file. These notes will serve as a means to determine if any ongoing patterns exist. Should the faculty member/program coordinator determine that the concerns related to the student's conduct or deficiencies merit remediation, the student will formally enter the remediation process.

Should the student be placed on academic probation, the Department Chair will be notified by the Registrar's Office and, in turn, will inform the program coordinator who will initiate an **Informal Remediation Process**. Should a student be suspended due to poor academic performance, part of their appeal to the Dean of the College of Bible and Theology for re-admission on probationary status will include a **Formal Remediation Plan**.

Formal Remediation Process:

1. The Formal Remediation Process will commence with a preliminary meeting between the initiating faculty member, the program coordinator, and any pertinent practicum or internship supervisor. If the program coordinator is the faculty member raising concerns, the meeting will include one additional core faculty member. The faculty member and program coordinator involved in this preliminary meeting will form a Remediation Committee for that particular student.
2. Once the collaborative decision is made to formally pursue remediation, additional department faculty members may be contacted to provide feedback and insight into the remediation process.
3. An **Individual Remediation Plan (IRP)**(See Appendix B for Sample) will be developed and written by the Remediation Committee under the direction of the program coordinator.
4. An initial meeting will be arranged with the program coordinator, faculty clinical coordinator, supervisors, and the student. The initial meeting will include a discussion of the **IRP** with an opportunity for the student to collaborate and/or suggest adjustments to the plan. (
5. The **IRP** will be revised as needed following the initial meeting and sent out to the student, supervisors, and pertinent faculty members for signatures.
6. In the First Remediation Meeting with the student, the designated faculty member (and supervisors if applicable) will present an informed consent along with information related to the objectives to be accomplished in the remediation process. Confidentiality is not implied between the student, supervisors, and faculty involved in the remediation process. Communication will be important to the remediation process.
7. It is important for students to note that the **IRP** is not static but will be used and revised as needed on a consistent basis throughout the remediation process.
8. The **IRP** will be reviewed in weekly meetings (if implemented during the clinical experience) or biweekly meetings (if pertaining to academic issues) and signed by all in attendance (signatures may be collected digitally for online, virtual meetings). Formal notes of each supervision session will be maintained by the designated faculty member. The practice of audio or videotaping supervision sessions may also be used as a form of documentation and for ongoing processing by the supervisor and student. Copies of these notes will be transferred to the program coordinator at the end of every semester to be entered into the student's file maintained by the Department Chair.
9. An **IRP** will focus on 3 elements: Professionalism, Counseling/Clinical Skills, and Documentation of Clinical Work. An example of remediation items under these elements is listed in the table below (See Appendix B). The **IRP** will address deficiencies across

these areas and will be individualized to the student's unique inabilities and situations. Only the elements with demonstrated deficiencies will be included in the **IRP**.

10. The initial portion of the **IRP** will include a time frame for the plan to be completed. At the end of the time frame, the student's process in the **IRP** will be assessed. The student should be aware that if the **IRP** is ongoing during the clinical experience, additional clinical hours (and subsequently, additional credit hours) may be required.

Due Process and Dismissal Procedures:

All meetings to address student deficiencies are documented in the student's file and maintained by the Department Chair. Students will receive notice that the Formal Remediation Process has begun with the invitation to the initial meeting.

The **Individual Remediation Plan** will serve as documentation for the student of expectations for success or failure of the Formal Remediation Process; procedures required to achieve those expectations; and the allowable time to complete the remediation plan. Expectations will be addressed at each meeting, and signatures following each meeting will serve as an ongoing record of understanding and consent on the part of the student of expectations, procedures, and the remaining time. These signatures will also serve to understand any updates to the **IRP** as needed, since revision may be necessary throughout the Formal Remediation Process.

Should a student fail to meet the expectations for success as outlined in the **IRP** in the determined time, the student may face dismissal from the program. A meeting will be held with the program coordinator, at least one additional core faculty member, and any relevant student supervisors. In this meeting, it will be determined if the **IRP** should be adjusted further or if the student will be dismissed from the program. Following the meeting, the student will be informed of the decision.

With regards to the **Initial Individual Remediation Plan** or the **Recommendation for Dismissal from the Program**, these recommendations will be made by the Remediation Committee under the direction of the Program Coordinator and presented to the Department Chair for Final Review and Approval. The Department Chair may approve or deny the plan or send the plan back to the committee with further recommendations. After the **Initial Individual Remediation Plan** is approved, the remediation plan will be implemented, with any additional revisions presented to the Department Chair for monitoring/review on an ongoing basis.

If a student disagrees with any recommendation made by the Remediation Committee, the student may request a meeting with the Department Chair before Final Review and Approval. Should a student disagree with the decision of the Department Chair, they may appeal that decision to the Dean of the College of Bible and Theology whose decision is considered final. The student will have 30 calendar days from the date the Department Chair makes the decision to file an appeal.

Every **IRP** will include a notice of a student's right to appeal. The student has a right to appeal the plan to the Department Chair before signing the **IRP** following the initial meeting, and any subsequent changes to the **IRP** before signing each updated **IRP**.

Immediate Dismissal: Some conduct violations and professional expectations are considered egregious enough to warrant immediate dismissal from the program. A statement regarding certain behaviors superseding the **IRP** will be included in the **IRP** signed by the student.

Program Processes and General Information

Masters' Degrees in the Behavioral Sciences and Community Services

The Master of Science degree provides students with the advanced knowledge and skills to conduct research and engage in practice in applied fields.

Professional Organizations

Students are encouraged to actively participate in the counseling profession as part of their professional identity development. Faculty regularly attend and present at professional growth conferences and students are encouraged to join in these pursuits. Scholarly research, poster and/or program presentation, and journal article creation are all aspects of professional involvement that students may engage with faculty to develop. A well-developed professional identity engages the profession at large and remains up to date with the latest developments of best practices. Professional organizations keep counselors engaged, and informed, and provide opportunities for advocacy for our profession.

Some examples of professional organizations include the list below. Visit each organization's website to view a list of membership requirements and benefits.

American Counseling Association - <https://www.counseling.org/>

Texas Counseling Association - <https://txca.org/>

The American Association of Christian Counselors - <https://www.aacc.net/>

Christian Counselors of Texas - <https://cctx.org/>

Students are encouraged to search for additional organizations (local and national) that fit with the student's geographic location and areas of professional interest.

Written Endorsement Policy

Students may request a written endorsement or letter of recommendation from program faculty to gain employment or credentials.

Students and graduates of the Clinical Mental Health Counseling Program may only request endorsement from counseling faculty for positions or credentials that are appropriate given their training, coursework, and supervised experience.

Before giving an endorsement, faculty will first check student records (e.g., GPA, program requirements, graduation status) to ensure that students and graduates are endorsed for employment or credentials for which they have been adequately trained.

Health Services

TimelyCare is a medical telehealth service designed to meet students' physical and mental health needs. This service offers 24/7 access to anywhere in the United States and provides quality care and immediate treatment for medical or mental health concerns from board-certified physicians

and licensed counselors. With little to no wait time, you can see a physician or mental health provider around your schedule. Prescriptions are available if deemed appropriate by the provider. All students are enrolled in this service each semester.

Program Evaluation

Procedures for Administering Student Evaluation

Nelson University students participate in the evaluation of courses and their professors each semester. These evaluations are added to the students' Blackboard by Academic Services toward the end of each semester. Faculty are encouraged to remind students to complete the evaluations when they become available. This information provides feedback after the semester is concluded on how the course might be improved, along with an assessment of faculty performance. The faculty evaluation data is combined with other information and used by the Department Chair and Dean for yearly faculty evaluations.

Follow Up Studies

Nelson University periodically reaches out to graduates of the CMHC program to follow up on licensure test pass rates, job acquisition, and students' feelings of preparedness for the field. Students are encouraged to provide up-to-date contact information to the CMHC Program Coordinator as part of this endeavor.

Students are provided resources such as <https://www.tevera.pro/jobs>, <https://www.indeed.com/>, and <https://www.collegecentral.com/nelson/> as part of their job search process. These resources along with job postings provided by employers to the university faculty and our on-campus Career Development Center are available to graduates who keep their contact information up to date.

Path to Becoming a Licensed Professional Counselor in the State of Texas

This document is designed to be a general overview. Students should be aware that the process is subject to change at any point by the Texas State Licensing Board or Legislature.

1. Complete a 60 graduate semester credit hour program with the state specified courses. (Our program requires a comprehensive exam near the end of the program. This is separate from a licensure exam.)
2. As part of the graduate program, complete a minimum of 300 hours of practicum/internship. (CACREP accredited programs require a minimum of 700 hours)
3. Complete the National Counselor Examination (NCE), and Texas Jurisprudence Exam, select an LPC-Supervisor and submit all other required documentation to the State of Texas.
4. The state will issue a provisional license (Licensed Professional Counselor – Associate). With this provisional license, you must abide by all additional requirements including attending a minimum of 4 hours of supervision monthly and accruing 3,000 hours of experience (with a minimum of 1,500 direct client contact hours). LPC-Associates must be under supervision for a minimum of 18 months (even if the total hour requirement is met prior) and/or the provisional license will expire after 5 years with no option to renew.
5. Once the provisional license requirements are complete, submit the required documentation to the state, and the State of Texas will upgrade the license to a Licensed Professional Counselor. At this point, licensees will be able to function as a fully independent licensed professional.

****Because each individual state issues licenses, the requirements for each state are different. Some of the differences may include classes required, course delivery, the process to obtain a license, title of the license, and supervision requirements (both at the graduate level and post-graduation). Each student should verify the requirements of his/her state to ensure that the Nelson University CMHC program will meet the requirements or that he/she is able to accommodate the difference in another way. Students in Texas should also verify that no significant changes have occurred to this process (this is intended as a general informational process guide and should not be the sole source of information utilized by those who desire to pursue licensure). Please refer to the [State Counseling Licensure Requirements Resource](#) for more information.**

Degree Plan for the M.S. in Clinical Mental Health Counseling

M.S. in Clinical Mental Health Counseling

The master's degree in Clinical Mental Health Counseling prepares professional counselors whose psychological understanding of human persons and practice of counseling are essentially informed, shaped, and given dimension by a biblically based view of humankind.

This degree is designed to meet the academic requirements for the LPC (Licensed Professional Counselor) in the state of Texas and will also prepare the student for the pursuit of doctoral-level programs in Counseling. This degree will also meet the academic requirements for the LPC in many other states. Students seeking state licensure in other states should check the academic requirements with that state's licensure board to determine alignment with this degree. The degree is designed to be CACREP-equivalent (Council for Accreditation of Counseling and Related Educational Programs). For questions concerning issues related to state licensure, contact the Program Coordinator as state requirements are subject to change.

Student Learning Outcomes

Upon completion of this program the student will be able to:

1. Formulate a professional counseling identity that reflects current knowledge within the counseling profession and serves as the foundation for the continued professional growth necessary to meet client needs ethically and effectively as a professional counselor.
2. Integrate knowledge of multicultural identity characteristics and theories of multicultural counseling into a framework to provide for the individual needs of clients from diverse populations and advocate on their behalf.
3. Compose a model for wellness across the lifespan that accounts for theories of human development and significant factors that impact development, functioning, and behavior.
4. Implement a career counseling model that meets the individually assessed needs, abilities, interests, values, and personality of clients.
5. Demonstrate the integration of counseling skills, evidence-based interventions, treatment planning, and case conceptualization skills as part of a comprehensive counseling model designed to meet a variety of emotional and mental needs.
6. Articulate an understanding of the various group models, stages, skills, and characteristics of effective group leaders in a variety of mental health settings.
7. Demonstrate an advanced understanding of the etiology, symptoms, assessment processes, diagnosis, prognosis, and therapeutic methods applicable to major psychological disorders.
8. Compose a program evaluation model that incorporates needs assessments, research designs, outcome measures, and the analysis of data.

9. Integrate an understanding of the foundational history, theories, principles, and models of clinical mental health counseling into a biopsychosocial case conceptualization and treatment planning process.
10. Assess the roles and implement the responsibilities of a clinical mental health counselor across a variety of contextual dimensions and settings.
11. Implement practice standards for clinical mental health counselors such as: strategies for conducting interventions for treatment and prevention; interfacing with the legal system and other health care professionals; and advocating for persons with mental health issues.

Program Entrance Requirements

The following conditions must be met for acceptance into the Nelson Graduate School in the area of Clinical Mental Health Counseling:

1. Applicants must hold a regionally or professionally accredited undergraduate degree with a concentration in counseling, psychology, social work, or a related area preferred. Degrees outside of these areas may be considered on a case-by-case basis.
2. While the Nelson Graduate School requires a cumulative grade point average (GPA) of 2.5 or higher on undergraduate studies for acceptance into all graduate programs, for the Behavioral Sciences and Community Services Department, a 3.0 GPA or higher is preferred.
3. The GRE/MAT are not required for acceptance into the Clinical Mental Health Counseling degree program for applicants with a GPA of 2.5 or higher. However, applicants with less than a GPA of 2.5 require successful completion of the Verbal and Analytical Writing portions of the GRE/MAT. A score of 150 on the GRE or a score of 395 on the MAT is preferred.
4. Applicants must submit a three-page essay describing their interests and objectives and professional career goals for pursuing a degree in this program. Guidelines for the essay can be obtained by contacting the Graduate Enrollment Counselor.

Applicants Admitted into the M.S. in Clinical Mental Health Counseling

Applicants who meet the minimum qualifications of the Nelson Graduate School (NGS) (2.5 cumulative GPA from an accredited institution of higher learning) are admitted every semester into the Nelson Graduate School in the M.S. in Clinical Mental Health Counseling with the status of **Conditional Program Admittance**.

Program admittance is a two-step process consisting of **Conditional Program Admittance** and **Formal Program Admittance**. This process and its calendar are administered by the BSCS Department. Students may take a maximum of 24 graduate credit hours under **Conditional Program Admittance**.

The status of **Conditional Program Admittance** applies to:

1. All students who enroll and take graduate curriculum until they receive **Formal Program Admittance**.

2. Transfer students from accredited university programs receive **Conditional Program Admittance** until applying for and receiving **Formal Program Admittance**.

Program Acceptance

In addition to acceptance into the Nelson Graduate School, those seeking admission into the M.S. in Clinical Mental Health Counseling must engage in a formal review process with the Graduate Faculty in the department to receive **Formal Acceptance**.

The **Formal Review Process** includes the following:

1. Applicants must complete the Formal Acceptance Request Form (See Appendix A) for **Formal Acceptance** into the Clinical Mental Health Counseling degree program.
2. The graduate faculty will review all application material previously submitted to the Nelson Graduate School. This includes all official transcripts and letters of recommendation.
3. Applicants must submit a well-written essay of at least 3 full type-written pages in APA style describing their interests and objectives along with professional career goals for pursuing a degree in their desired field.
4. Additionally, students must submit an additional letter of recommendation from a licensed professional or professor in the mental health or behavioral science field attesting to the prospective student's character and ability to complete graduate studies. This letter may be written by a current or former professor in the mental health or behavioral science field.
5. The graduate faculty will review the student's academic progress prior to their Formal Review. Written input from their professors may be requested.
6. Applicants will complete a face-to-face interview with the Graduate Faculty either in person or by way of some form of video technology.
7. **All requested material should be submitted through Tevera.**

The deadline to apply for **Formal Acceptance** is January 15th. Requests made after this date will be considered the following year. After a departmental review of the student's application, interviews are scheduled with Graduate Faculty during the month of April. Notices are sent out in May informing the student of **Formal Acceptance** into the M.S. in Clinical Mental Health Counseling to take effect in the upcoming fall semester. Should a student not receive **Formal Acceptance** into the program, the student may reapply the following year.

Though **Formal Acceptance** into the M.S. in Clinical Mental Health Counseling only occurs at the beginning of the fall semester, students may still be admitted into the Nelson Graduate School in all semesters. This allows students to work toward their degree until able to request **Formal Acceptance**. Students are encouraged to seek **Formal Acceptance** into this program by January 15th during their first year at Nelson University.

Remediation Process

Formative and summative evaluation of student development of a professional counselor identity that meets ethical and professional standards will be ongoing throughout the program. At any point that a student fails to meet the ethical and professional standards required for future work

in the field, the student will enter an individual remediation process as detailed in the program handbook. Successful completion of the individual remediation process will allow the student to continue toward good standing in the program and graduation. Students who do not successfully complete the individual remediation process as detailed in the program handbook will be subject to dismissal from the program.

Graduation Requirement

Students must apply for graduation and successfully pass the **Graduate Comprehensive Examinations** prior to being approved for graduation from the Registrar's office. Application for graduation must be made by the end of late registration in the semester in which the student anticipates graduating. To qualify for a specific graduation date, graduating students must have all program and course requirements completed or anticipate their completion by the end of that semester. Contact the Graduate School Office and the Registrar's Office for more information.

Special Insurance Requirement

Students must secure professional liability insurance to participate in practicums/internships and students must provide a copy of the certificate of insurance to the Nelson University Practicum/Internship Instructor. No student may provide counseling services with clients (individual or group), psychotherapy, psychological testing, case management services, counseling-type services, or working with clients in any capacity, including observation of treatment, reviewing case records, or research without having insurance. Nelson University does not apply for or purchase the required professional liability insurance on behalf of the student. Contact the Program Coordinator for Clinical Mental Health Counseling or the Department Chair for additional information.

Degree Plan for Clinical Mental Health Counseling

The M.S. in Clinical Mental Health Counseling is a 60-hour degree that includes a 6-hour Research Component, a 42-hour Professional Component, and a 12-hour Practicum/Internship Component that includes Pre-Practicum, Practicum in Clinical Mental Health Counseling, and a minimum of two (2) semesters of Internship in Clinical Mental Health Counseling.

While nearly all of these courses are delivered online, two courses in the Professional Component (*i.e., Clinical Psychopathology, and Advanced Psychopathology and Treatment Planning*) must be taken on-campus due to the nature of the instruction and to meet **RESIDENCY REQUIREMENTS** for the degree program. To provide our online students with schedule flexibility for courses that require face-to-face instruction, Nelson University periodically offers a One-Week Intensive during a semester (often Summer) in which students take classes on our campus. The One-Week Intensive provides students the opportunity to complete the on-campus portion of these courses with minimal time away from home and work. However, all students are welcome to enroll in these classes and take advantage of the One-Week

Intensive opportunity. Students are expected to **COME TO CAMPUS TWICE** during their program to complete these courses, satisfy Residency Requirements, and meet with faculty.

List of Courses for Clinical Mental Health Counseling

RESEARCH COMPONENT: 6 hours

PSY 5713 Statistics for the Behavioral Sciences

PSY 5733 Psychological Methods and Research Design

PROFESSIONAL COMPONENT: 42 hours

COU 5153 Professional Orientation, Ethical and Legal Issues

COU 5173 Human Growth and Life Span Development

COU 5193 Theories of Counseling and Psychotherapy

COU 5243 Methods and Techniques in Counseling

COU 5273 Marriage and Family Counseling

COU 5283 Social and Cultural Diversity

COU 5353 Methods of Group Counseling

COU 5363 Addictions Counseling

COU 5433 Tests and Assessment

COU 5563 Crisis Intervention

COU 5663 Personal Lifestyle and Career Development

COU 5743 Clinical Psychopathology

COU 6123 Advanced Psychopathology and Treatment Planning

COU 6133 Ethical and Legal Issues in Professional Practice Management

PRACTICUM/INTERNSHIP COMPONENT: 12 hours - 700 Clock Hours

COU 6413 Pre-Practicum

COU 6963 Practicum in Clinical Mental Health Counseling (100 clock hours)

COU 6973 Internship in Clinical Mental Health Counseling (150-300 clock hours)*

TOTAL PROGRAM REQUIREMENTS 60 HOURS

***Internship in Clinical Mental Health Counseling is a repeatable course and must be taken a minimum of two times. Students will complete a minimum of 150 hours of field experience at an approved internship site to earn Progress for this course.**

Practicum/Internship Component

COU 6413 Pre-Practicum

A foundation for all practicum and internship experiences, this course helps students to learn basic assessment, attending and interpersonal skills in working with children, adolescents, and adults under faculty supervision. Consideration is given to the development of professionalism, proper utilization of the clinical interview and history taking as well as the application of counseling and psychotherapeutic approaches emphasizing skill development. Role-playing and various laboratory exercises are provided that help to develop the student's professional skills.

(Prerequisite: COU 5153, COU 5193, COU 5243, COU 5743)

COU 6963 Practicum in Clinical Mental Health Counseling

Students will complete a supervised practicum experience for 100 hours over a 10-week period. 40 hours must be direct services. Students will participate in individual and/ or triadic supervision as well as group supervision with a site supervisor and counselor education program faculty member. Students must complete 1.5 hours of group supervision per week.

(Prerequisites: COU 5353, COU 6413)

COU 6973 Internship in Clinical Mental Health Counseling

Students will engage in a field-based clinical internship to complete a minimum of 600 hours of supervised internship experience over multiple semesters. 240 hours must be direct service. Students will participate in individual and/or triadic supervision and group supervision with a site supervisor and counselor education program faculty member. Students will participate in 1.5 hours of group supervision per week. This course must be taken a minimum of two times to fulfill the necessary credit hours for graduation.

(Prerequisites: Graduate-standing and COU 5353, COU 6413, COU 6963)

The student must complete or anticipate completing all prerequisites listed in the Graduate Catalog course description with a C or better by the end of the semester before beginning their practicum. If a student makes less than a C on one of the prerequisites, they must repeat that prerequisite and pass it with a C or better before making their practicum. To sign up for their practicum, they must receive approval to do so by their Program Coordinator or Department Chair. A student may not take their practicum or internship if on Academic Probation. Until the cumulative grade point average meets the prescribed standards of the University, they will not receive permission to sign up for this course.

Group Counseling Requirement: Students must lead or co-lead a counseling process or psychoeducational group before graduation. This must be completed in the practicum or internship courses. Instructors of these courses will monitor students' progress on this requirement through hour logs in Tevera. The Program Coordinator and/or Practicum and

Internship Coordinator will verify that this requirement is met by each student prior to graduation.

Direct Services: Involves time spent with actual client/student contact, consultation with parents, guardians, or pertinent persons, and/or formal case or program presentations. Examples include:

- Community setting: individual, family, and group counseling; co-counseling; consultation, intakes; case presentation.
- School setting: individual and group counseling; classroom and group guidance; consultation.

Indirect Services: Involves time spent in preparation for client/student contact. Generally speaking, indirect service is anything that SUPPORTS the direct delivery of services to clients. Examples include:

- Community setting: staffing; recording keeping and review; field site supervisions; tape review; preparation for sessions and client's specific needs; attending staff meetings; informal assessments and observations.
- School setting: counseling-specific staffing; record-keeping and review; field site supervisions; tape review; preparation for sessions or guidance lessons; attending counseling-specific staff meetings; information assessments and observations; case conferences; program coordination.

Students must consult with the Practicum and Internship Coordinator the semester before taking their practicum/internship. Practicum and internship sites must be secured before the beginning of the semester, and students are expected to begin their practicum and internship experiences on the first day of the semester. Part of a student's practicum and internship experiences includes one hour of individual and/or triadic supervision weekly by their site supervisor. Students are expected to average one hour of supervision sessions per week during this time. Before beginning your practicum and/or internship, students must submit the following three documents to their Faculty Practicum/Internship Supervisor:

Practicum/Internship Placement Prospectus
Practicum/Internship Agreement
Certificate of Insurance

Practicum/Internship Placement Prospectus

This agreement must be signed by the student and the practicum/internship site supervisor once the placement site is agreed upon. Sites must be on the previously approved list in Tevera or go through the site approval process before the student completes any hours at the site. This must be turned in by the first day of class and no later than the first five business days of the semester and verifies to the university that the student has secured a placement site. ***You may not begin your practicum/internship hours until your faculty supervisor receives this form. Furthermore, should you fail to turn in this form by midnight of the fourth (4th) business day of the semester, you will be automatically dropped from the course on the fifth (5th) business day of the semester.***

Practicum/Internship Agreement

This is an agreement between Nelson University and your practicum/internship site that lists what each organization is responsible for. This must first be signed by the practicum/internship site supervisor and submitted to your faculty supervisor for their signature by the first day of class and no later than the first five business days of the semester. ***You may not begin your practicum/internship hours until your faculty supervisor receives this form. Furthermore, should you fail to turn in this form by midnight of the fourth (4th) business day of the semester, you will be automatically dropped from the course on the fifth (5th) business day of the semester.***

Certificate of Insurance

You must provide a copy of the Certificate of Insurance to the Nelson University Practicum/Internship Instructor within the first five business days of the semester and **before** beginning the practicum/internship, or you will be automatically dropped from the course. ***You may not begin accumulating practicum/internship hours without first submitting your Certificate of Insurance. NO EXCEPTIONS. Furthermore, should you fail to turn in this form by midnight of the fourth (4th) business day of the semester, you will be automatically dropped from the course on the fifth (5th) business day of the semester.***

(Examples of the above documentation can be found in Appendix C - Prospectus and Agreement; and Appendix D -Insurance. All official submissions must be completed through Tevera).

Background Check

Certain practicum and/or internship sites, such as those involving minors or forensic settings, may require a background check before the semester the practicum or internship begins. The cost of the student's background check is at his or her own expense.

Even though a student with a legal history receives a **Criminal History Evaluation Letter** that clears them to obtain licensure, such student must petition the Program Coordinator of their degree the semester before taking their practicum. Included in the petition is a description of the student's legal history, how the case was adjudicated, guidelines of parole/probation, a letter from their parole/probation officer with regards to any concerns they may have about specific placements/populations, and any other information the BSCS Department deem necessary to make an informed decision regarding the student's practicum or internship placement.

To provide time for committee review, these documents must be presented no later than one month to the end of the semester before taking their practicum. After review of these documents, the student's practicum must be approved by the Program Coordinator, Department Chair, and the Dean of the College of Bible and Church Ministries before the beginning of the semester of the practicum.

Special Insurance Requirement

Students must secure professional liability insurance to participate in practicums/internships and students must provide a copy of the certificate of insurance to the Nelson University Practicum/Internship Instructor. No student may provide counseling services with clients

(individual or group), psychotherapy, psychological testing, case management services, counseling-type services, or working with clients in any capacity including observation of treatment, reviewing case records, or research in any course without having insurance. Nelson University does not apply for or purchase the required professional liability insurance on behalf of the student. Contact the Program Coordinator for Clinical Mental Health Counseling or Department Chair for additional information.

Each student must obtain this insurance at his or her own expense.

Students are to acquire a minimum of \$1,000,000/\$3,000,000 (per claim/annual limit) in professional liability coverage (estimated cost is \$35-\$45 for one year of coverage). While other insurance providers may be used, American Professional Agency, Inc., Healthcare Provider Service Organization, and CPH & Associates provide the required insurance coverage at a reasonable cost and is recommended:

<https://www.cphins.com/>

<http://www.americanprofessional.com/student/index.htm>

<https://www.hpsso.com/selection>

Furthermore, all students enrolled in Clinical Mental Health Counseling courses that involve *student counseling, are required to purchase and show proof of having liability insurance.* Contact the Program Coordinator for the M.S. in Clinical Mental Health Counseling, Dr. Nolan Jones, for additional information.

Policy on Practicums Between Semesters

Nelson University students in a graduate Clinical Mental Health Counseling program through the Department of Behavioral Sciences and Community Services may maintain a status of continuous enrollment during their practicum and internship courses until these courses are complete, provided the following are met:

- The student maintains malpractice insurance per the requirements of their state and the program
- The site agreement extends through the dates between the semesters
- The student schedules the next necessary course in the practicum/internship progression before the end of the current semester
- The student completes registration for the next semester and enrolls each subsequent semester (fall, spring, summer) during this progression
- The site supervisor continues to provide weekly supervision and oversight during any semester breaks and abides by all the same agreements as during a regular semester

The purpose of this continual enrollment status is to allow practicum and internship students to provide continuity of care to clients during semester breaks. The industry's best practice is to

avoid long breaks in treatment, and Nelson University hopes to provide an environment where clients' needs can continue to be met.

Since the goal is to maintain continuity of care (not complete additional hours), internship students cannot increase direct hours per week during semester breaks. Students will also be expected to take a minimum of one (1) week break from clinical responsibilities for personal self-care

Comprehensive Exam

Students will take the Counselor Preparation Comprehensive Examination (CPCE), which will assess the same content areas as the National Counseling Examination (NCE) and serves in part as a practice test for licensure. The cost for the CPCE is the responsibility of the student. The cut-off score for passing the CPCE is -.5 of one standard deviation below the national mean. Students should take the CPCE as soon as they complete all the following ten core courses:

COU 5153 Professional Orientation, Ethical and Legal Issues
COU 5173 Human Growth and Life Span Development
COU 5193 Theories of Counseling and Psychotherapy
COU 5243 Methods and Techniques in Counseling
COU 5283 Social and Cultural Diversity
COU 5353 Methods of Group Counseling
COU 5433 Tests and Assessment
COU 5663 Personal Lifestyle and Career Development
PSY 5713 Statistics for the Behavioral Sciences
PSY 5733 Psychological Methods and Research Design

Should a student fail the CPCE, the Program Coordinator will write an **Action Plan** detailing deficits observed on the exam, the plan for remediation, along with reasons for this specific course of action. After the Program Coordinator and student sign the agreement, the Program Coordinator will file the **Action Plan** with the Department Chair. A student may at any time appeal an **Action Plan** to the Department Chair. Should the student disagree with the Department Chair's decision, they may appeal to the Dean of the College of Bible and Theology, whose decision is considered final.

Regarding remediation for the failure of the CPCE, the Program Coordinator has the option of allowing the student to retake the CPCE exam, assigning a project, an essay, or an equivalent assignment that addresses deficits observed on the CPCE, administering an oral exam, or require additional coursework in the area(s) of deficit. However, the decision to pursue one of these avenues of remediation instead of retaking the CPCE lies solely with the Program Coordinator in consultation with graduate faculty and not with the student.

If the student fails the CPCE or the project, an essay, or an equivalent assignment, oral exam, or coursework to address deficits listed in the Action Plan a second time, the Program Coordinator along with the graduate faculty will consult with the Department Chair on the appropriate course of action going forward. Such action may include but not be limited to retaking the CPCE, completing specific assignments targeting the deficit area(s), assigning certain readings, presenting case studies, retaking the oral exam, taking additional courses, etc.

If after all such efforts at remediation are exhausted, the graduate faculty in the Department of Behavioral Sciences and Community Services may dismiss the student from the program.

Appendix A: Formal Acceptance Request Form

By signing, I am requesting formal acceptance into the Clinical Mental Health Counseling Program. I understand that the deadline to apply for Formal Acceptance is January 15th of each year and that requests made after this date will be considered the following year. The completion of this form also serves as my consent for the CMHC Graduate Faculty to review all application material previously submitted to the Nelson Graduate School. This includes all official transcripts, letters of recommendation, and GRE/MAT scores (if applicable).

The graduate faculty will review the student's academic progress prior to the Formal Review. Written input from their professors may be requested. This form initiates the process of formal acceptance, but the formal review process will not begin until I complete all the necessary steps including uploading a written essay and letter of recommendation. The CMHC Graduate Faculty will coordinate a face-to-face interview during the month of April either in person or by way of some form of video technology and notices will be sent out in May informing students of acceptance statuses. Formal acceptance will take effect in the upcoming fall semester. I understand that if I should not receive formal acceptance into the program, that I may reapply the following year.

**If after the completion of 24 graduate hours a student has not received formal acceptance, that student may be allowed to transfer coursework into the M.S. in General Psychology to complete their degree.

**Though Formal Acceptance into the M.S. in Clinical Mental Health Counseling only occurs at the beginning of the fall semester, students may still be admitted into the Nelson Graduate School in all semesters. This allows students to work toward their degree until able to request Formal Acceptance. Students are encouraged to seek Formal Acceptance by January 15th during their first year at Nelson University.

(All formal request forms must be completed in Tevera)

Appendix B: Remediation Process Resources

Table 1: Item Examples Within Each Element of the Individual Remediation Plan (IRP)

Professionalism	Counseling Skills	Documentation
<p><i>Interpersonal Demeanor</i></p> <ol style="list-style-type: none"> 1. Receptive to feedback from supervisor. 2. Open to self-examination. 3. Exhibits appropriate boundaries with clients, peers, colleagues, supervisors, and faculty. 	<ol style="list-style-type: none"> 1. Demonstrates basic counseling skills. 2. Consults with other professionals and coordinates services related to clients. 3. Demonstrates advanced counseling skills. 4. Demonstrates his or her theoretical orientation. 5. Able to conceptualize client cases. 	<ol style="list-style-type: none"> 1. Completes and submits application for clinical work. 2. Completes and submits logs on time. 3. Completes and submits evaluations on time. 4. Completes and submits audio/video tapes of counseling sessions. 5. Takes notes during supervision. 6. Writes client case notes.
<p><i>Procedural Compliance</i></p> <ol style="list-style-type: none"> 1. Knowledgeable of site and university rules and procedures. 2. Attends supervision on time weekly. 3. Participates in required staffing and meetings. 		
<p><i>Professional Identity</i></p> <ol style="list-style-type: none"> 1. Identifies appropriate counselor roles in specialty area. 2. Demonstrates ethical behavior. 		

Potential Remediation Interventions:

The following is a list of potential interventions that may be included in the IRP. This should not be considered an exhaustive list.

- Personal Therapy
- Increased Supervision
- Increased Faculty Contact
- Repeating Coursework
- Student Restrictions or Removal from Clinical Work
- Additional Assignments
- Additional Courses
- Leave of Absence
- Workshops

Individual Remediation Plan (Sample)

Student Name: _____ Date: _____

For you to continue to progress toward receiving your degree at Nelson University, the Behavioral Sciences faculty collectively requires that you engage in the following behaviors that relate to the competencies addressed within our program that have been demonstrated to be deficient.

Competency Area A: Professionalism

1. Demonstrate the ability to accurately reflect back to the supervisor any suggestions or directives given by the supervisor.
2. Inquire about supervisor-generated directives that are unclear and obtain from your supervisor clarifications needed to successfully apply directives.
3. Demonstrate openness to your clinical supervisors' feedback, as evidenced by following all of your clinical supervisors' directives.
4. Apply all supervisor directives in counseling sessions.
5. Demonstrate an ability to recognize personal limitations and take appropriate steps toward increased education, consultation, and/or referral.

Competency Area B: Counseling/Clinical Skills

When working in with clients and in clinical settings, the student will:

1. Demonstrate an ability to use empathic reflection of feelings.
2. Demonstrate an ability to focus sessions on client-generated concerns.
3. Demonstrate listening skills by restating the content of clients' messages.
4. Demonstrate an ability to appropriately pace a session.
5. Demonstrate the appropriate use of clinical immediacy/here-and-now statements.
6. Demonstrate an understanding of clients' concerns/issues.
7. Facilitate the client's movement toward reaching his or her goals.
8. Use summarizing skills at the beginning, middle, and end of all sessions.

Competency Area C: Documentation

1. Demonstrate an ability to maintain accurate and consistently up-to-date clinical logs.
2. Demonstrate an ability to submit clinical documentation on time.
3. Demonstrate an ability to submit audio/videotapes of clinical sessions
4. Engages in active participation with supervision sessions by taking notes
5. Demonstrate an ability to complete accurate client notes and treatment plans.

To successfully engage in the aforementioned behaviors, the student will

1. Attend counseling sessions with a licensed mental health professional to improve interpersonal dynamics that relate to the counseling and supervision process as mentioned previously in this document (e.g., the ability to empathize with clients) and the student's ability to comprehend, accept, incorporate, and apply supervisor feedback in clinical practice. A letter from the mental health professional indicating that you have successfully addressed the aforementioned issues in counseling will be required before you can re-enroll in practicum. Please present this letter to the department chair within 2 weeks of attempting to register for the practicum course.
2. Be required to attend 6 hours' worth of supervision-related workshops that are preapproved by the department chair before you can re-enroll in your practicum course. Please present proof of having completed these workshops to the department chair within

- 2 weeks of attempting to register for the practicum course.
3. Write a 10-page (double-spaced, American Psychological Association style) essay, which applies the supervision information you learned in your workshops to the supervision conflicts you were confronted with in practicum/internship. In your essay, you should especially focus on issues related to accepting supervisor feedback. The faculty will evaluate this statement, and you will not be able to register for practicum/internship until the faculty is satisfied that you can adequately understand feedback within the supervision relationship as described in this document. Please present this essay to the department chair within 2 weeks of attempting to register for the practicum/internship course and after you have completed the first and second requirements in this section.
 4. Meet with the program coordinator every 2 weeks to discuss progress and concerns related to achieving these goals and to receive feedback about your progress toward these goals.
 5. Be allowed to have a different practicum/internship site/supervisor (from his or her original practicum/internship supervisor).
 6. Successfully complete practicum/internship. You cannot register for practicum/internship until you have successfully completed the first, second, and third requirements in this section.

Statement of Understanding and Consent

I understand and agree to the conditions of this document. Any breach of this agreement constitutes grounds for being removed from the program. I understand that I can appeal this plan *prior* to signing the agreement/plan. I understand and agree to all of the conditions of this document. If I do not follow through on completing all of the tasks outlined in this contract within 1 semester, I understand that I will be terminated from the program. I also understand the program's retention policy and am clear that there are certain behaviors that, if violated, will supersede this agreement and may result in immediate removal from the program (e.g., ethics violations).

Student Signature Date

Faculty Representative Date

Supervisor (If Applicable) Date

Appendix C: Practicum and Internship Resources

Below are samples of the Field Placement Prospectus and Practicum Agreement Form. Official forms of this information are gathered and submitted through Tevera.

NELSON UNIVERSITY

Department of Behavioral Sciences & Community Services

PRACTICUM/INTERNSHIP FIELD PLACEMENT PROSPECTUS

Student Information

Name of student _____ Phone _____

Address _____

Semester _____ Nelson University Supervisor _____

Off-Campus Site

Name of Site/Organization _____

Complete Address _____

Proposed hours at Site (Days/Time) _____

Nature of Client Issues _____

Site Supervisor

Site Supervisor _____

Title _____

Highest Degree/License/Certification _____

Field _____

1. Indicate proposed dates and times of off-campus activity.
2. List the various activities you will perform at the off-campus site.
3. Describe personal goals you would like to accomplish as a result of this experience.
4. Signatures:

Practicum/Internship student's signature _____ Date _____

Off-campus site supervisor's signature _____ Date _____

Nelson University supervisor's signature _____ Date _____

SAMPLE PRACTICUM/INTERNSHIP AGREEMENT

This PRACTICUM/INTERNSHIP AGREEMENT (PA) is between
The Behavioral Sciences and Community Services Dept. of Nelson University
and

Approved Practicum/Internship Provider

STUDENT NAME:

NELSON UNIVERSITY COURSE CODE:

PURPOSE

The purpose of this Practicum/Internship Agreement is to permit this student the opportunity to observe and participate in activities enhancing his or her academic training and preparation for service upon graduation.

RESPONSIBILITIES

The Behavioral Sciences and Community Services Dept. of Nelson University will:

1. Provide an orientation for each student reviewing expectations regarding standards of behavior and confidentiality.
2. Provide the student a copy of assignments and expectations.
3. Verify liability coverage for the student's activities within the scope of the learning experiences presented by the approved practicum provider. Students are required by syllabus to purchase professional liability insurance in minimum amounts of One Million Dollars (\$1,000,000.00) per occurrence or per claim and Three Million Dollars (\$3,000,000.00) in the aggregate. The student shall provide certification of purchase of this insurance to the Nelson University Program Coordinator or course instructor. Nelson University shall notify THE PRACTICUM/INTERNSHIP PROVIDER at least thirty (30) days in advance of any proposed cancellation or change in said coverage.
4. Provide contact information for a faculty member to serve as a liaison between the University and the approved practicum provider.
5. Inform the practicum/internship supervisor of any change of status of assigned practicum/internship student.

(approved provider of practicum/internship opportunity) will:

1. Provide direct supervision for the practicum/internship student to enhance experiential learning in the specific area of service of the practicum/internship provider.
2. Provide learning experiences to the student serving during the duration of the practicum/internship semester.
3. Retain the right to refuse acceptance and to request the removal of any student from THE PRACTICUM/INTERNSHIP PROVIDER'S organization for failure to follow THE

PRACTICUM/INTERNSHIP PROVIDER'S rules, regulations or policies, or for the safety and well-being of clients, and Nelson University shall promptly comply with such request. THE PRACTICUM/INTERNSHIP PROVIDER shall remain at all times responsible for the content and quality of the care provided to THE PRACTICUM/INTERNSHIP PROVIDER'S clients, it being the intent of the parties that this Agreement is for academic purposes only and not for the receipt of services from Nelson University's students or faculty.

4. Inform the university liaison of any change of status of the assigned practicum/internship student.
5. Provide Nelson University with any requested evaluation of the student's performance for purposes of grading the practicum/internship course.
6. Provide Nelson University with a copy of any incident report involving the student.

ADDITIONAL UNDERSTANDING

1. This agreement is for the semester of the academic year, beginning on and ending on _____
2. This agreement may be terminated at an earlier date by either party if the student, university, or practicum/internship provider is unable to perform the responsibilities originally outlined.
3. THE PRACTICUM/INTERNSHIP PROVIDER will not charge Nelson University any fees for clinical experience opportunities afforded students.
4. Students will be responsible for their personal expenses, including meals, transportation, and parking.
5. Written notice of such termination must be provided to the other party.
6. Nelson University agrees that all information pertaining to THE PRACTICUM/INTERNSHIP PROVIDER and all clients and healthcare providers is confidential, and students and faculty members and other Nelson University representatives receiving information regarding such matters shall utilize such solely for treatment and education purposes and shall keep such information confidential in all circumstances, respecting the rights of the clients, healthcare providers and THE PRACTICUM/INTERNSHIP PROVIDER. Nelson University shall require its students and faculty members to execute the written statement, attached hereto as Exhibit B, requiring such information be kept confidential.
7. Nelson University and THE PRACTICUM/INTERNSHIP PROVIDER will not discriminate against any applicant for enrollment or clinical rotation because of race, color, national origin, gender, disability, age veteran status, or any other protected legal status except as granted by waiver from the US Department of Education.

Contact Person: Program Practicum Coordinator

Authorized Signature: Date

Contact Person: Approved Practicum/Internship Provider

(name)

(title)

(organization)

(address)

(city)

(state)

(zip)

(phone)

(email)

Authorized Signature: Date

STUDENT CONFIDENTIALITY STATEMENT

The undersigned hereby acknowledges his/her responsibility under applicable State and Federal law to keep confidential any information regarding THE PRACTICUM/INTERNSHIP PROVIDER clients, as well as all confidential information of THE PRACTICUM/INTERNSHIP PROVIDER. The undersigned agrees, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any client and further agrees not to reveal to any third party any confidential information of THE PRACTICUM/INTERNSHIP PROVIDER, except as required by law or as authorized by THE PRACTICUM/INTERNSHIP PROVIDER.

Student Signature: Date

**Nelson University Clinical Mental Health Counseling Program
Informed Consent Addendum for Practicum and Internship Students**

If you have any questions or concerns about the following, please discuss them with your student counselor and/or the student's site supervisor.

Please review the following agreements contained in this informed consent:

- This is an addendum to the informed consent for treatment that you have signed with the above listed agency and does not take the place of that informed consent.
- You have established a therapeutic relationship with a student in the Clinical Mental Health Counseling graduate program at Nelson University. This student is completing a practicum/internship experience here at _____ (site name). The student is under the supervision of _____ (site supervisor) and _____ (faculty supervisor) of the Department of Behavioral Sciences and Community Services at Nelson University.
- Your student counselor or student-counselor's supervisor may disclose information about your session to the proper authorities under the following conditions:
 - a. Intended physical harm to an identifiable person or groups of persons.
 - b. The reporting of suspected child or elder abuse.
 - c. Where your life is *believed* to be at risk.
 - d. The court subpoena of records or testimony.
- As part of the student's training, audio/video of some sessions must be collected to demonstrate the student's development of professional skills. I understand that I will participate in counseling sessions that may be recorded for the purpose of the counseling supervision provided by the site supervisor and faculty supervisor.
- Any sessions video and/or audio recorded for the purposes of supervision will be erased following clinical supervision sessions.

Client's Signature _____

Date _____

Parent/Guardian's Signature _____

Date _____

(If under 18 years of age)

(Wards of the state must have paperwork signed by the child's caseworker)

Student Counselor Signature _____

Date _____

Site Supervisor Signature _____

Date _____

(This signed form is to be placed in the client file and should not be included with any assignment submissions)

Appendix D: Insurance Requirement Resources

Certificate of Insurance

Special Insurance Requirement

Students must secure professional liability insurance to participate in practicums/internships and students must provide a copy of the certificate of insurance to the Nelson University Practicum/Internship Instructor. No student may provide counseling services with clients (individual or group), psychotherapy, psychological testing, case management services, counseling-type services, or working with clients in any capacity including observation of treatment, reviewing case records, or research in any course without having insurance. Nelson University does not apply for or purchase the required professional liability insurance on behalf of the student.

Students are required by syllabus to purchase professional liability insurance in minimum amounts of One Million Dollars (\$1,000,000.00) per occurrence or per claim and Three Million Dollars (\$3,000,000.00) in the aggregate. The student shall provide certification of purchase of this insurance to the Nelson University Practicum and Internship Coordinator or course instructor. **The student shall notify Nelson University and the Practicum/Internship Provider at least thirty (30) days in advance of any proposed cancellation or change in said coverage. *You may not begin your practicum/internship hours until your faculty supervisor receives this form. This certificate must be received by your Program Coordinator within four business days from the beginning of the semester or you will be AUTOMATICALLY DROPPED FROM THE COURSE***

While other insurance providers may be used, American Professional Agency, Inc., Healthcare Provider Service Organization, and CPH & Associates provide the required insurance coverage at a reasonable cost and are recommended:

<https://www.cphins.com/>

<http://www.americanprofessional.com/student/index.htm>

<https://www.hpsso.com/selection>

Furthermore, all students enrolled in courses that involve student counseling, are required to purchase and show proof of having liability insurance. Contact your Program Coordinator for additional information.

Appendix E: Criminal Background Check Acknowledgement Letter

Applicants with Criminal Backgrounds

I _____ acknowledge I must provide the Nelson Graduate School a Criminal History Evaluation Letter from the state board to determine if my criminal background would prevent me from obtaining licensure. Should the state board determine I am not eligible for licensure, I acknowledge I will be immediately dismissed from the degree program. If I decide to begin taking classes prior to providing this letter to the Nelson Graduate School, I realize I may not be allowed to continue should the state determine that I cannot be licensed. I also acknowledge that I have one year from admittance to provide this letter, or I will be dismissed from the program.

Signature _____

(Official letter is provided by and should be returned to the Nelson Graduate School)