



# **Gannon University**

## **Clinical Mental Health Counseling Program**

**2019-2020**

## **Student Handbook**

## Preface – Welcome Letter

Dear Student,

Thank you for your interest in the Clinical Mental Health Counseling Program at Gannon University. This Student Handbook provides information regarding your graduate studies and includes a description of the program and policies. This information is designed to contribute to your success and productivity in the program. You are required to review this handbook and contact the faculty with any additional concerns or questions. We look forward to assisting you in attaining your professional goals.

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(Revised July, 2019)

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## **Introduction**

Gannon University offers the Master of Science in Clinical Mental Health Counseling. The M.S. in Clinical Mental Health Counseling is a 60 credit-hour program accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). CACREP is the professional accrediting body in the field of counselor education. CACREP promotes the professional competence of counseling and related practitioners through preparation standards, excellence in program development, and accreditation of professional preparation programs.

All students will complete a minimum of 60 semester hours for the degree. The program is designed to prepare individuals for careers in a variety of professional counseling settings such as community mental health, human service agencies, college and university counseling, and residential treatment. The curriculum provides a blend of counselor training experiences designed to provide the skills and knowledge necessary to become a professional counselor. The program prepares graduates to pursue certification as a Nationally Certified Counselor, and a Licensed Professional Counselor.

## **Mission Statement, Program Goals, and Student Learning Outcomes**

### **Mission Statement**

The mission of Gannon University's Clinical Mental Health Counseling Program is to educate and train students to become professional counselors who are committed to the wellness of individuals, families, groups, and the greater community. The philosophy of the program focuses on the development of the competencies required of professional counselors. The program objectives are (a) enhancing students' knowledge of counseling theory and concepts; (b) developing strategies to facilitate human growth and development over the lifespan; (c) providing skills and training requisite of generalist entry-level counseling practitioners; (d) developing multicultural competencies; (e) promoting the development of sound legal and ethical decision-making skills; and (f) preparing individuals for national certification and professional licensure. Although students typically are drawn from the regional area, applicants with diverse backgrounds and from outside the region are encouraged to apply. Students are guided to embody and contribute to the spirit of diversity to which the program and profession are committed.

### **Program Goals and Student Learning Outcomes**

The Program Goals and Student Learning Outcomes are fulfilled in program activities as outlined in the curriculum and course objectives.

Student Learning Outcomes:

Learning outcomes are statements of knowledge, skills and abilities an individual student possesses and can demonstrate upon completion of a program of study. Students graduating from the Clinical Mental Health Counseling Program at Gannon University are expected to achieve the following learning outcomes:

1. Demonstrate understanding of the ethical, legal and professional spheres of counselor roles, responsibilities, and identity.
2. Demonstrate understanding of the complexities of social and cultural contexts for individuals and their implications for relationships.
3. Demonstrate understanding of human development across the lifespan and its significance for counseling relationships and strategies.
4. Demonstrate understanding of career development and the interrelationships among and between work, mental well-being, relationships, and other life roles and factors.
5. Demonstrate counselor characteristics, behaviors, interviewing, and counseling skills that influence the helping relationship.
6. Demonstrate understanding of the dynamics, strategies, and conditions associated with group work effectiveness.
7. Demonstrate competent use of assessment and diagnosis of mental and emotional disorders and conditions.
8. Demonstrate competent use of research methods, needs assessment, and program evaluation skills important to the counseling profession.
9. Demonstrate case conceptualization, diagnosis, and treatment planning skills that utilize developmental and multicultural knowledge and an understanding of therapeutic relationships within the context of clinical mental health counseling.
10. Demonstrate self-awareness and self-development through engagement in active learning and reflectivity.

### **Accreditation**

The Clinical Mental Health Counseling Program is accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). Graduates are eligible to sit for the National Counselor Examination administered by the National Board of Certified Counselors (NBCC). Furthermore, graduates are able to meet the

degree requirements for licensure as a Professional Counselor in Pennsylvania and most other states. For further information on accreditation, contact:

CACREP  
1001 North Fairfax Street, Suite 510  
Alexandria, VA 22314  
Phone: 703-535-5990  
Website: [www.cacrep.org](http://www.cacrep.org)

### **Diversity Statement**

The Clinical Mental Health Counseling Program establishes and supports an environment that values the diverse and unique nature of human experiences and backgrounds. We enrich our personal and professional lives by exemplifying Gannon University's call to demonstrate professional respect for the dignity of every person. Students with special needs are encouraged to notify the professor on the first day of class so appropriate documentation and accommodations may be arranged. The University will make reasonable accommodations for students with disabilities in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. The purpose of accommodations is to provide equal access to educational opportunities for eligible students with academic and/or physical disabilities. Gannon students who require accommodations due to a documented diagnosed physical, emotional or learning disability should contact Gannon's Office of Disability Services at extension 5522 or find more information at:

<https://mygannon.edu/studentresources/studentssuccesscenter/disabilitysupportservices/Page/default.aspx>

### **Faculty**

*The faculty members are counselor educators who are actively involved in professional organizations on the national, state, and regional levels. They are also actively involved in scholarship that includes publications and professional research presentations. The faculty members have extensive experience as professional counselors and consultants.*

**Timothy E. Coppock, PhD**, Associate Professor, Clinical Experience Coordinator, holds a doctoral degree in Counselor Education from the University of Toledo, 2006, a master's degree in Mental Health Counseling from Bowling Green State University, 2002, and a master of divinity from United Theological Seminary, 1982. He is licensed as a Professional Clinical Counselor with supervision endorsement in Ohio, a Licensed Professional Counselor in Pennsylvania, and is a Nationally Certified Counselor. Dr. Coppock is a Chi Sigma Iota International member and is chapter faculty co-advisor for Gannon's Gamma Upsilon Chi chapter. His experience includes college counseling, employee assistance counseling and training, clinical mental health counseling and consulting, and private practice. Dr. Coppock has presented at the state, regional, and national level. His publications and research interests include: legal and ethical issues in counseling, professional identity, and hope as a precursor for therapeutic change.

**Kenneth G. McCurdy, PhD**, Associate Professor, CACREP Coordinator, holds a doctoral degree in Counselor Education and Supervision from Ohio University, 2002, and a master's degree in Community Counseling from the University of Scranton, 1996. He is licensed as a Professional Counselor in Pennsylvania and as a Clinical Counselor in Ohio and New York. He is a Nationally Certified Counselor, and an Approved Clinical Supervisor. Dr. McCurdy is a Chi Sigma Iota International Life Member and a past recipient of the CSI Leadership in Counselor Education fellowship and is chapter faculty co-advisor of the Gamma Upsilon Chi chapter. Dr. McCurdy is active in disaster response with the American Red Cross. His experience includes working in inpatient hospital settings, residential placement, community mental health, and college counseling. Dr. McCurdy has published articles and presented scholarship at the local, state, and national level. His areas of interest include: counselor education and supervision, ethical and legal issues in counseling, Adlerian/Individual psychology, play therapy, professional identity in counseling, and crises and trauma issues with young people.

**Rebecca A. Willow, EdD**, Associate Professor, Program Director, holds a doctoral degree in Counselor Education and Supervision from Duquesne University, 2003, a master's degree in Counseling-Secondary School Guidance from Edinboro University, 1996 and a degree in College Student Personnel from Bowling Green State University, 1989. Dr. Willow is a Licensed Professional Counselor, a Nationally Certified Counselor, and a Certified Secondary School Counselor. Dr. Willow is the past-president of the Pennsylvania Counseling Association (2012-2013). Dr. Willow has presented and published in national, regional, and state venues. Dr. Willow has accumulated experience in college counseling, school counseling, student personnel, and diversity training. She has delivered numerous training programs and conference presentations. Her areas of interest include: counselor education and supervision, counseling and spirituality, bereavement, and multicultural issues in counseling.

## **Program Highlights**

The Clinical Mental Health Counseling program is a long standing successful graduate program, founded in 1966. The program attained initial CACREP accreditation in 2009 as Community Counseling program. In 2013 the CACREP accreditation was successfully converted to a Clinical Mental Health Counseling program. In 2017 the program was re-accredited under the 2016 standards and was awarded an 8 year accreditation. The 60 credit curriculum meets the counselor preparation standards for state licensure-Licensed Professional Counselor (LPC) and the standard for the National Certified Counselor (NCC). Most states now require 60 credits for licensure.

A 12 credit Certificate of Advanced Counselor Study is designed for post-graduates to meet the 60 credit requirement for LPC Licensure.

The curriculum covers the eight core areas of counselor preparation. The Counselor Preparation Comprehensive Examination-CPCE, assesses knowledge in the eight core areas: Human Growth and Development, Social and Cultural Foundations, Theories of Counseling and the Helping Relationship, Groups, Lifestyle and Career Development, Appraisal, Research and Program Evaluation, and Professional Orientation and Ethics. Students are overwhelmingly successful on this nationally normed examination.

The curriculum provides advanced coursework that includes practical skill training, i.e. relaxation therapy, cognitive behavior therapy, counseling and spirituality, family counseling, and child and adolescent counseling.

A seminar course is offered to help students prepare for certification, licensure and professional practice. Students are required to take the Counselor Preparation Comprehensive Exam (CPCE), and are encouraged to take the National Counselor Exam (NCE). Students score consistently above the national mean on the CPCE. Gannon University students have a 94% pass rate on the NCE exam.

The supervised practicum and internship experience provides the counselor-in-training with valuable skill training and career development. Students can choose from many approved internship sites that partner to provide an optimal training experience. The Erie area hosts numerous internship training sites for Clinical Mental Health Counseling.

Gannon University is centrally located in downtown Erie. Palumbo Academic Center houses the Clinical Mental Health Counseling Program. A parking garage is attached for convenient access. Classrooms are equipped for technology access, internet, VCR, and DVD capability. Counselor training facilities include 3 individual counseling rooms and 2 group counseling rooms with live observation and digital video recording capabilities.

The Gamma Upsilon Chi chapter of Chi Sigma Iota International was established in 2003. Chi Sigma Iota is the International honor society for the counseling profession. A recognition dinner and initiation ceremony is held annually in the spring. Both the chapter and officers have received national recognition and fellowships for excellence.

The Gannon University Clinical Mental Health Counseling Program was the recipient of the 2009 PCA Outstanding Counselor Education Program Award, granted at the annual conference of the Pennsylvania Counseling Association.

### **Program History**

The Clinical Mental Health Counseling program at Gannon University has a long standing history of quality education. Graduate study began at Gannon in 1964 offering two degrees, Master of English and Master of Education. Guidance Counselor Certification became an option within the Master of Education, involving the completion of 30 credits. Between 1968 and 1969, Gannon's graduate programs existed within the domain of Counselor Education. Students had the option of to choose one of three degrees: Master of Education in Elementary School Guidance, Master of Education in Secondary School Guidance, or Certification in Guidance Supervision. In 1969, the Certification in Guidance Supervision was changed to Certification in Guidance Administration. Six years later, the program changed the requirement from 30 to 33 credit hours. The Certification in Guidance Administration was eliminated in 1977, however, the elementary and secondary programs continued to be offered. In 1979, the counseling programs were eliminated from the domain of education and were replaced by two Master of Science programs. The first was a Master of Science in Counseling with a concentration in working with Elementary School age children. The second was a Master of Science in Counseling with a concentration in working with adolescents and adults. Both required the completion of 33 credit hours. Upon fulfilling the required hours, students were eligible for Guidance certification. The degree also prepared individuals for work in community agencies and other mental health facilities.

Several changes were made in the Counselor Education Department in 1981. Gannon continued to offer the Master of Science in Counseling, along with four programs of specialization: Elementary School Counseling Program, Secondary School Counseling Program, Clinical Mental Health Counseling Program, and Student Personnel Administration in Higher Education. In 1987, a Gerontological Counseling Certificate was added to the department but then discontinued in 1989. The Counselor Education domain became the Counseling Psychology program, and the degree changed from a Master of Science in Counseling to a Master of Science in Counseling Psychology. The Master of Science in Counseling Psychology evolved to a 36 credit program. School Counseling certification was still an option, but the concentration in Student Personnel Administration in Higher Education was dropped. In 1996, the Master of Counseling Psychology program required the completion of 48 credits. Two years later, the Counseling Psychology doctoral program was established with Dr. Robert Nelsen serving as the Director of the program.

Several changes to the program transpired in the year 2000. The Master of Counseling Psychology program became the Master of Community Counseling. Dr. David Tobin, Counselor Educator, became the Community Counseling Program Director and only fulltime tenure track faculty member. A second fulltime tenure track faculty member, Dr. Ken McCurdy, Counselor Educator was hired in 2003. Beginning in 2004, the Community Counseling program evolved to a 60 credit program and two post

graduate certificate programs, Advanced Counselor Studies School and Counselor Preparation, were added to the curriculum. The Gamma Upsilon Chi chapter of Chi Sigma Iota was founded at Gannon University in 2003. The first initiation was in April of 2004 followed by yearly initiation banquets.

In 2005, Gannon hired Dr. Rebecca Willow, Counselor Educator, as a fulltime tenure track faculty member. Her roles included coordinating the School Counselor track in the Community Counseling Program. The Pennsylvania Department of Education completed a program review and awarded the maximum reaccreditation, eight years, to the School of Education and the School Counseling Track in 2006. In 2007, the Gannon administration approved a unit planning form to pursue CACREP Accreditation for the Community Counseling Program. In addition, a fourth fulltime tenure track faculty member, Dr. Timothy Coppock, Counselor Educator, joined the Community Counseling Program. His roles included coordination of clinical experiences and assisting with the CACREP Accreditation process.

In 2008, the program received administrative approval to pursue CACREP accreditation and successfully completed and submitted a self-study. In Summer 2009, the program has successfully been awarded CACREP accreditation. CACREP is the professional accrediting body in the field of counselor education. In Fall 2008, the Community Counseling program suspended the school counselor preparation option, primarily due to substantive changes made by PDE.

The Gannon University Community Counseling Program was the recipient of the 2009 PCA Outstanding Counselor Education Program Award, granted at the annual conference of the Pennsylvania Counseling Association. In Spring 2010, the department name was changed to Department of Psychology and Counseling.

In fall 2012, the name of the Community Counseling Program was changed to Clinical Mental Health Counseling. The name change is consistent with the 2009 CACREP standards for counseling programs which combined the Community Counseling with Mental Health Counseling standards. The program was successful in the submission of an abbreviated self-study in fall 2013 and was approved for accreditation under the 2009 CACREP standards as a Clinical Mental Health Counseling program.

In fall of 2013 the administrative duties of the faculty changed. Dr. Timothy Coppock assumed the role of Program Director, Dr. David Tobin became the Clinical Experience Coordinator, Dr. Kenneth McCurdy expanded his role as Outcomes Coordinator, and Dr. Willow as the CACREP Coordinator.

In the fall of 2017 Dr. David Tobin retired and duties were again changed with Dr. Becky Willow becoming the Clinical Experience Coordinator and Dr. Ken McCurdy taking over the role of CACREP Coordinator.

The fall of 2019 brings more change with Dr. Becky Willow as the new Program Director and Dr. Tim Coppock will be the Clinical Experiences Coordinator.

### **Application Process & Admission**

Students must have a bachelor's degree from an approved institution; submit a completed application for admission, resume, three letters of recommendation from appropriate professionals, and an essay; and participate in an admissions interview. To be admitted into the program, applicants must have a minimum grade point average of 2.8 in

undergraduate coursework. International applicants must provide evidence of successful achievement on the TOEFL of 95 and/or 7.0 on the IELTS. Examination sub-scores will also be considered as important to overall applicant qualification. A 500-word writing sample in English and evidence of successful completion of an undergraduate course taught in English in the United States or Canada are required. All students must also have ACT 33 and 34 clearances upon starting the program. Non-matriculation acceptance is only extended to students who have graduated from an accredited Counselor Education master's program; and require additional course work for certification or licensure. **Formal admittance to the program is required before enrolling in courses.** The admissions committee, consisting of program faculty members reviews all applicants and renders admission decisions.

### **BA/MS 4 + 2 Program for Gannon Students**

The BA/MS 4 + 2 program was approved in the spring of 2018 and first year BA psychology major students at Gannon University were offered the opportunity to select this program of study: Students who elect the 4+2 program will have a primary undergraduate advisor as well as a secondary graduate advisor beginning in their junior year. Students would need to be approved through an interview process with the CMHC faculty in the fall of their junior year in order to begin registering for the first year CMHC courses in the senior year. Students will be conditionally accepted into the CMHC program at that point, pending satisfactory academic performance with at least a 3.0 cumulative GPA. 4 + 2 students will be restricted to 12 semester hours in the fall and spring semesters of their 4<sup>th</sup> (senior) year which will include 9 hours of master's level courses each semester, senior thesis in the fall, and senior LBST capstone in the spring. The master's level courses will be used to fulfill the requirements of their BA degree as well as fulfilling requirements for the MS degree. Upon successful completion of the BA degree at the end of the spring semester in the fourth year, 4 + 2 students will be formally admitted into the MS program as graduate students. A full matrix for this program is located on pages 19-20 of the handbook.

### **Undergraduate Course Work**

Students enter the Clinical Mental Health Counseling Program from a variety of undergraduate backgrounds. Course work in human services, psychology, statistics, and human development is helpful. Several courses in psychology are recommended.

### **Orientation**

The orientation program is mandatory for new students and is held annually on the Friday before classes begin in August. The program is typically held from about 1PM until 5PM. The orientation provides information necessary to students beginning the Clinical Mental Health Counseling program. Topics include:

- faculty and student introductions
- program goals & objectives

- program mission
- plan of study review course
- methods of evaluation
- information on field experience requirements
- Wellness, self-care
- faculty expectations
- certification and licensure information
- CACREP accreditation
- Chi Sigma Iota
- advising process
- employment prospects for graduates
- evaluation and dismissal policies and procedures
- technology
- financial aid
- campus facilities and logistics

To conclude the afternoon, veteran students offer responses to new student questions and provide their insights into the Clinical Mental Health Counseling graduate student experience.

### **Additional Program Costs**

Mandatory:	Costs
Counselor Preparation Comprehensive Exam	\$50
Clearances – Pre-Practicum:	
Pennsylvania Child Abuse History	\$10
Pennsylvania State Police Criminal Record Check	\$10
FBI Fingerprint Check	\$27.50
Professional Liability Insurance (Required for the Clinical Experiences)	
Variable Rates	
Suggested:	
Student Member ACA (Recommended for Liability Insurance)	\$95 per year
National Counselor Exam (Program End)	\$335
Chi Sigma Iota (Honorary Society)	\$50
Gamma Upsilon Chi (local chapter dues)	\$5
PCA Student Membership	\$49

### **Financial Assistance**

Gannon operates a full-time office with financial aid representatives who will work with students to facilitate financial needs. These representatives have access to information relative to loans, grants, and programs at all private and government levels. Graduate students should contact Gannon’s Financial Aid Office at the earliest possible time since most loan and aid packages are limited. Call 814-871-7337 or visit [www.gannon.edu/about/tuition/graduate.asp](http://www.gannon.edu/about/tuition/graduate.asp) for more information.

### **Federal Student Loan**

Full and part-time graduate students (6 credits or more) are eligible to apply for the Federal Direct Student Loan. Students must file the Free Application for Federal Student Aid (FAFSA) to determine eligibility for this loan program. FAFSA applications are available on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). In addition, all students must complete a Master Promissory Note (MPN) and Entrance Counseling. The MPN and information regarding interest rates and repayment is available on-line at [www.studentloans.gov](http://www.studentloans.gov).

Students may be eligible to borrow up to \$20,500 per academic year, depending on the number of credits for which the student is enrolled. Students must successfully complete 18 credits in order to apply for the next increment of \$20,500.

### **Graduate Student Incentive Awards**

Students demonstrating financial needs may qualify for tuition assistance awards. The awards range from \$125-\$500 per semester and are available to graduate students who are receiving no other form of assistance or scholarship (excluding FSSL). (*Students in Education, RN-MSN, Anesthesia, OT, PA, DPT, or Ph.D. programs are not eligible.*) The amount of the award is based on financial need and will vary based upon the number of credits taken. Students must submit the Free Application for Federal Student Aid (FAFSA) or the Gannon Student Incentive Award application by the 15<sup>th</sup> of the month preceding the Fall or Spring semester. The scholarship will be awarded for Fall, Spring, and Summer semesters.

Summer scholarships will be awarded to those students awarded during the preceding Fall and/or Spring semester. No new award will be made for the summer sessions. Applications are available in the Offices of Graduate Studies and Financial Aid.

### **Graduate Scholarship**

A \$500 Graduate Scholarship was established in 1995 to aid a student not receiving employee reimbursement or the Diocesan Scholarship. The award is based on a combination of academic and professional achievements, as well as need. For further information and deadline dates, contact the Office of Graduate Studies and Financial Aid.

### **Gannon University Scholarship for Diocesan Employees**

Full-time employees of the Catholic Diocese of Erie or an approved affiliate institution are eligible for the Gannon University Scholarship for Diocesan Employees. This scholarship from Gannon University is designed to assist Diocesan employees who are continuing their education at Gannon University on a part-time (fewer than 9 credits per semester) basis. (*Students in the Health Sciences, Education, Weekend, College, Ph.D. and PLS classes are not eligible for the Diocesan Scholarship.*) Classes must be taken on the Gannon Campus to qualify.

Application forms for **New Students** are available in the Office of Graduate Studies and the Education Office of the Diocese of Erie. The approved application must be completed and presented at the time financial arrangements are being made for payment of the bill.

### **Employment Services**

Graduate students who are seeking part-time employment are generally quite successful in the local job market. The office of Career Development and Employment Service, located in Room 1040 Palumbo Academic Center (871-7680), is available to assist graduate students with preparing resumes, cover letters, and other employment related activities.

### **Assistantships**

There are a limited number of graduate assistantships available through various departments of the University. Generally the positions require part-time professional contributions by the student in return for tuition waiver and a stipend. For an updated list please call the Center for Adult Learning. Competition for assistantship openings is quite intense; therefore, early application is essential. For more information about graduate assistantships go to <http://www.gannon.edu/admiss/forms/GraduateAssistantships.pdf> and look at the graduate assistantship brochure.

### **Health Insurance**

Gannon University has made arrangements with an independent insurance carrier to provide an insurance program. The Accident and Sickness Insurance Plan is available to all registered students. Insurance enrollment packets are available online or at the Student Health Services Office. Information is available online at [www.gannon.edu/student-services/healthcenter/insurance](http://www.gannon.edu/student-services/healthcenter/insurance).

You can find a brochure, enroll, or get an insurance card online at [www.firststudent.com](http://www.firststudent.com) or contact Customer Service at 1-800-505-4160.

## **Academic Policies**

### **Advising**

Upon beginning the program, students will be assigned an academic advisor. Students are required to meet regularly with their advisor in order to formulate a plan of study, review course options, register for class, and secure assistance with selecting a practicum/internship site.

### **Attendance Policy**

Class attendance is a critical requirement of the Clinical Mental Health Counseling program. Students who miss more than two classes in a course may receive a lower course grade or be asked to withdraw from the course. In determining course grade, the instructor will take into consideration work and learning experiences missed as a result of attendance. It is not the practice of graduate faculty in this program to create alternative assignments for students who have missed class.

The courses in the Clinical Mental Health Counseling program include experiential components. Therefore, when students are absent they miss a significant learning experience that cannot be recreated or made up. In addition to missing their own learning opportunities, absent students detract from learning experience of other students in the class. Classes that involve group projects, group cohesiveness, and group process as an integral element of the learning experience can be adversely affected by student absenteeism. Furthermore, excessive absences could adversely impact future work with clients.

The faculty recognizes that graduate students often have legitimate needs to miss class. Students are advised to contact their instructor as soon as it becomes apparent that they will miss class. Individual faculty may institute particular class policies that are more specific to their course. Students are advised to take note of specific attendance policies printed on course syllabi.

### **Signature Assignments**

The Clinical Mental Health Counseling Program has specified Student Learning Outcomes, designed to assess student learning in core content and clinical areas of knowledge and skills. Signature assignments are delineated in each course in order to assess attainment of student learning outcomes. Students must score a minimum of 85% (acceptable) on a signature assignment in order to pass the course. Students who score less than 85% (acceptable) are required to remediate the assignment until the quality has reached an acceptable level. This assignment remediation may not result in a grade change for the course.

## Plan of Study

During their first semester in the program students are required to meet with their advisor and complete a plan of study. The following Master Degree Matrix is designed for that purpose.

### **I. Master's Degree in Clinical Mental Health Counseling Core Courses**

#### 1. Foundations of Professional Counseling Sequence (12 credits)

GCOU 605	Group Dynamics	3
GCOU 608	Human Development Over the Life Span	3
GCOU 627	Professional Counseling	3
GCOU 648	Counseling Strategies & Techniques	3

#### 2. Counseling Core I Sequence (12 credits)

GCOU 603	Research Methodology	3
GCOU 610	Counseling & Personality Theories	3
GCOU 613	Appraisal in Counseling	3
GCOU 625	Multicultural Issues in Counseling	3

#### 3. Counseling Core II Sequence (15 credits)

GCOU 612	Family Systems	3
GCOU 622	Career Development & Counseling	3
GCOU 631	Diagnosis and Treatment Planning	3
GCOU 642	Child and Adolescent Counseling	3
GCOU 690	Seminar in Counseling	3
(GCOU 690 and 691 must be completed after the Counseling Core II sequence and prior to enrolling in GCOU 651)		
GCOU 691	Counselor Preparation	0

#### 4. Advanced Core Sequence (15 credits)

GCOU 649	Mental Health Counseling	3
GCOU 660	Counseling and Spirituality	3
GCOU 667	Crisis and Disaster Counseling	3
GCOU 668	Addictions Counseling	3

#### 5. Supervised Counseling Experience (9 credits)

GCOU 650	Supervised Practicum	3
GCOU 651	Supervised Internship	6

### **II. Comprehensive Examination**

Each candidate will be required to pass a comprehensive examination during GCOU 691 Counselor Preparation.



# Psychology BA

## Clinical Mental Health Counseling MS 4+2 program

(2019 – 2020)

Name \_\_\_\_\_

Date \_\_\_\_\_

**Liberal Studies (42)**

- \_\_\_\_\_ LENG 111 College Composition (3)
- \_\_\_\_\_ LENG 112 Critical Analysis & Comp. (3)
- \_\_\_\_\_ LHST 111 History without Borders (3)
- \_\_\_\_\_ LTHE 101 Foundations of Theology (3)
- \_\_\_\_\_ LPHI 131 Introduction to Philosophy (3)
- \_\_\_\_\_ First-Year Seminar (2)
- \_\_\_\_\_ Leadership Seminar (1)
- \_\_\_\_\_ SPCH 111 Public Speaking (3)
- \_\_\_\_\_ Math \_\_\_\_ (met in major) (0)
  
- \_\_\_\_\_ \* Philosophy II Series (3)
  
- \_\_\_\_\_ LTHE 201 The Bible: An Introduction (3)
  
- \_\_\_\_\_ \* English Literature Series (3)
  
- \_\_\_\_\_ \* Fine Arts Series (3)
  
- \_\_\_\_\_ \* LTHE 300 level course or LPHI 237 (THEO/PHIL Series III) (3)
  
- \_\_\_\_\_ Social Science (met in major) (0)
  
- \_\_\_\_\_ \* Natural Science (BIOL 104) (3)
  
- Senior Year:
- \_\_\_\_\_ LBST 383 Integrating Seminar (3)

**\* Please consult semester schedule/catalog for approved courses.**

**Field of Concentration (35)**

- \_\_\_\_\_ PSYC 111 Intro to Psychology (3)
- \_\_\_\_\_ PSYC 211 Psych Statistics (3)
- \_\_\_\_\_ PSYC 212 Psych Statistics Lab (1)
- \_\_\_\_\_ PSYC 214 Careers in Psychology (3)
- \_\_\_\_\_ PSYC 222 Psych of Human Development (3)
- \_\_\_\_\_ PSYC 225 Social Psychology (3)
- \_\_\_\_\_ PSYC 232 Psychopathology (3)
- \_\_\_\_\_ PSYC 265 Cross-Cultural Psychology (3)
- \_\_\_\_\_ PSYC 303 Research Methods w/ Lab (4)
- \_\_\_\_\_ PSYC 315 Physiological Psychology (3)
- \_\_\_\_\_ PSYC 325 Cognitive Psychology (3)
- \_\_\_\_\_ PSYC 400 Psychology Senior Thesis (3)

**First Year CMHC (18)**

- \_\_\_\_\_ GCOU 608 Human Development - Lifespan (3)
- \_\_\_\_\_ GCOU 627 Professional Counseling (3)
- \_\_\_\_\_ GCOU 648 Counseling Strategies/Techniques (3)
- \_\_\_\_\_ GCOU 603 Research Methods in Counseling (3)
- \_\_\_\_\_ GCOU 605 Group Dynamics (3)
- \_\_\_\_\_ GCOU 610 Counseling & Personality Theories (3)

**Required Courses (6)**

- \_\_\_\_\_ Foreign Language (one language) (6)

**Free Electives (27)**

- \_\_\_\_\_ (3)
- \_\_\_\_\_ (3)
- \_\_\_\_\_ (3)
- \_\_\_\_\_ (3)
- \_\_\_\_\_ (3)
- \_\_\_\_\_ (3)
- \_\_\_\_\_ (3)
- \_\_\_\_\_ (3)
- \_\_\_\_\_ (3)

**Total ~~~~~ 128**

Updated May 2018

**Psychology B.A. and CMHC M.S. 4+2 program**  
**(Numerals in front of courses indicate credits)**

**FRESHMAN**

**Fall Semester**

3 College Composition/LENG 111  
 3 History Without Borders/LHST 111  
 3 Human Biology/BIOL 104  
 3 Intro. to Psychology/PSYC 111  
 3 Introduction to Philosophy/LPHI 131  
 2 First Year Seminar/PSYC 101

**Total Credits: 17**

**Spring Semester**

3 Crit Analysis & Comp/LENG 112  
 3 Psych of Human Dev/PSYC 222  
 3 Psychopathology/PSYC 232  
 3 Found. of Theology/LTHE 101  
 3 Public Speaking/SPCH 111  
 3 General Elective

**Total Credits: 18**

**SOPHOMORE**

**Fall Semester**

3 Philosophy II Series/LPHI  
 3 Literature Series/LENG  
 3 Psych Statistics/PSYC 211  
 3 Modern Language  
 3 Cognitive Psych/PSYC 325  
 3 General Elective

**Total Credits: 18**

**Spring Semester**

3 The Bible: An Intro/LTHE 201  
 3 Careers in Psychology/PSYC 214  
 3 Social Psychology/PSYC 225  
 3 Modern Language  
 1 Psych Statistics Lab/PSYC 212  
 3 General Elective

**Total Credits: 16**

**JUNIOR**

**Fall Semester**

4 Research Methods/PSYC 303  
 3 Theo/Phil III Series/LTHE or LPHI  
 1 Leadership Seminar  
 9 General Electives

**Total Credits: 17**

**Spring Semester**

3 Cross-Cultural Psych/PSYC 265  
 3 Physiological Psych/PSYC 315  
 3 Fine Arts Series/LFIN  
 9 General Electives

**Total Credits: 18**

**SENIOR**

**Fall Semester**

3 Senior Thesis/PSYC 400  
 3 GCOU 648 Strategies & Techniques  
 3 GCOU 627 Intro. to Professional Coun.  
 3 GCOU 608 Human Dev. Across Lifespan

**Total Credits: 12**

**Spring Semester**

3 Senior Seminar/LBST 383  
 3 GCOU 603 Research Methodology  
 3 GCOU 605 Group Dynamics  
 3 GCOU 610 Coun. & Personality Theories

**Total Credits: 12**

**GRADUATE (all courses are 3 credits with noted exceptions)**

**First Summer**

GCOU 660 Counseling & Spirituality  
 Diagnosis & Treatment Plan  
 GCOU 612 Family Systems  
 & Adolescent

Multicultural

**Second Fall**

GCOU 613 Appraisal in Counseling  
  
 GCOU 667 Crisis & Disaster  
  
 GCOU 622 Career Devel. & Counseling

**Second Spring**

GCOU 631  
  
 GCOU 642 Child  
  
 GCOU 625

**Second Summer**

GCOU 690 Seminar in Counseling  
 Supervised Internship\*  
 GCOU 691 Counselor Prep (Comps)\*\*  
 GCOU 668 Addictions

**Third Fall**

GCOU 649 Mental Health Counseling  
  
 GCOU 650 Supervised Practicum

**Third Spring**

GCOU 651

\* 6 credits \*\* 0 credits

## **Clearances**

Upon application, all Clinical Mental Health Counseling Program applicants must present clear copies of the Pennsylvania Child Abuse History clearance and the Pennsylvania State Police Criminal Record Check clearance (as per Pennsylvania Acts 33 & 34). Applicants with documented criminal or abuse records will be evaluated on an individual basis for their appropriateness in the program.

## **Counselor Preparation Comprehensive Exam**

The Counselor Preparation Comprehensive Exam (CPCE) is a nationally administered examination. Students register for this exam GCOU 691 Counselor Preparation (0 credits) in conjunction with GCOU 690 Seminar in Counseling. Students are required to pass this exam prior to taking the clinical supervised internship. This exam is similar to the National Counselor Exam and is comprised of the eight core content areas of counselor knowledge. Students will need to obtain passing scores in each of the core content areas, determined by a score of one standard deviation within the national mean. Remediation of deficiency will be allowed in only two areas.

The seminar in Counseling provides preparation for successful completion of the CPCE. In addition, the CPCE provides valuable preparation for the National Counselor Exam (NCE). The CPCE is administered at an off-campus professional testing site.

## **National Certification**

The National Board for Certified Counselors (NBCC) administers the National Counselor Examination (NCE). The NCE is administered at an off-campus professional testing site. Upon passing the NCE, graduates become nationally certified counselors.

## **Licensure**

In the Commonwealth of Pennsylvania, counselors are licensed by the Commonwealth of Pennsylvania State Board of Social Workers, Marriage and Family Therapists and Professional Counselors. The overall goal of the Clinical Mental Health Counseling Program is to provide academic preparation for graduates to become Licensed Professional Counselors. There are additional postgraduate clinical supervision requirements in order to attain licensure.

## Practicum and Internship Information

### Purpose of Practicum

The practicum clinical experience provides the counselor-in-training with the opportunity to engage in the practice of counseling under the supervision of Clinical Mental Health Counseling program faculty and clinical site supervisors. Students are expected to demonstrate the basic competencies of professional counselors. 100 hours are required and must include direct counseling, related professional activities, and individual supervision. In addition, a faculty supervisor will provide a minimum of 1.5 hours of group supervision. Faculty supervisors may also provide 1 hour of individual or triadic supervision in order to further meet the developmental needs of students. Upon request, this supervision may occur several times throughout the semester. Clinical Mental Health Counseling students will see clients at a community mental health agency or similar institution that provides mental health counseling.

### Practicum Objectives

The main objective of Practicum is to provide graduate counseling students with closely supervised and highly structured clinical experiences to facilitate development as a professional counselor-in-training. Practicum requires dedication, a willingness to attempt new techniques, willingness to accept feedback and experience the responsibilities of professional counseling. Counselors-in-training are closely supervised and receive specific practical training in individual and group counseling with clients/students.

Students who apply for Practicum will need to complete the following:

Accumulated relevant human service experience as a prerequisite to enrolling in practicum.

Attend Practicum / Internship Orientation prior to submitting application.

Orientation: Fall semester – 4<sup>th</sup> Monday after classes begin 4:00 – 6:00 pm.

Students who apply for Practicum will need current copies of the following clearances: Pennsylvania Child Abuse History, Pennsylvania State Police Criminal Record Check, and FBI Fingerprint Check (Pennsylvania Act 33 & 34). All students will receive a **Clinical Experience Handbook** that outlines the application procedures and responsibilities required of Practicum and Internship. The Clinical Experience Handbook is also available on the Clinical Mental Health Counseling webpage. The Clinical Experience coordinator maintains a list of approved clinical sites. The Clinical Experience must be completed within an 80-mile radius of Gannon University. Students will determine the preferred type of practicum experience in consultation with their Faculty Advisor. The Faculty Advisor may not approve a practicum/internship site if the potential exists for role confusion. This could occur at a site where the student currently holds or previously held a position within that organization.

### **Expectations for Ethical and Professional Behavior**

Students are expected to be familiar with and follow the procedures of GCOU 650 Supervised Practicum and GCOU 651 Supervised Internship as well as the clinical site rules and regulations. While both site and faculty supervisors are eager to help, it is the responsibility of the counselor-in-training to develop professional habits of responsibility, accountability, personal appearance, social media presentation, and self-management. Students are required to follow the Social Networking Policy and abide by the social media policy of their agency or placement. Counselors-in-Training have a responsibility to understand and follow the ACA Code of Ethics and adhere to applicable laws, regulatory policies, and rules and policies governing professional staff behavior at the agency or placement setting. Furthermore they should refrain from offering or providing counseling services when their physical, mental, or emotional problems are likely to harm a client or others (F.8 Student Responsibilities). It is the obligation of counselor educators and site supervisors to address inabilities of students who fail to achieve counseling competencies that might impede performance.

In addition, students are expected to demonstrate a willingness and openness to work in an affirming way with all clients, regardless of clinical issues, client identity, or value differences. Counselors-in-training are expected to seek out supervision with faculty and site-supervisors in order to align the counselor/client therapeutic relationship. This is in compliance with the ACA Code of Ethics.

### **Purpose of Internship**

The internship clinical experience provides the counselor-in-training with advanced opportunities to engage in the practice of counseling under the supervision of Clinical Mental Health Counseling Program faculty and clinical site supervisors. Students will demonstrate advanced counseling competencies and case conceptualization required of professional counselors. 600 hours of counseling practice is required which includes direct counseling, professional activities, and individual site supervision and faculty group supervision. Clinical Mental Health Counseling students will see clients at a community mental health agency or related institution that provides mental health counseling.

### **Professional Liability Insurance**

Students are required to purchase and maintain professional liability insurance throughout their supervised clinical experience. We strongly recommend student membership in the American Counseling Association which offers complimentary student professional liability insurance.

## Academic Integrity Policy

From <http://www.gannon.edu/catalog/graduate/current/AcademicRegulations.asp>

Gannon University considers the maintenance of academic integrity of utmost importance and stresses that students are responsible for thoroughly understanding this code.

Absolute integrity is expected of every Gannon student in all academic undertakings; the student must in no way misrepresent his/her work, fraudulently or unfairly advance his/her academic status, or be a party to another student's failure to maintain integrity.

The maintenance of an atmosphere of academic honor and the fulfillment of the provisions of this code are the responsibilities of the students and faculty of Gannon University. Therefore, all students and faculty members shall adhere to the basic principles of this code.

### **I. Forms of Academic Dishonesty**

#### **A. Plagiarism**

Plagiarism is the inclusion of someone else's words, ideas or data as one's own work. When a student submits work for credit that includes words, ideas, or data of others, the source of that information must be acknowledged through complete and accurate documentation, and specific footnote references, and, if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements.

A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness.

#### **EXAMPLES** (Including but not limited to)

1. Whenever one quotes another person's actual words.
2. Whenever one paraphrases another person's idea, opinion, or theory;  
and
3. Whenever one borrows facts, statistics, or other illustrative materials,  
unless the information is common knowledge.
4. Downloading or purchasing material from Internet without identifying  
appropriate acknowledgement.

## **B. Fabrication**

Fabrication is the use of invented information or the falsification of research or other findings with the intent to deceive.

### **EXAMPLES** (Including but not limited to)

1. Citing information not taken from the source indicated.
2. Listing sources in a bibliography not used in the academic exercise.
3. Inventing data or source information for research or other academic exercise.
4. Submitting as your own any academic exercise (e.g., written work, documentation or legal document [e.g., patient charts, etc.], painting, sculpture, etc.) prepared totally or in part by another



College of Humanities, Education and Social Sciences  
109 University Square  
Erie, Pennsylvania 16541-0001  
(814) 871.7549 • fax (814) 871.7652  
www.gannon.edu

Name( print)\_\_\_\_\_

Student ID Number\_\_\_\_\_

Course\_\_\_\_\_Semester\_\_\_\_\_

Teacher's Name( print)\_\_\_\_\_

I admit I have violated Gannon University's policy on academic integrity and I accept the consequences for my actions. I also realize that a second offense against this policy may result in my dismissal from the University.

Signed\_\_\_\_\_Date\_\_\_\_\_

Teacher's signature\_\_\_\_\_Date\_\_\_\_\_

*Believe...*

## **Harassment, Sexual Harassment, Discrimination, and Consensual Relations**

Harassment and unlawful discrimination violate the basic right of each individual to be treated as a person worthy of respect and is in direct contradiction to the University's mission. In administering its affairs, Gannon University will prohibit harassment and shall not discriminate against any person on any basis prohibited by law.

Sexual harassment is a form of harassment that includes behavior of a sexual nature that is, or may be perceived as being unwelcome or offensive.

The complete Sexual Harassment Policy may be found in the Policies and Procedures Manual, the Faculty Handbook, and the Gannon University Student Handbook. Questions or concerns about any type of harassment or unlawful discrimination are to be brought to the attention of a harassment prevention officer by checking the website: <http://www.gannon.edu/depts/hr/Policy/Index.ihtml>, student conduct officer (814)871-7224, or any member of the Human Resources Department (814-871-7145).

## **Students with Disabilities**

Disability Support Services:

The University will make reasonable accommodations for students with disabilities in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. The purpose of accommodations is to provide equal access to educational opportunities for eligible students with academic and/or physical disabilities. Gannon students who require accommodations due to a documented diagnosed physical, emotional or learning disability should contact Gannon's Office of Disability Service at extension 5522 or find more information at:

<https://mygannon.edu/studentresources/studentssuccesscenter/disabilitysupportservices/Page/default.aspx>

## **Application for Graduation**

Application for graduation and M.S. degree should be made during the practicum or at the time the student registers for their final semester. Students may obtain an Application for Graduation from their academic advisor or practicum supervisor. This form requires the signature of the program director or department chair.

## **Graduation**

Degrees are conferred three times per year: December, May, and August. Attendance at Commencement ceremonies, which are held in December and May, are highly recommended, since graduation is an important and joyous occasion in the life of academic institutions.

Prospective graduates should complete an application for graduation early in the semester (or year) of planned commencement. December graduates must apply for graduation before September 15. May and August graduates must apply for graduation before February 15.

### **Recommendations Policy**

Faculty endorse only students who are in good standing in the Clinical Mental Health Counseling program or who are graduates of the program. Endorsements and/or recommendation documents for students are completed upon student request and at the discretion of the faculty. Decisions to waive rights to view a recommendation document are made solely by the student.

### **Professional Affiliation**

Students are encouraged to identify with the counseling profession by participating in professional associations such as the American Counseling Association (ACA), its divisions, branches, and affiliate organizations, and by participating in seminars, workshops, or other activities that contribute to personal and professional growth. Students are especially encouraged to join the Pennsylvania Counseling Association, the state division of the ACA. Students are also invited to join Chi Sigma Iota, the National Honor Society for professional counselors.

### **Leave of Absence**

A leave of absence can be requested in case of severe illness, family emergency, or other extenuating circumstance causing significant hardship for the student. A leave of absence can be requested for up to one year. It is expected that a degree-seeking student will make a steady and continued progress towards completion of the program. However, students occasionally may interrupt their studies to take a semester (or more) off due to personal or professional needs. If a student has been off for one year or longer, they must re-apply for admission.

### **Retention**

Students may be dismissed from Graduate Studies for academic and/or professional reasons.

**Academic:** All students whose GPA falls below 3.0 are subject to review each semester by their program director, and their Academic Dean. Separation from the University is the responsibility of the appropriate Academic Dean in consultation with the program director. Graduate students who fall below this standard for be subject for academic review, remediation, probation, suspension, or dismissal. The Graduate Student Academic Action Policy for cumulative GPA below 3.0 is listed in the graduate catalogue.

The Clinical Mental Health Counseling Program may require students who receive a grade below B- in a specific course to repeat that course. The Program limits a student to only two grades below B-. No student may graduate with a GPA below 3.0.

**Professional:** All students whose professional behavior in the classroom or in clinical situations falls below professional standards will be subject to dismissal from the program.

### **Student Review Policy**

The student review policy refers to the practice and obligation of program faculty to evaluate each student for academic, professional, and personal fitness to continue in a counseling program. The Clinical Mental Health Counseling Program faculty endorses the CACREP Standards that state, “The program faculty conducts a developmental systematic assessment of each student’s progress throughout the program, including consideration of the student’s academic performance, professional development, and personal development.”

A faculty review of all students will be conducted each semester. Students who do not demonstrate suitability for becoming a professional counselor will be subject to remedial assistance, referral for personal counseling, suspension, or dismissal. Suitability implies an ability to sustain emotional stability, a willingness to engage in self-knowledge, self-awareness, and self-reflection; and the ability to acknowledge and integrate appropriate instructor or supervisory feedback. Students are required to consistently conduct themselves in a professional, ethical, and collaborative manner throughout their graduate studies. This includes personal appearance, self-management, and social media presentation. Students are required to follow the social networking policy. At any time during the semester program faculty may call for an evaluation of a student by submitting a Student Concern Form to the program director or chair. In this instance a formal meeting with the student and faculty could be required.

The Clinical Mental Health Counseling Program faculty endorses the ACA Code of Ethics which states that counselor educators conduct counselor education and training programs in an ethical manner. Students and supervisees are under the same ethical obligation as counselor educators, trainers, and supervisors. Counselors-in-Training have a responsibility to understand and follow the ACA Code of Ethics and adhere to applicable laws, regulatory policies, and rules and policies governing professional staff behavior at the agency or placement setting. Furthermore they should refrain from offering or providing counseling services when their physical, mental, or emotional problems are likely to harm a client or others. (F.8 Student Responsibilities). It is the obligation of counselor educators to address the inabilities of students who fail to achieve counseling competencies that might impede performance. Counselor educators will assist students in securing remedial assistance.

## **Policy and Guidelines for Social Networking/Electronic Devices**

### **Policy:**

It is the policy of the Clinical Mental Health Counseling Program to develop and offer guidelines and practices which will protect the integrity of the students, faculty, clinical site supervisors, Gannon University, and the public. This policy provides specific guidelines and protocols for Clinical Mental Health Counseling students and faculty in the use and application of electronic forms of communication not limited to: Face Book, Twitter, Instagram, You Tube, Blogs, Live Journal, email, text, and other future forms.

Clinical Mental Health Counseling students must accept the responsibilities of social media participation and the use of electronic devices.

### **General Guidelines:**

Current students must:

- Be respectful to the Gannon University Clinical Mental Health Counseling Program, faculty, staff, and students
- Not engage in social networking while in class or at clinical experience sites
- Not post images or references to Gannon University Clinical Mental Health Counseling Program, faculty, staff, and students
- Be aware that online presence reflects on the Clinical Mental Health Counseling Program
- Be aware that actions posted in images or comments can reflect on the Clinical Mental Health Counseling Program
- Not engage in any type of cyber bullying, harassment, or discrimination
- Not engage in any illegal activity
- Report any circumstances of a threat or slander of another individual

### **Additional Guidelines for Practicum and Internship:**

Current practicum and internship students must:

- Not refer to clients or families at Clinical Experience sites in any way
- Be aware that email and text messages are not secure methods of communication and should not be used for transmission of confidential information either in the body or the email or as an attachment
- Be aware that the use of disclaimers does not release the responsibility of the sender and/or receiver of the information from ethical/legal mandates provided by HIPAA, FERPA, and other regulations protecting privacy and confidentiality.
- Be aware that client contacts can become court records: emails, text messages, IM's, Twitter, etc.
- Maintain time boundaries for email, text messages, Face Book, Instagram, LinkedIn, Twitter, and other electronic forms of communication and should conform to work schedules so as not to create the illusion of expanded availability for clients.

### **Additional Guidelines for Handheld Devices:**

Current students must:

- Not use personal handheld devices during class (except with permission of instructor) or working hours at clinical experience sites and/or when engaged in responsibilities with clients.

**Additional Guidelines for Face Book:**

Current students must:

- Only display information that is professionally appropriate and reflects their public image as a professional counselor-in-training.
- Observe strict limits: no current or past clients.
- Be aware that information can be viewed by clients, potential employers, peers, colleagues, faculty, and supervisors.
- Be aware that information posted does not ever “go away”.

Be aware that information can be copied, printed, and reposted to multiple sites, searched using search engines like Bing, Google, and Yahoo.

## Student Concern Report Form

**Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Faculty:** \_\_\_\_\_

**Report:** This form provides record of concerns or incidents involving a student within the program. Faculty concerns for the student may represent an event or ongoing observations.

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

### **Student Remediation**

The student remediation process is implemented to address problematic behavior and improve academic, professional, interpersonal and personal functioning. Faculty advisors may initiate student remediation which can result in a formal meeting with the program director and one, or more, additional faculty from the program. At the remediation meeting a remediation plan will be designed; followed by a letter to the student. The intervention process is not limited to, but may include any of the following: formal advising; referral for academic assistance; reduced coursework; repeat of coursework; non-approval of practicum/internship; referral for mandatory personal counseling; academic probation; suspension; encouragement to withdrawal from the program; or formal dismissal. In all incidences of formal intervention, students will be apprised of due process and appeal procedures. Students may request to dispute a decision made by a faculty member or director regarding a grade or administrative directive. The rights of appeal include a progression from the program faculty, program director, department chair, and Dean of the College of Humanities, Education, and Social Sciences. If resolution cannot be reached, the appeal can be referred to the University Ombudsperson.

### **Recommendation for Personal Counseling**

As a result of participation in the program students may become aware of unresolved or personal issues. Faculty encourage and support all students to seek and participate in counseling. Counseling may also be encouraged or warranted as part of the student review process. Short-term counseling for university students is available at Student Counseling and Health Services, Harborview (Lower Level) 210 West 6<sup>th</sup> Street (871-7622). Services are free and confidential to Gannon University Students. Other referral sources may be provided by program faculty.

### **Psychology and Counseling Lounge**

The Psychology and Counseling Lounge, room 2240 Palumbo, is available for study, relaxation, and information dissemination. Two computers, a microwave and refrigerator are located in the room. Students are responsible for keeping the Lounge clean and attractive.

### **Informational Bulletin Board**

The Clinical Mental Health Counseling faculty maintain an electronic bulletin board which contains on-going program information, announcements about professional workshops and seminars, and listings of available positions in counseling. The electronic bulletin board is located on the second floor of the Palumbo Academic Building and is adjacent to Room 2247. Students will also receive program announcements through campus email or community meetings.

The Clinical Mental Health Counseling Program is located in the “Organizations” section of the Blackboard Learn course management program. Students are expected to review information posted on Blackboard Learn and sent to Gannon email accounts on a regular basis.

**Grading System**

The work of all graduate students is evaluated and then reported in terms of the following grades:

<b>Grade</b>	<b>Grade Points Per Credit Hour</b>
A+ .....	4.0
A .....	4.0
A- .....	3.7
B+ .....	3.3
B .....	3.0
B- .....	2.7
C+ .....	2.3
C .....	2.0
<b>F (Failure)</b> .....	<b>0</b>
<b>I (Incomplete)</b> .....	<b>0</b>
<b>X (Withdrawal)</b> .....	<b>0</b>
<b>P (Pass)</b> .....	<b>0</b>
<b>AU (Audit)</b> .....	<b>0</b>

**Incomplete Grades**

Incomplete grades may be assigned at the discretion of the faculty member in cases of serious need. Students may request “I” grades, but the decision to grant this concession will be made by the faculty member. Students who receive an “I” grade have until the conclusion of the next regular (not summer) academic semester to complete their work, submit it, and have the “I” grade changed to a regular letter grade. Incomplete grades which are not finished within this time period will be changed to the grade of F, unless an extension is petitioned and granted by the appropriate faculty member.

**Statute of Limitations**

A student must complete a Master’s degree program within six years of taking the first course. Exceptions can be granted only by the program director and the Dean. Additionally, students who have not enrolled for one year must contact the program director and resubmit an application for graduate studies.

### **Transfer of Credits**

Transfer credits from other institutions are accepted at the discretion of program directors. Acceptance of up to 12 transfer credits from students who were enrolled in a CACREP program or 6 credits from a non-CACREP program is permitted for courses in which a student received at least a grade of “B” (3.0). This policy applies to transfer admissions only. Students are not allowed to transfer the supervised practicum or supervised internship. The clinical experiences must be completed at Gannon University under the guidelines of the program and supervision of program faculty.

## **Gannon Facilities**

### **Library**

- Located on Sassafras Street, between 6<sup>th</sup> and 7<sup>th</sup> streets
- Hours:
  - Sunday: 12:30pm – 12:00am
  - Monday – Thursday: 8:00am – 12:00am
  - Friday: 8:00am – 9:00pm
  - Saturday: 10:00am – 5:30pm
- These hours change drastically during the summer; check the website for changes
- Library website: [www.gannon.edu/library](http://www.gannon.edu/library)
- Phone: (814) 871-7557

### **Bookstore**

- The bookstore is located on the first floor of the Palumbo Academic Center
- Website: [www.gannonbookstore.com](http://www.gannonbookstore.com)
- Phone: (814) 871-7421

### **Waldron Center**

- Gannon's campus center, located on 7<sup>th</sup> street near the Gannon arch
- Comfortable areas for individual and group study
- Food
  - Doc's Landing is a two-tiered food court with pizza. Grilled items, healthy salads, among many other great selections
  - Accepts GU Gold
- ATM located on the ground floor
- Hours:
  - Monday – Friday: 7:00am – 11:00pm
  - Saturday: 10:00am – 11:00pm
  - Sunday: 12:00pm – 11:00pm

### **Registrar, Cashier's Office & Financial Aid**

- Located west of the Erie County Courthouse, in the Gitnik Manse near the corner of 6<sup>th</sup> and Sassafras Streets
- Cashier's Office is located on the first floor
  - Phone: (814) 871-7427
- Registrar is located on the second floor
- Financial Aid is located on the third floor
- Hours of operation: Monday – Friday 8:00am – 4:30pm
- Registrar contact information:
  - Phone: (814) 871-7611
  - Website: <http://www.gannon.edu/depts/reg>
- Financial Aid contact information
  - Phone: (814) 871-7337
  - Website: <http://www.gannon.edu/about/tuition/graduate.asp>
  - Email: [financialaid@gannon.edu](mailto:financialaid@gannon.edu)

**Recreation and Wellness Center**

- Location: 130 West 4<sup>th</sup> Street
- Hours:
  - Monday – Thursday: 10:00am – 11:00am
  - Friday – Saturday: 10:00am – 10:00pm
  - Sunday: 12:00pm – 10:00pm
- Gym hours vary during the summer and for university breaks
- Phone: (814) 871-7770

**Obtaining an ID Card**

- Gannon photo ID is obtained in the Campus Security Office – 210 West 6<sup>th</sup> Street
- ID Hours: Monday – Friday: 8:00am – 4:30pm

**Psychology and Counseling Department Office**

- Hours of operation: Monday – Thursday 8:00am – 6:00pm, Friday 8:00am -- 4:30pm
- Secretary: Tracy Willover
- Located in Room 2219, on the second floor of the Palumbo Academic Center
- Bookshelves located near the Conference Room 2231 contain many important documents: registration forms, course schedules for each semester, add/drop forms, program matrices, etc.
- Phone: (814) 871-7538

**Career Development and Employment Services**

- Located in the Student Success Center Room 1041 on the first floor of the Palumbo Academic Center
- Phone: (814) 871-7680

## Links

1. Gannon University:  
[www.gannon.edu](http://www.gannon.edu)
2. Clinical Mental Health Counseling:  
<http://www.gannon.edu/CMHC>
3. Nash Library:  
<http://www.gannon.edu/library/default.asp>
4. American Counseling Association (ACA):  
<http://www.counseling.org/>
5. Pennsylvania Counseling Association (PCA):  
<http://www.pacounseling.org/>
6. National Board for Certified Counselors (NBCC):  
[www.nbcc.org](http://www.nbcc.org)
7. Chi Sigma Iota:  
[www.csi-net.org](http://www.csi-net.org)
8. Council for Accreditation of Counseling and Related Educational Programs (CACREP):  
<http://www.cacrep.org/>
9. Pennsylvania Counselor Licensure Board:  
<http://www.dos.state.pa.us/bpoa/cwp/view.asp?a=1104&q=433170>
10. Child Abuse Clearance:  
<http://www.dpw.state.pa.us/ServicesPrograms/ChildWelfare/003671038.htm>
11. Fingerprinting:  
<http://www.pa.cogentid.com/>
12. Criminal Records Check:  
<https://epatch.state.pa.us/Home.jsp>
13. Career Development and Employment Services:  
<http://www.gannon.edu/depts/cdes/index.ihtml>



## Student Disclosure

I have received the 2019-2020 Student Handbook. My signature indicates that I have received and will review and abide by the policies of this handbook. If I have any questions about the handbook I will direct them to a program faculty member or the program director.

I acknowledge that improper clearances may interfere with professional credentialing or licensure. I also acknowledge that failure to disclose problems of substance abuse or physical and mental illness may interfere with advancement in the program and/or placement at a practicum/internship clinical site. I agree to inform the program director of any changes to my clearances or mental status.

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Signature

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Date

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Print Name