

# MASTER'S DEGREE COUNSELING PROGRAMS

## *STUDENT HANDBOOK*



Master of Education in Counseling

Texas Christian University  
Fort Worth, Texas 76129

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<p>Five-0 is the student escort service at TCU. Providing well over 3,000 escorts a month, Froggie-Five-0 is intended as a safety program, not a taxi service. Priority is given to people walking alone and those who need an escort to or from remote areas of campus. While TCU Police officer escorts are offered 24 hours a day, 7 days a week, student escorts operate between the hours of 8 p.m. and 1 a.m. If you need someone to walk with you from the parking lots to your residence hall or provide transportation (when available), call for Froggie-Five 0. Use the emergency phones at various locations near parking lots and around campus or dial 817.257.7777 at any time to request the service. Visit <a href="https://police.tcu.edu/parking-transportation/froggie-five-o/">https://police.tcu.edu/parking-transportation/froggie-five-o/</a> for more information. ....</p>	
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Dear Students:

Congratulations and welcome to the TCU Counseling program!

The Master of Counseling Program Student Handbook is designed to inform students about various aspects of the program from start to finish. As such, we provide information about the program, required classes throughout the program with required pre-requisites, practicum/internship/field experience, and requirements for degree candidacy.

The M.Ed. Counseling program is continually working to make improvements to maintain a program that is the most educationally beneficial to our students; therefore, changes to the Student Handbook are ongoing and any updates will be distributed to students via e-mail from the Counseling Program faculty. Any changes will be implemented upon notification. Our goal is to create a program that offers meaningful educational experiences to help create ethical and competent counselors.

If you have any questions after reviewing the Student Handbook, feel free to contact counseling core faculty or Lori Kimball at [l.kimball@tcu.edu](mailto:l.kimball@tcu.edu) for more information. We work to create an environment where students feel supported and are willing to assist students through their educational journey and personal and professional growth.

Sincerely,

Counseling Program Faculty and Staff



## Overview of the Counseling Program

### Mission and Program Objectives

Texas Christian University's mission is "to educate individuals to think and act as ethical leaders and responsible citizens in the global community," and the mission of the TCU College of Education is to prepare exemplary leaders for diverse educational settings and related fields who are reflective, ethical, innovative, and committed to all learners. Similarly, the Counseling Program aims to prepare counselors to work in diverse settings and be reflective, ethical, and competent practitioners in their chosen work roles.

Specific program objectives include the following:

1. Demonstrate clinical competence using an approach that emphasizes client strengths and resiliencies
2. Demonstrate knowledge and adherence to professional ethics
3. Engage in personal and professional reflections to develop strategies for life-long learning and improvement of counseling skills
4. Develop and maintain culturally-responsive counseling relationships through ongoing contemplation of counselor awareness, knowledge, skills, and advocacy
5. Perform the assessment and intervention skills needed to work with individuals in a variety of settings
6. Demonstrate mastery of necessary foundational knowledge to successfully pass licensing exam required by the Texas State Board of Examiners of Professional Counselors
7. Demonstrate knowledge of systemic and environmental factors that affect human development, functioning, and behavior
8. Practice approaches for assessing the conditions of the work environment on clients' life experiences
9. Demonstrate counselor characteristics and behaviors that influence the counseling process
10. Apply knowledge of types of groups and other considerations that affect conducting groups in varied settings
11. Demonstrate knowledge of ethical and culturally relevant strategies for conducting, interpreting, and reporting the results of research and/or program evaluation
12. Present client cases that include the following: intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management

### Philosophy

The Counseling Program prepares counselors to take leadership positions in counseling, planning, directing, implementing, and evaluation.

The Counseling Program prepares counselors to take leadership positions in counseling, planning, directing, implementing, and evaluating counseling programs in schools and communities. Students entering TCU's counseling program enter a community of collaborative and nurturing relationships among students and faculty, relationships that continue long after graduation. While in the program, students develop competence in counseling and also a network of people, skills, and resources. As one student stated: "I am prepared to not only find a job but to be qualified above and beyond in that position".

The program, grounded in solution-focused practice, emphasizes client strengths and resiliencies and reflects our belief in the resources clients bring to counseling rather than their pathology. From the earliest clinical class (Helping Relationships) through Practicum, students learn and apply this evidence-based approach focusing on clients' preferred futures, strengths, and resources. Although other counseling approaches are presented, focusing intensely on the practice of SF therapy allows students to develop a deep understanding in solution-focused brief therapy (SFBT) by the time they graduate.

To learn more about the SFBT approach, we encourage you to read the following:

[Solution-Focused Brief Therapy by Mo Yee Lee, PhD](#)

The Counseling Program at TCU upholds the American Counseling Association's (ACA) Code of Ethics. In addition to reading this Handbook, students must read and adhere to the ACA Code of Ethics, which may be found online at the following website: <https://www.counseling.org/resources/aca-code-of-ethics.pdf>

## **Administration**

The Counseling program is a graduate program within the College of Education (COE). Dr. Jan Lacina serves as the Associate Dean for Graduate Studies in the COE and may be contacted at [j.lacina@tcu.edu](mailto:j.lacina@tcu.edu).

Information specific to graduate studies in the College of Education may be located at <http://coe.tcu.edu/graduate-overview/>. At this site, students can explore graduate programs, obtain information about general financial aid, and link to other related items. The Graduate Catalog is maintained on the website of the Registrar and may be found online at the following website: <http://tcu.smartcatalogiq.com/current/Graduate-Catalog>

NOTE: Students should be aware that while every effort is made to keep this handbook up to date, in the event that there is a discrepancy between this handbook and the Graduate Catalog in effect when the student first enrolled, the guidelines and requirements as set forth in the applicable Graduate Catalog take precedence. However, should certification or licensure requirements change before a new catalog is available, the new requirements must be followed. Students will be notified of these changes.

## **Accreditation**

Texas Christian University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, master, and doctoral degrees. The College of Education is also accredited by the Texas Education Agency.

In effort to enhance our program's reputation and maintain a high standard of quality, the Counseling Program has aligned its Clinical Mental Health Counseling track with standards of the Council for Accreditation of

Counseling & Related Educational Programs (CACREP) and has been approved for a site visit by this accrediting body.

## Faculty & Staff

### Administration

**Frank Hernandez, Ph.D.**

Dean

**Jan Lacina, Ph.D.**

Associate Dean of Graduate Studies and Professor

### Counseling Core Faculty

**Emily D. Michero, Ph.D.,** Dr. Emily Michero is an Assistant Professor of Professional Practice and Clinic Director in the Counseling Program. Dr. Michero holds a Ph.D. in Counselor Education and Supervision from the University of North Texas. She is a Licensed Professional Counselor and board-approved supervisor (LPC-S) in the state of Texas and has over 15 years of clinical experience. Her clinical experiences include schools, outpatient treatment centers, inpatient hospitals, university clinics, and private practice. Dr. Michero has taught master's level courses in Advanced Counseling Skills, Practicum, Internship, Development across the Lifespan, and Adolescent Counseling. As an LPC-S, she has provided supervision for master's students, doctoral students, and Licensed Professional Counselor Associates.

**Marcella D. Stark, Ph.D.,** Dr. Marcella Stark is an Associate Professor in the Counseling Program. Dr. Stark's Ph.D. is in Counselor Education and Supervision. She holds licensure in Texas as a Licensed Professional Counselor and board-approved supervisor (LPC-S) and has over 10 years of clinical experience in university counseling. Her research focuses on solution-focused supervision, use of sandtray in supervision, supervisee contribution, counselor training, and mentoring within the counseling profession. Dr. Stark has taught master's level courses in Counseling Theories, Career Development, International Practices in Counseling, Assessment in Counseling, Pre-Practicum, Field Experience in Student Affairs, and Practicum, as well as doctoral courses in counselor supervision and teaching.

**Elizabeth R. Taylor, Ph.D.,** Dr. Elizabeth Taylor is a Professor in the Counseling Program. She has been in education for 40 years as a special education teacher and educational diagnostician, as a school counselor, as an adjunct instructor for several universities, and an assistant professor at the University of Texas Health Science Center at San Antonio. She also served for seven years as an associate dean at TCU in the College of Education. Her licensures and certifications include: Licensed Professional Counselor and board approved supervisor, Licensed Marriage and Family Therapist, Registered Play Therapist and Supervisor, Certified School Counselor, and approved family mediator. She has worked in public and private schools, hospital settings, private practice, and community agencies. She teaches master's level courses, including Helping Relationships, Small Group Dynamics, DSM-Diagnosis and Treatment, Abnormal Psychology, and practicum, as well as doctoral classes in strength-based approaches in counseling, advanced counseling theories, and advanced group process.

**Frank N. Thomas, Ph.D.,** Dr. Frank Thomas is a Professor in the Counseling Program. He has taught in higher education for over 30 years and has clinical experience with children, adults, couples, and families across such diverse settings as private practice, a not-for-profit United Way-funded agency, psychiatric hospitals, churches, a pastoral counseling center, and university counseling centers. Dr. Thomas' current research interests include supervision, counselor expertise, and the histories of solution-focused brief therapy (SFBT) and marriage and family therapy (MFT). He teaches master's-level courses including Helping Relationships, Introduction to MFT, Counseling Interventions, Counseling Diverse populations, and several doctoral courses on topics such as human systems, postmodernism, ethics, and pedagogy.

### **Non-Core Faculty**

**Taryn Allen, Ph.D.,** Dr. Taryn Allen is an associate professor in the College of Education and teaches the Theories of Student Development elective course. Her doctorate is in higher education administration, and her research interests include educational experiences, college readiness, and college transitions, particularly for underrepresented students.

**Amanda Allison, Ph.D.,** Dr. Amanda Allison is an associate professor and coordinator of art education in the College of Fine Arts. She teaches the Therapeutic Arts elective course, and her scholarship focuses on the use of art in counseling.

**Kim Cook, Ph.D.,** Dr. Kim Cook holds a doctorate in higher education leadership and is an adjunct professor for the College of Education. She teaches the Educational Program Evaluation and Research course and has research interests in educational leadership and program design.

**Drew Dutton, M.Ed.,** Drew Dutton is a graduate of the TCU counseling program and serves as an adjunct faculty member, teaching the Addictions Counseling course. He also serves as the Vice President and Clinical Director for Phoenix House, an addiction treatment facility.

**Amber Esping, Ph.D.,** Dr. Amber Esping is an associate professor of Educational Psychology at Texas Christian University in Fort Worth. She teaches courses in educational psychology, human development, human resilience, and philosophical underpinnings of psychotherapy. Her scholarship focuses on (1) the history of human intelligence theory and testing, and (2) the application of existential psychology to academic contexts and qualitative inquiry.

**Jo Beth Jimerson, Ph.D., Dr.** Jo Beth Jimerson is an associate professor in the College of Education. She developed and teaches the Educational Program Evaluation and Research course. Her research interests include teaching supervision and instructional leadership.

**Katharine Ottone, M.Ed.,** Katharine is a licensed professional counselor (LPC) and holds a Master of Education in counseling from Texas Christian University (TCU). She is currently on a fellowship at TCU to complete her PhD in counseling and counselor education. She is also certified in clinical hypnosis through the American Society of Clinical Hypnosis utilizing Ericksonian hypnosis. Katharine is active in training other professionals as adjunct faculty at TCU for master's counseling program and a trainer for the Texas Society of Clinical Hypnosis. She works with children and families at her private practice in Southlake, Texas.

**Theresa Paschall, M.Ed.,** Theresa teaches the Orientation and Programs in Guidance and Counseling course. She holds an M.Ed and several certifications, including Texas School Counselor Certification and Texas Principal Certification. She served for five years of the Director of Counseling in Crowley ISD



before becoming the Director of Social Emotional Services in Burleson Independent School District. Theresa holds additional certifications in Trust-Based Relational Intervention (TBRI), Youth Mental Health First Aid, and as a Trauma and Loss School Specialist.

**Judy Swint, Ph.D., LPC, LMFT**, Dr. Judy Swint earned her PhD in Marriage & Family Therapy and a Master's in Counseling Psychology. She is licensed in Texas as a Marriage & Family Therapist (LMFT) and a Licensed Professional Counselor (LPC). As a board-approved supervisor, Dr. Judy Swint has supervised graduate students, post-graduates, and licensed clinicians. She has also taught undergraduate and graduate classes in psychology and family therapy. Having 20+ years of experience counseling families, couples, and individuals, she has worked with a multitude of issues, including couple and family conflict, divorce, children's behavioral problems at home and school, depression, abuse, and grief.

**Olivia Wedel, Ph.D., LPC, NCC, LCDC**, Dr. Olivia Wedel is a clinician in private practice and a licensed CEU provider in Fort Worth, Texas. Olivia uses solution-focused brief therapy with clients in private practice. She serves as an adjunct faculty member at Texas Christian University (TCU) and enjoys working with students who are learning solution-focused brief therapy. Active in several professional associations, she serves on the Board of Directors for Texas Mental Health Counselor's Association and the North Central Texas Counseling Association. Olivia is a Licensed Professional Counselor and a Licensed Chemical Dependency Counselor in the state of Texas, as well as a National Certified Counselor.

## **Staff**

**Audra Guereca** – Assistant to the Dean  
[a.guereca@tcu.edu](mailto:a.guereca@tcu.edu); 817-257-7663

**Lori Kimball** – Graduate Coordinator, Graduate Studies  
[l.kimball@tcu.edu](mailto:l.kimball@tcu.edu); 817-257-7661

## **Assessment of Counseling Dispositions and Skills**

As prospective counselors, you are expected to represent the college as professionals and adhere to the ethics and standards of the counseling profession. In addition to the College's Student Code of Conduct, professional dispositions and necessary skills apply to all students in the TCU Counseling Program. The dispositions address affective attributes and general dispositions attributed to a counselor. The skills address skills related to the knowledge and application of solution focused brief therapy (SFBT). The Assessment of Counseling Dispositions and Skills rating form provides insight on what dispositions and skills will be assessed. Please refer to the Assessment of Counseling Dispositions and Skills Rubric for further guidance.

Upon entry to the program, students will be introduced to professional dispositions, as well as the procedures for assessment of dispositions and skills. During New Student Orientation, students will be provided information for accessing the Assessment of Counseling Dispositions rating form and rubric (available in the Student Handbook and on the Counseling Program website).

### **When are Student Dispositions and Skills Assessed?**

Dispositions and Skills for Counseling Program students are assessed at least once annually by core counseling faculty and upon the completion of one or multiple of the following courses: Helping Relationships, Small Group Dynamics, Pre-Practicum, Practicum, and Internship.

### **What is the Disposition and Skills Assessment Process?**

1. Counseling core faculty meet, as a group, to assess each candidate's dispositions and skills and complete the assessment forms. If the student received a 1 or 2 rating, indicating the student is below expectations, the counseling core faculty may propose a recommendation which should be noted on the rating form.
2. At least one core faculty member will review the Disposition and Skills Rating Form with the student after the completion of faculty assessment.
3. Students will sign the rating form indicating they have reviewed their ratings with a faculty member and agree to the ratings and recommendations, if applicable. If the student does not agree with the recommendation and wishes to appeal, information regarding the appeal process is below.

### **Student Disposition Appeals**

A student has the right to appeal the decision and recommendations of the core counseling faculty. The recommendations appeal must be made to the core counseling faculty within ten (10) business days of the review meeting when student received information about the program decision and recommendations. The counseling core faculty committee shall review the case and provide the student with an opportunity to speak on his/her behalf. The counseling core committee may interview any stakeholders including, but not limited to, faculty or staff who have previously assessed or provided documentation of past dispositions. After reviewing all documentation, and interviewing all relevant parties, the counseling core faculty will deny or accept the appeal, with or without conditions.

## **Programs of Study**

### **M.Ed. Programs of Study**

Those seeking the M.Ed. in Counseling have three options:

1. School Counseling
2. Clinical Mental Health Counseling
3. Counseling (general)

All specializations are designed to provide students with the necessary counseling skills and external resources to provide individual, preventive, responsive, and support services to counseling programs.

#### ***School Counseling (48 credit hours)***

The M.Ed. in School Counseling meets the requirements of the Texas State Board of Educator Certification and follows the guidelines for certification in school counseling. If students choose the school counseling specialization, they must pass the practice TExES exam being release for an attempt on taking the state exam for counseling in schools. Additionally, the individual must be a certified teacher and have two creditable years of teaching experience as defined by [Chapter 153, Subchapter CC](#) in order to seek certification. If students choose to be on the certification track, they must do so in their first semester of course work. If students do not respond and officially

accept being in the certification program, they will not be able to count their courses toward certification at a later date. Several options exist for obtaining teacher certification, so students are encouraged to meet with their advisors regarding these options. All counseling classes may also be applied to Texas professional licensure.

Click to view program of study: [Specialization I: School Counseling](#)

EDUC 60323	Assessment in Counseling
EDUC 60823	Educational Program Evaluation & Research
EDUC 50143	Theories of Human Development
EDGU 50223	Helping Relationships
EDGU 60003	Counseling Diverse Populations
EDGU 60233	Career Development and Information
EDGU 50323	Small Group Dynamics
EDGU 60143	Counseling Interventions
EDGU 60383	Counseling Theories and Techniques
EDGU 60613	Orientation to Programs in Guidance and Counseling Programs
EDGU 60223	Pre-Practicum
EDGU 70103	Practicum 1

### ***Clinical Mental Health Counseling (60 credit hours)***

The M.Ed. in Clinical Mental Health Counseling focuses on providing students with a 60-hour, rigorous and strength-based program to prepare students to work with children and families in a variety of settings and presents the foundational knowledge needed to successfully pass the National Counselor Exam administered by the Texas State Board of Examiners of Professional Counselors. The Clinical Mental Health Counseling track follows educational requirements for the Licensed Professional Counselor (LPC) licensure/credential in the State of Texas, in accordance with Council for Accreditation of Counseling and Related Educational Program (CACREP) requirements.

The objectives of this program are to:

- Provide a rigorous course of study to prepare students to work with children and families in a variety of settings
- Provide students with the necessary foundational knowledge to successfully pass the National Counselor Exam administered by the Texas State Board of Examiners of Professional Counselors.

Click to view program of study: [Specialization II: Clinical Mental Health Counseling](#)

EDUC 60323	Assessment in Counseling
EDUC 60823	Educational Program Evaluation & Research
EDUC 60143	Theories of Human Development
EDGU 50223	Helping Relationships
EDGU 60003	Counseling Diverse Populations
EDGU 60233	Career Development and Information
EDGU 50323	Small Group Dynamics

EDGU 60143	Counseling Interventions
EDGU 60383	Counseling Theories and Techniques
EDGU 60113	DSM: Diagnosis and Treatment
EDGU 60163	Abnormal Human Behavior
EDGU 60613	Orientation to Programs in Guidance and Counseling Programs
EDGU 60133	Addictions Counseling
EDGU 60213	Introduction to Marriage and Family Therapy
EDGU 70033	Legal, Ethical, and Professional Issues
EDGU 60223	Pre-Practicum
EDGU 70103	Practicum I
EDGU 70303	Internship (Semester 1)
EDGU 70403	Internship (Semester 2)
	One 3-hour counseling elective

### ***Counseling (36 credit hours)***

The M.Ed. in Counseling focuses on providing students with a 36-hour rigorous and strength-based program designed for students who are interested in providing social services in settings that do not require licensure or certification. The following courses are required in the 36-hour Counseling Program.

Click to view program of study: [Specialization III: Counseling](#)

<a href="#">EDUC 60823</a>	Educational Program Evaluation & Research
<a href="#">EDGU 60613</a>	Orientation and Programs in Guidance and Counseling
<a href="#">EDGU 50223</a>	Helping Relationships
<a href="#">EDGU 60003</a>	Counseling Diverse Populations
<a href="#">EDGU 60233</a>	Career Development and Information
<a href="#">EDGU 50323</a>	Small Group Dynamics
<a href="#">EDGU 60143</a>	Counseling Interventions
<a href="#">EDGU 60383</a>	Counseling Theories and Techniques
<a href="#">EDGU 60223</a>	Pre-Practicum
<a href="#">EDGU 70103</a>	Practicum I
	Two 3-hour electives (must be approved by advisor)

## **Curriculum**

The information provided in this section defines required and available courses for the completion of the Masters of Education in Counseling.

This Handbook may serve as a guide, but students should adhere to the TCU Graduate Catalog and information obtained from their academic advisor. *Last updated October 2021*

### **ARED 60970 Special Problems - The Therapeutic Arts**

This class is for any major at TCU interested in learning how the arts can be therapeutic. Students in this class will make personal artwork for therapeutic ends. They will learn how art is therapeutic to marginalized populations like children in trauma, persons with disabilities, persons with chronic pain, those who are homeless and others.

### **EDUC 60143 Theories of Human Development**

Prerequisites: Admission to College of Education or written permission of the Dean, College of Education. Selected theories of human behavioral, social, and emotional development.

### **EDUC 70953 Research in Education**

Students are expected to gain an appreciation of the complexities of the research process, ways of conducting research, and a sense of the power and constraints of the various perspectives within which educational questions are pursued.

### **EDUC 60823 Educational Program Evaluation & Research**

This is an introductory graduate-level course in program evaluation and research methods. The evaluation of programs, curriculum projects, accreditation standards, and personnel appraisal are explored using different approaches. Other topics include purpose, qualitative and quantitative inquiry designs and data-collecting methods, analysis of data, sampling techniques, communication of results, and reliability and validity. Particular emphasis is placed on case study for the purpose of planning, conducting, and writing the evaluation for presentation to stakeholders.

### **EDGU 50223 Helping Relationships**

Examination and practice of specific skills and processes essential to the development of helping relationships. Emphasis is placed on the development of interpersonal skills and professional ethics necessary to counseling.

### **EDGU 50323 Small Group Dynamics**

Study of the group as an interactional system, including: group process, group roles, guidelines for group selection and guidance, techniques for facilitating interaction, strategies for building credibility in groups, and the impact of life styles on group needs.

### **EDGU 60003 Counseling Diverse Populations**

Prerequisite: Admission to the Counseling program. A theoretical and skill development course for counselors to strengthen multicultural sensitivity, awareness, knowledge and skills. This class is designed to effectively prepare students for working in a diverse society by supporting appreciation of difference, acknowledging strengths and similarities among people, and learning to think and act ethically when delivering mental health services and advocating for clients.

### **EDGU 60143 Counseling Interventions**

Prerequisite: EDGU 50223. Examination of techniques, strategies and methods of counseling; strategies to deal with resistant clients and acting out children; approaches to parent and professional consultation; crisis intervention issues and resources, and ethical and legal issues in the practice of counseling

### **EDGU 60113 DSM: Diagnosis and Treatment**

Overview of DSM disorders, their prevention and treatment.

### **EDGU 60133 Addictions Counseling**

Principles and practices of drug and addiction education and abuse prevention with special application to the functions of counselors. Students will learn about the impact of addictive substances on the brain, co-occurring disorders, models of addiction, levels of treatment, assessments used to identify substance abuse, and evidence-based practices in the field of addictions counseling. Students will also learn about the assessment and treatment of behavioral/process addictions, with specific attention paid to the similarities and differences between substance and process addictions.

### **EDGU 60163 Abnormal Human Behavior**

This course examines the historical and current understanding of “normal” and “abnormal” within the context of family, community, and cultural systems. Possible causes for the diagnosis of mental illness and effective treatment approaches, including individual, family, group, and pharmaceutical interventions, are explored.

### **EDGU 60213 Introduction to Marriage and Family Therapy**

Prerequisite: Admitted to Graduate Education. Examination of systems theory and the varying theoretical constructs, including strategic, structural, experiential, brief, and communication approaches.

### **EDGU 60233: Pre-Practicum**

Prerequisite: EDGU 50223. This course is designed to provide supervised experiences and critiques of recorded practice for the development of counselor presence and individual counseling techniques. Opportunities will be provided to discuss, observe, and demonstrate effective counseling behaviors.

### **EDGU 60233 Career Development and Information**

Orientation to life planning and the world of work; theoretical models of career choice; examination of career information and resources and systems of career information utilization.

### **EDGU 60323 Assessment in Counseling**

The purpose of this course is to help counselors become better consumers of psychological and educational instruments designed to measure and assess those characteristics/factors necessary to assist clients in achieving optimal development. This course will instruct counseling students in the development, administration, scoring and interpretation of assessment measures.

### **EDGU 60383 Counseling Theories and Techniques**

Prerequisite: Must be admitted to Graduate Education. Orientation to established theories of counseling by examining and evaluating each theory's philosophical background, goals, and techniques and conceptualizing cases based on one's theoretical approach; consider issues in crisis counseling; and discuss ethical issues as they apply to hypothetical cases.

### **EDGU 60403 Theories of Student Development**

Prerequisites: Admission into counseling program. This course explores the cognitive, affective, social, and moral development of young adulthood with a special emphasis on developmental and contextual risks and resiliencies that affect best practices in higher education.

### **EDGU 60613 Orientation to Programs in Guidance and Counseling**

Focus the development and implementation of school guidance programs, the services essential for effectiveness, coordination of pupil services with other elements of the educational program, strategies to build community resources and relationships, and program evaluation needs.

### **EDGU 70033 Legal, Ethical, and Professional Issues in Counseling**

Prerequisites: Permission of instructor. Examination of accreditation and licensure organizations and the ethical codes they promote in counseling and related fields; review of therapists' legal responsibilities and liabilities in mental health and family law, insurance claims, and private practice management; overview of professional opportunities in public service and training programs.

### **EDGU 70103 Practicum I\***

Prerequisites: EDGU 50223, 60143, 60613 or 60423, and 50323. This course involves the supervised application of counseling and guidance approaches and techniques focusing on: students' videotape transcriptions and case studies, legal and ethical issues, and certification and licensure. A minimum of 160 hours is required of onsite experience, with a minimum of 80 hours in direct client contact.

### **EDGU 70233 International Practices of Counseling**

Prerequisites: Graduate status and permission from instructor. This course involves a cultural immersion experience designed to provide students with an understanding of the role culture plays in the practice of counseling, with a focus on counseling in another country. Students will participate in a faculty-led trip abroad, short term (not semester).

### **EDGU 70303 Internship\***

Prerequisite: EDGU 70103 Practicum. Internship is designed to meet the CACREP accreditation standards and is based on seminar-style class discussion, the presentation and discussion of cases, clinical group supervision principles, and didactic instruction. The course requires students to complete a supervised counseling internship of 300 clock hours, with a minimum of 120 hours per semester of direct counseling service with clients, which is to be fulfilled in an academic semester. Students should consider selecting internship sites that offer opportunities to engage in both individual counseling and group work. The internship provides an opportunity for the student to perform, under clinical supervision, a variety of professional counseling activities that a regularly employed staff member in the setting would be expected to perform. (3 credit hours – may be repeated for total of 6 credit hours)

\*Please note that TCU practicum and internship supervisors are required to: meet an average of 1.5 hours weekly with supervisee in group consultation, conduct in-person or virtual site visits at least once in a semester, provide case consultation for two clients per supervisee by video or in person, facilitate case studies and presentations for orals, be available for emergencies (or appoint another faculty member), and provide ethical training on professional association, legal, and licensure requirements.

## **Professional Liability Insurance**

As part of the application process for practicum, internship, or field experience in student affairs courses, students are required to acquire professional liability insurance that covers them in the capacity of a student-counselor. Proof of insurance must accompany the completed application packet.

Aside from the practicum, internship, or field experience in student affairs courses, we recommend that students continue carrying such professional liability insurance throughout their professional careers.

## **Professional Counseling Organizations**

Students are encouraged to join professional counseling organizations. Membership in professional organizations is an important aspect of professionalism. Joining a professional organization reflects commitment to the counseling field, in general, as well as your specified areas of interest. Counselors and student development professionals should obtain membership in professional associations after they earn their degrees if they are to stay current in the field and keep up-to-date of new trends and issues. Active participation in professional associations is vital to professional success as professional organization membership enhances professional identity and may be organized around specific interest and practice areas.

Joining at least one professional counseling organization is strongly encouraged as it may be advantageous for graduate students on many levels. Benefits of student membership may include but are not limited to:

- student affiliate membership rates
- professional liability insurance at a discounted student rate
- subsidized conference fees
- professional newsletters and journals
- opportunities for professional involvement

Some examples of counseling organizations include:

### Local/State Level:

North Central Texas Counseling Association (NCTCA)

Texas Counseling Association (TCA)

Texas School Counselors Association (TSCA)

### National Level:

American Association for Marriage and Family Therapy (AAMFT)

American College Personnel Association (ACPA)

American Counseling Association (ACA)

American Mental Health Counselors Association (AMHCA)

American School Counselor Association (ASCA)

Association for Addictions Professionals (NAADAC)



## Professional Development Activities

Students are encouraged to engage in professional development activities in addition to joining professional counseling organizations. Specifically, students are encouraged to join the TCU counseling closed Facebook group which posts announcements for professional development opportunities in the area. To be added to the group, students send a request to Dr. Marcella Stark, the group administrator. In addition, students presenting at conferences are able to apply for financial aid through the university to defray travel costs.

## School Counselor Credentialing

The School Counseling certification program at TCU has been carefully designed to prepare exemplary counselors for Texas public schools. Program curriculum is scientifically-based and aligned with [state school counseling standards](#) and Texas Essential Knowledge and Skills (TEKS) adhering to the [Educator Code of Ethics](#). As noted in the College of Education mission statement, program focus is on educator effectiveness in diverse educational settings and the preparation of leaders who are “reflective, ethical, innovative and committed to all learners”.

The TCU College of Education school counselor program provides many opportunities to learn about school counseling while practicing in the public-school setting. You will be prepared to implement a positive, equitable, engaging learning environment that establishes rapport with your students and their parents. You will learn to model, manage, and motivate in ways that meet the academic needs of all students. Technology will become a comfortable tool for instruction, data management and research.

At the close of your school counselor program, you will complete a required practicum experience consisting of performing selected duties of a School Counselor in a TEA accredited school setting. You will be observed formally and informally by a TCU field supervisor who will provide feedback on your performance with opportunities for communication, collaboration and reflection. Approaching graduation, you will know that you have taken the first steps to becoming the school counselor you envisioned you could be.

### Admission

When students apply to the counseling program, they may indicate a desire to pursue the school counseling track. Students pursuing other tracks may choose to add school counseling within their first semester of enrollment by contacting the graduate specialist and completing the required paperwork. Students will then sent a letter verifying their admission to the school counseling track, and their information will be entered into the Accountability System for Educator Preparation Programs (ASEP) database. Students will be charged an admittance fee of \$35, posted to the TCU student account.

### Criminal History Evaluation

Pursuant to the Texas Education Code (TEC), §22.083, candidates must undergo a criminal history background check prior to employment as an educator; and (2) pursuant to the TEC §22.0835, candidates must undergo a criminal history background check prior to practicum. A person who is enrolled or planning to enroll in a SBEC educator preparation program, or planning to take a certification exam may request a preliminary [criminal history evaluation](#) letter regarding the person’s potential ineligibility for certification due to a conviction or deferred adjudication for a felony or misdemeanor offense. [\(TAC §227.1\(d\)\)](#)

## School Counseling Program Retention, Remediation, and Dismissal

**Termination/Self-Selected Exit – Admitted Candidates:** Candidates admitted to the College of Education (COE) counseling program must maintain all requirements, demonstrate successful academic progress as outlined in the TCU Graduate Catalog and this Handbook (see sections regarding professional behavior standards, violations, and student retention, remediation, and dismissal). TEA has stated “if a candidate is NOT enrolled in the university, then they are not actively enrolled in the EPP and MUST be removed from ECOS (Educator Certification Online System).” Therefore, candidates who do not maintain enrollment will be considered a self-selected exit from the School Counseling Program.

Candidates removed or self-selected exit from the TCU COE School Counseling Program are not successful program completers and will not be able to seek recommendation for school counselor certification through Texas Christian University. A candidate’s removal from his/her field practicum at any time can occur upon the request of the practicum site administrator or supervisor. Depending on the circumstances, securing of an alternative practicum site may or may not occur. The Director of Accreditation, Certification, and Assessment will send a formal letter of dismissal from the COE School Counseling Program to the candidate. A formal response is required from the Candidate to acknowledge receipt. The candidate will be removed from the TCU COE School Counseling program database with TEA. Candidates who do not formally respond to the letter after the given time period will be removed from the TCU COE School Counseling Program database with TEA. [TAC §228.20\(h\)](#)

## Testing for School Counselor Certification

Upon successful completion of the School Counseling program of study, students will have completed the educational component required to be eligible to sit for the School Counselor licensure exam delivered from the [Texas Education Agency](#) (TEA).

To be eligible to take the TExES School Counselor exam, professional certification candidates must pass the practice School Counseling exam. For school counseling, these exams are administered during a designated class period or by appointment with program advisors.

Upon passing the appropriate practice exam, the Director of Accreditation, Certification, and Assessment, will approve the candidate for one attempt on the School Counseling exam with the state, and will send the student instructions for registration with [Pearson](#). It is strongly recommended that students test at the earliest possibility upon being released to test.

The College of Education is dedicated to student success on state exams. Every effort will be made to provide additional instruction and support, if needed, to ensure this success.

Students who fail to take the appropriate TExES exam and/or seek certification within three years of program completion must present documentation of completion of TExES review or additional coursework prior to receiving permission to test. The practice test may be given again.

There is a TEA mandated 5-time limit on taking a single certification exam with a 30 day wait time between testing dates. Any tester who has attempted a test (regardless of how many attempts before August 31, 2015) may test up to four more times after September 1, 2015. Additional attempts would require the completion and submission of [test limit waiver](#) to TEA.

Program completers that have met all the requirements per [TAC §239.20](#) and submission of supporting documentation may apply for certification. The Director of Accreditation, Certification, and Assessment will review all documentation, testing, TCU conferred degree and upon successful review will submit a recommendation for certification. Certificates are accessible on the TEA website by entering information in the [Certificate Lookup](#).

### **Military Service Members, Military Spouses, and Military Veterans**

Effective September 1, 2015 the Texas Education Agency (TEA) will waive certain fees for eligible military service members, military veterans, and military spouses. Military Service Members, Military Spouses, and Military Veterans review of credentials and waiver information may be found in the [Texas Administrative Code \(TAC\) §234](#).

## **Licensed Professional Counselor (LPC) Credentialing**

The following information was gathered from the Texas Behavioral Health Executive Council website (<https://www.bhec.texas.gov/texas-state-board-of-examiners-of-professional-counselors/applying-for-a-license/index.html>) Further information needed can be found in greater detail at this site including frequently asked questions, contact methods, and more.

### **Steps to applying for licensure:**

1. Upon successful completion of the TCU Licensed Professional Counseling (for students who began coursework prior to August 1, 2017) or Clinical Mental Health Counseling program of study, students will have completed the educational component required to be eligible to sit for the National Counselor Examination (NCE).
2. Pass the NCE and the Texas Jurisprudence Exam, which will allow for the issuance of a Licensed Professional Counselor Associate (LPC-Associate) license.
  - The NCE is administered by the Texas State Board of Examiners of Professional Counselors in various testing locations. To register, see <https://www.nbcc.org/licensure/examregistration> . Registration requires an exam registration form, exam fee, and a copy of your transcript showing conferral of your master's degree in counseling. Processing time generally takes approximately four weeks. Upon approval, you will be notified and sent scheduling instructions. Your test scores are sent to the state board approximately four weeks after completion of your test.
  - If you live in a state that requires additional state exams, see the BHEC website for more information. Texas uses the NCE for its licensure exam.
  - You are responsible for remembering your date and time of testing, they do not send an admission letter or ticket.
  - The Texas Jurisprudence Exam can be purchased and accessed at <https://www.bhec.texas.gov/texas-state-board-of-examiners-of-professional-counselors/jurisprudence-examination/index.html>
3. After taking and passing the tests, the next step is finding a board-approved Licensed Professional Counselor-Supervisor (LPC-S) under whom the LPC-Associate will begin earning 3000 clock-hours.
4. Once you find an LPC-S, [apply online](#) after collecting the following materials:
  - Practicum Documentation [Form](#), Jurisprudence Examination Completion [Certificate](#), Supervisory Agreement [Form](#), and if applicable, a Military Supplemental [Form](#).
  - As well as additional documents:

- NCE/NCMHCE Scores: register for the exam in Texas or requesting a copy of your scores sent to the office if the exam was taken out of state.
  - National Practitioner Data Bank (NPDB) self-query report: mail an unopened self-query to the office.
  - Fingerprinting: information will be sent upon submitting an application with electronic fingerprinting options. Typically, a fee is paid to a fingerprint facility.
  - Official Transcripts: submitted directly to the board. The board prefers electronic submissions but still accepts hardcopies. Electronic transcripts should be sent to [transcripts@bhec.texas.gov](mailto:transcripts@bhec.texas.gov) virtually or mailed to: BHEC LPC Transcripts 333 Guadalupe Tower 3, Suite 900 Austin, TX 78701
5. Once you receive your temporary license, you may begin working on your hours:
    - At least 1500 hours of these 3000 must be in direct client contact. The 3000-hour requirement may not be completed in less than 18 months.
    - Close attention must be paid to the documentation requirements for approved intern sites and hours documentation. The supervisor is instrumental in helping with this, but it is ultimately the LPC-A's responsibility to keep accurate and detailed records of the hours earned at their site.
  6. After completion of the 3000 hours, the completed documentation and application for full licensure is submitted to the State of Texas, details of which can be accessed at the initial website above.
    - Should there be any discrepancies, the state will contact the applicant by mail of what needs to be adjusted or corrected. Verify the address the state has on file is correct.
  7. All licensees are required to undergo an HHSC approved human trafficking prevention training course as a condition of renewal, in accordance with Chapter 116 of the Occupations Code. Approved training courses can be found on the [Health Care Practitioner Human Trafficking Training](#) webpage.

## Campus Services

### Learning Environment

TCU boasts an endowment of over \$1.5 Billion, and is home to an accomplished student body of more than 10,000 students from around the nation and the globe. The College of Education projects no decrease in the level of support in the near future.

The construction of the 24,000 square foot Bailey-Palko Complex for the College of Education in 2007 demonstrates TCU's support for a quality-learning environment. This state-of-the-art facility houses the counseling programs.

### Financial Assistantships and Resources

TCU provides opportunities for financial aid to graduate students. The academic deans make most financial aid appointments. The following appointments are available:

- **Teaching, Research, or Graduate Assistantships** provide a partial or whole tuition grant and often include a stipend for the academic year for teaching assignments or equivalent research and/or departmental duties. The maximum assignment is two classes or three labs each semester, equivalent research duties, or a combination of research and teaching duties.
- **Fellowships and Scholarships provide tuition grants** including a stipend and require no duties. Appointments are typically for nine or twelve months.
- **Technology Resources Graduate Assistantships** provide tuition and stipends for an academic year. These appointments require half-time duties in Technology Resources and are available to

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This Handbook may serve as a guide, but students should adhere to the TCU Graduate Catalog and information obtained from their academic advisor. *Last updated October 2021*

graduate students regardless of field or specialization. Summer half-time appointments are also available.

The M.Ed. Counseling program is committed to providing support to graduate students. TCU's College of Education provide generous financial aid. For more information, please visit this link:

<https://coe.tcu.edu/financial-aid/>

## **Mary Couts Burnett Library**

The TCU library employs approximately 50 library personnel who are available to assist students with scholarly inquiry, study, and research.

The TCU library provides the following for use by TCU students, faculty, and staff:

1. 100 workstations running Windows 7 and equipped with base PC software described below. Hardware includes at least 19" monitors, 1GB RAM, all with CD-R/RW drives.
2. 4 PC multimedia workstations equipped with additional peripheral hardware and software, as described below.
3. 10 iMac computers running OS X, with software packages described below
4. 5 of the iMac computers are equipped with HP Scanjet N6310 scanners
5. 4 workstations on height-adjustable tables to accommodate wheel-chair access
  - 1 ADA (Americans with Disabilities Act) station on a height adjustable table, equipped with software for use by the visually impaired
  - Canon DR-1210C color scanners

## **Technical Support**

All TCU students are provided accounts to access the TCU email system, the campus network, file storage, and the myTCU portal.

You may contact the Information Technology (IT) support help desk for help with IT related applications, connecting to the TCU network, or other technology related concerns. The IT department can help students via phone, chat, in-person visits, or remote support tools. You may contact IT at 817-257-5855 or visit their walk-up location on the first floor of the Mary Couts Burnett Library.

## **TCU Counseling and Mental Health Center**

The TCU Counseling and Mental Health Center provides a variety of professional services, including short-term counseling, medication management, psychiatric consultation, and referrals. Counseling services are provided by licensed psychologists, licensed professional counselors, licensed social workers, and graduate level trainees under the supervision of a licensed staff therapist. A board-certified consulting psychiatrist provides psychiatric services.

Approximately ten full-time staff, the majority of whom are licensed professionals provide the following services:

**Individual, Couples, and Group Counseling** services consist of short-term counseling for students seeking assistance with challenges of college and life. Counseling sessions typically last 45-50 minutes. Stress, academic pressures, relationships and family concerns, depression, test anxiety, disordered eating, grief, and self-esteem issues are some common reasons students request counseling. Personal growth and various support groups are formed to meet the needs of students on specific issues.

**Crisis Intervention:** In case of emergencies, a crisis counselor is available Monday through Friday from 8:30 a.m. to 4:30 p.m. Campus police assist with after-hours emergencies.

**Psychiatric Services:** Psychiatric evaluations and consultations are available for students who are using counseling services. Students seeking long-term medication management who are not in counseling will be referred to providers in the community.

**Consultations:** Counseling and Mental Health Center staff members are available to consult with concerned family, friends, faculty members, or staff about a student in need. The Center abides by laws protecting the privacy of our clients.

## **Writing Center**

The Writing Center is located in Reed 419 and an annex is located in the Tom Brown Pete Wright Commons on the second floor. The graduate writing center is set up to help students in the organization, style, clarity, citations of sources, bibliographies, grammar, and punctuation. The Graduate Center Writing Center also offers workshops on relevant areas of interest. You may contact the writing center online at <http://www.wrt.tcu.edu/> or by phone 817-257-7221 to schedule an appointment.

## **Froggie Five-0**

Five-0 is the student escort service at TCU. Providing well over 3,000 escorts a month, Froggie-Five-0 is intended as a safety program, not a taxi service. Priority is given to people walking alone and those who need an escort to or from remote areas of campus. While TCU Police officer escorts are offered 24 hours a day, 7 days a week, student escorts operate between the hours of 8 p.m. and 1 a.m. If you need someone to walk with you from the parking lots to your residence hall or provide transportation (when available), call for Froggie-Five 0. Use the emergency phones at various locations near parking lots and around campus or dial 817.257.7777 at any time to request the service. Visit <https://police.tcu.edu/parking-transportation/froggie-five-o/> for more information.

## **Policies and Procedures**

The procedures for recommendation of students for credentialing and employment is specific to the TCU M.Ed Counseling program. All other policy and procedure information for this Handbook were gathered from the online TCU Graduate Student Catalog (<http://tcu.smartcatalogiq.com/current/Graduate-Catalog>). The information is included below but more detail can be found on the website. In case of discrepancy between the online TCU Graduate Student Catalog and this TCU Master's Degree Counseling Programs Student Handbook, please refer to the online Graduate Student Catalog for the most up-to-date information regarding policies and procedures.

## **Recommendation of Students for Credentialing and Employment**

Courses have carefully been selected and crafted to meet the educational needs of students, as well as the requirements of the Texas State Board of Examiners of Professional Counselors (aka the LPC Board) and the Council for Accreditation of Counseling & Related Educational Programs (CACREP). In order for TCU Counseling Program Faculty to make recommendations for credentialing and employment, students

must have successfully completed the required prerequisites for Practicum. These include EDGU 50223: Helping Relationships, EDGU 60143: Counseling Interventions, EDGU 50323: Small Group Dynamics, and either EDGU 60613: Orientation and Programs in Guidance and Counseling or EDGU 60423: Organization and Administration of Support Programs. Students who request a recommendation should provide the faculty member with the following: a) name and contact information for hiring committee, b) description of position/program to which the student is applying, c) updated resume, and d) list of points the students would like to be addressed. Positive recommendations are not guaranteed. However, faculty who are unable to provide a positive recommendation will notify the student within 10 business days of the request.

## **Transfer Credit**

Students may transfer up to 6 hours for the M.Ed. Counseling programs. The transfer courses must be approved by your advisor. Upon transfer course completion, complete and return the Transfer Credit Request form, signed by you and your advisor, to the College of Education Graduate Studies office. Two official copies of your transcript must be on file in the College of Education Graduate Studies office. Course descriptions of the classes you wish to transfer must also be on file or included with this form before your request can be reviewed. The completed request forms will be provided to the Associate Dean for additional processing and decision on acceptance or rejection of the request. The Transfer Credit Form and transfer credit transcripts must be received in the College of Education Graduate Studies office no later than 45 days prior to graduation. The Transfer Credit Form can be found in the Forms section of this student handbook.

## **Academic Conduct, Warning, and Appeals**

An academic community requires the highest standards of honor and integrity in all of its participants if it is to fulfill its mission. In such a community, faculty, students and staff are expected to maintain high standards of academic conduct. The purpose of this policy is to make all aware of these expectations. Additionally, the policy outlines some, but not all, of the situations that can arise that violate these standards. Further, the policy sets forth a set of procedures, characterized by a "sense of fair play," which is used when these standards are violated. More information regarding definitions of academic misconduct, procedures for dealing with academic misconduct, and sanctions can be found at the following website: <http://tcu.smartcatalogiq.com/current/Graduate-Catalog/Academic-Conduct>

The requisite GPA for graduate students is outlined in the online TCU Graduate Student Catalog: <http://tcu.smartcatalogiq.com/current/Graduate-Catalog/Policies-and-Procedures/Academic-Warning>

In the event a student questions the appropriateness of a grade assigned for a course or the results of another critical component of a degree requirement (e.g., oral exam), the student must first discuss the matter with the faculty member(s). These discussions between the faculty member and student should be initiated by the student as soon as possible after the grade is assigned. In the event that the faculty member(s) agrees to change the grade/decision, the normal process for changing a grade shall be followed. If the student wishes to appeal the faculty's decision after these discussions, he/she must follow the formal grade appeals process outlined in the online TCU Graduate Student Catalog:

<http://tcu.smartcatalogiq.com/current/Graduate-Catalog/Academic-Conduct/Grade-Appeals>

More information, including deadlines, regarding formal grade appeals to the appropriate administrator, academic dean, or academic appeals committee can be found at this site.

## Professional Behavior Standards

Graduate students at TCU occupy a unique position in the student body. They are more mature individuals with a defined perspective for the future and a high degree of both motivation and ability. In some instances, they are both seeking advanced knowledge and transmitting knowledge through their assignments as teaching or research assistants. While preparing for the professional models characteristic of their chosen discipline, they also serve as models to others in the graduate student role. All of this brings a special obligation to evidence a level of conduct that is compatible with the University's goals to offer programs of excellence and to enrich both the community and humankind.

Graduate students are expected to be familiar with and adhere to the published academic policies, rules, regulations and procedures of the University, as well as appropriate local, state and federal laws. The guiding principle is to conduct oneself in a manner that reflects well on the individual, the University and the academic process. The student is also expected to be responsible for his/her invited guests.

As counselors-in-training, we expect you to uphold ethical and professional obligations. In addition to standards of professional behavior found on the online TCU Graduate Student Catalog (<http://tcu.smartcatalogiq.com/current/Graduate-Catalog/Policies-and-Procedures/Professional-Behavior-Standards>), students of the counseling program will learn ethical and legal standards that they will need to uphold depending on the program, licenses, and certifications they seek. Regardless of the counseling track a student chooses, all counseling program students must follow the *ACA Code of Ethics*. <https://www.counseling.org/resources/aca-code-of-ethics.pdf>

Failure to follow the *Code of Ethics* will result in disciplinary action, which could include withdrawal from the counseling program.

## Violations

Students may be dismissed from individual courses with a grade of "F" for lack of academic progress or for conduct deemed to be contrary to the professional or ethical standards of a field upon the recommendation of the responsible faculty member and the approval of the academic dean. Additionally, violations of conduct relative to expected standards of professional behavior will be subject to disciplinary action up to and including expulsion from the University. Specific policies and procedures may be located at:

<http://tcu.smartcatalogiq.com/current/Graduate-Catalog/Policies-and-Procedures/Dismissal-Suspension-or-Expulsion>

## Student Retention, Remediation, and Dismissal

The Program's core faculty meets regularly (two to three times per month) and discusses any points of concern noted by core and non-core faculty. The student's grades, performance indicators, and dispositions and skills reviews are taken into account to determine if problem has been identified previously. Issues of concern will be addressed with student upon review of their Dispositions and Skills. If problem is serious (requiring immediate action) and/or pervasive, the Academic Performance and Professionalism Warning (APPW) process will be initiated. The process operates as follows:

- The faculty member completes the APPW form describing the concerns and indicating potential strategies and solutions to resolve the problem.
- A conference between the student and two faculty members is required to complete the APPW form. During the conference, the parties will discuss the student's understanding of the concerns,



generate potential solutions, and agree upon a course of action. The APPW contract will be signed by the student and faculty members. If the student fails to respond or attend a conference, the two faculty members will complete the form and notify the student via certified mail.

- The completed form is submitted to the associate dean, the student and The Dean of Students.
- Any student receiving two notices through this process may be considered for dismissal from the COE.
- Except in an unusually severe or critical situation (e.g., plagiarism, cheating, threat of harm to others, etc.), no single retention notice will result in a student being dismissed from the program.
- These notices do not become part of a student's permanent academic record.

## Forms and Documents

While the forms and documents that follow this page are specific to the counseling program only, graduate students should also be familiar with the College of Education (COE) documents and forms posted at <https://coe.tcu.edu/forms-documents/>. The following is a list of links to the important documents and forms posted at this site such as the Transfer Credit Request, Intent to Graduate, and Change of Major forms, among others.

[Academic Hooding Form](#)

[Change of Major Form](#)

[FERPA Consent Form](#)

[Graduate Study Room Reservations](#)

[Graduate Student Travel Application](#)

[Graduate Student Travel Policy and CoE Graduate Travel Application](#)

[Information and Deadlines for Graduation](#)

[Intent to Graduate form](#)

[New Graduate Student Orientation](#)

[Oral Examination Form](#)

[Texas Educators' Code of Ethics Form](#)

[Transfer Credit Request](#)

NOTE: The forms provided beyond this page are specific to counseling program only courses and are subject to change.