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WELCOME

Welcome to the University of Texas at San Antonio’s Counseling Program! We hope your work with us will be fulfilling, growth-fostering, and meaningful. The program is thriving in depth and scope, and we are pleased to have you join us at this very exciting time in the program’s development. Within this handbook you will find much of the information you will need regarding program criteria, contact information, and expectations. We hope you will find it useful.

PURPOSE

The purpose of this handbook is to provide you with basic information about program curricula, degree requirements, advising, and other related professional concerns. While this information is intended to facilitate smooth and orderly progress toward degree completion, the information in this handbook is also subject to periodic revision. You are strongly advised to consult the program website and your MyUTSA e-mail account for updates on relevant changes in program and university policies.

INTRODUCTION

The Counseling Program is located in the Durango Building at the Downtown Campus (DB 4.122). We offer a Master of Arts degree in Counseling, which provides coursework leading to state-level counseling licensure (Licensed Professional Counselor) or certification as a Professional School Counselor. The Counseling Program also offers the Doctor of Philosophy degree in Counselor Education and Supervision. This degree prepares you for advanced work as a practitioner, counselor educator, and/or supervisor. The focus of this manual is on the needs and requirements of students fulfilling a Masters degree in Counseling. A manual outlining the requirements for doctoral studies can be found at the departmental office and will be posted on the departmental website.

1.1 Counseling Program Mission

The mission of the University of Texas at San Antonio's Counseling Program is to prepare multiculturally competent professional counselors and counselor educators who demonstrate the necessary counseling knowledge, skills, identity and scholarship, and for those seeking advanced studies, supervision and teaching competencies to enrich the quality of all peoples' lives. The program emphasizes creativity and diversity, as well as developmental and relational processes.

GOALS & OBJECTIVES

1.2 Program Goals

The program emphasizes and models creativity and diversity while fostering developmental and relational processes through its relationship with the community, other university programs, and its students. Furthermore, we strive to prepare student knowledge and commitment to the ethics of the profession and demonstration of application within multicultural and diverse populations. This sentence sounds weird.
1.3 Program Objectives

Graduates of the UTSA counseling program will possess basic knowledge foundation in the areas of legal, ethical, professional issues in counseling, social and cultural foundations, human growth and development, career development, helping relationships, group work, appraisal, and research and program evaluation. In accordance with UTSA Counseling department’s mission and goals, graduates will also have a strong understanding of diversity issues and be able to address the needs of a progressively growing diverse population.

Community Counseling Objectives. In addition to the basic objectives listed above, those completing the program with a specialization is community counseling will:

- Demonstrate knowledge of the foundations of Community Counseling including: roles, functions, credentialing, licensure and professional identity of community counselors;
- Demonstrate knowledge of policies, laws, legislation, reimbursement, right-to-practice, and other issues relevant to community counselors in a culturally diverse society;
- Demonstrate knowledge of the roles of the counselor in various community settings; organizational and legal dimensions of those settings; and general principles of community intervention, consultation, education and outreach;
- Demonstrate knowledge of principles for diagnosis and the use of current diagnostic tools;
- Demonstrate knowledge of principles and models of biopsychosocial assessment and case conceptualization in a culturally diverse society;
- Demonstrate knowledge of program development and delivery to diverse populations, including prevention, support groups, parent education, career/occupational information and counseling, and self-help;
- Demonstrate knowledge of effective strategies for promoting client understanding of and access to community resources, and modalities for initiating, maintaining, and terminating counseling services with diverse populations.

School Counseling Objectives. In addition to the basic objectives previously listed, those completing the program with a specialization in School Counseling will:

- Students will demonstrate the competencies required to work with all students K-12 individually or in groups to address their personal, social, academic, and career concerns.
- Students will demonstrate consultative and coordinating competencies required to work with parents, educators, other professionals, and community stakeholders collaboratively to address the developmental needs of all students.
- Students will demonstrate knowledge of the role and function of the professional school counselor, including professional standards and behaviors as described in
Texas Education Agency’s Comprehensive and Developmental Guidance and Counseling Program and the American School Counselor Association’s National Standards for School Counselors.

- Students will demonstrate the competencies necessary to conduct research and use assessment data in order to develop, implement, and maintain a data-driven comprehensive and developmental guidance program.

COMMITMENT TO DIVERSITY

The Counseling Program recognizes the importance of addressing the needs of a progressively growing diverse population. To that end the program strives to increase the educational opportunities of diverse student populations and to create an atmosphere where the values and concerns of racial and ethnic minorities and diverse populations receive attention and respect. These issues are integrated into courses throughout the curriculum. The program also offers specific courses toward this end.

MASTER OF ARTS DEGREE IN COUNSELING AND EMPHASES

The Master of Arts (M.A.) degree in Counseling offers the opportunity for advanced study and professional development in the fields of Community, School, Addictions, Multicultural, Marriage and Family, and Sports Psychology Counseling. Students may earn credit toward a state-level counseling license to practice in community settings (Licensed Professional Counselor). Credit may also be earned toward a School Counselor endorsement on a Teacher’s Certificate.

1.4 School Counseling Specialization

The school counseling specialization is designed to prepare you to function as a school counselor in public and private schools. Additionally, to obtain certification as a professional school counselor in Texas, you must have completed 2 years of teaching and you must pass a state examination. For more information on school counseling requirements, please contact Dr. Michael Karcher.

Requirements vary from state to state. If you are planning on relocating to another state, we urge you to research the requirements for the state to which you will relocate.

1.5 Community Counseling Specialization

The Community Counseling specialization trains counselors in the delivery of counseling, educational, and consultation services to public and private community-based agencies and organizations. This specialization also meets the educational requirements for the Licensed Professional Counselor (LPC) credential in Texas. Please consult the Texas State Board of Professional Counselors in Austin, Texas for further information on post-graduation LPC requirements at http://www.dshs.state.tx.us/counselor/default.shtm.

If you have a Masters degree in Counseling from another institution but have not completed the course requirements designated by the Examining Board, it is your responsibility to obtain the criteria from the board and to determine which courses you must take to
complete these requirements. You may do this by contacting the Examining Board and comparing its requirements with your transcript.

1.6 Summary of Degree Specializations
School Counseling Specialization (48 semester credit hours - See Appendix 1):
- Sixteen Core Courses, No Electives

Community Counseling Specialization (48 semester credit hours):
- Core Coursework: 30 semester credit hours (See Appendix 2)
- Clinical Coursework: 9 semester credit hours
- Electives: 9 semester credit hours

JOB OUTLOOK FOR GRADUATES
If you are interested in learning more about career opportunities in counseling, please consult the representatives at the Career Planning Services. Their contact information includes:

Downtown Campus: 210-458-291
1604 Campus: 210-458-4589

http://www.bls.gov/oco/ocos067.htm

CHI SIGMA IOTA
The international honor society of professional counseling, Chi Sigma Iota (http://www.csi-net.org/), has a local chapter, Sigma Alpha Chi, at The University of Texas at San Antonio. Chapter membership is open to students who have completed at least 12 semester hours of coursework in a counseling degree program. Students must also have attained a 3.5 GPA at the time of application. The chapter sponsors continuing education, social, and professional activities throughout the year. Please contact the chapter advisor for more details.
ADMISSIONS STATUS

In accordance with the policies of the Office of Graduate Studies, students are admitted to the department as follows:

1.7 Admission

Applicants must hold a 3.0 GPA during the last 60 hrs. of their undergraduate studies to be eligible for clear admission to the counseling program. Applicants with a GPA between 2.70-2.99 may be accepted into the program on a probationary basis. Applicants without adequate background for counseling will be required to take COU 3103 Helping Skills and, at the discretion of the admission committee, to complete up to 15 additional hours of preparatory courses as a condition of admission. Letter of recommendation, a written statement of goals, and a personal interview may be required. Interested persons should contact the Student Development Specialist for the Counseling program or check the web site for more information. The number of students admitted to this program may be limited.

ACADEMIC ADVISEMENT

Advising information will be posted on the departmental website and distributed through your MyUTSA email account. Please make sure to activate your account and check it regularly. You are responsible for becoming familiar with university and program requirements, meeting degree requirements, following policies and procedures, and meeting all deadlines. We encourage you to examine the graduate catalog, the Information Bulletin, and the Counseling Program website to learn more about program policies, procedures, and deadlines.

If you have consulted these resources and need further advising, please contact our Student Development Specialist, Kristina Talamantez at Kristina.Talamantez@utsa.edu. She can clarify questions related to admissions and other academic issues (i.e., degree requirements, policies and procedures, applications for practica and internships, petitions for reinstatement, comprehensive examinations, course transfer information, and other academic advising issues). Please e-mail her with your questions. She will schedule an appointment to meet with you if needed.

You will also be assigned an academic advisor upon admission. You will have an opportunity to meet with an advisor to discuss such issues as course substitutions, petitioning, course transferability, etc. during the scheduled “Advising Days.” You should plan to meet for advising during this period. If an academic issue arises between advising periods that the Student Development Specialist cannot assist you with, please e-mail your advisor with your inquiry.

Please keep in mind that your advisor is a faculty member who teaches courses during day and evening hours. Furthermore, faculty members work on a nine month contract. Consequently, they are not always available during regular business hours, nor are they available after final examinations, during Christmas breaks, in between semesters, and during the summer sessions.

Occasionally, students request a change of academic advisor. Request forms are available in the department office (DB 4.122). Obtain a form, secure the approval of the new advisor,
and return it to the Student Development Specialist. Every effort will be made to match your needs with a faculty advisor who can address them.

**ENROLLING IN COURSES**

1.8  **How to Register For Courses**
You may register for courses and check course schedules and grades using UTSA’s student information system. You do so by accessing the Automated Student Access Program (ASAP) at [http://asap.utsa.edu](http://asap.utsa.edu). Students are urged to access ASAP immediately to establish a Personal Identification Number (PIN) in order to utilize ASAP as needed.

Graduate students who have been admitted to the program and are in good standing are eligible for registration. You may register for classes up to two years following your last semester of enrollment. Refer online to ASAP ([http://asap.utsa.edu](http://asap.utsa.edu)) for registration procedures.

Registration instructions are included in the Schedule of Classes each semester. Questions regarding registration should be directed to the Office of the Registrar at (210) 458-8000 or the Enrollment Services Center at (210) 458-8000.

UTSA does not guarantee the availability of particular courses or sections. Furthermore, classes may be cancelled if the minimum numbers of seats in a class have not been filled. Also, classes have a maximum number of seats that can be filled per course. Please check ASAP to find the latest information on course availability.

1.9  **Late Registration**
Late registration information is available online each semester. Instructions for late registration are available at [http://www.utsa.edu](http://www.utsa.edu) or the Office of the Registrar. Students are not permitted to register after the close of the late registration period.

When you register late the course selection may be limited.

1.10  **Adding Courses**
You may add courses to your schedule for a limited time at the beginning of the semester. Refer to ASAP ([http://asap.utsa.edu](http://asap.utsa.edu)) for adding procedures. You may not add courses after the Census Date.

The Fall and Spring Census Date is the 12th class day, while the Census Date for the Five and Ten Week Summer Sessions is the 4th class day.

The University Calendar, found in the Schedule of Classes, is available online each semester. The calendar includes relevant information. It can be found at [http://asap.utsa.edu](http://asap.utsa.edu).

Please remember that you will be assessed a processing fee for adding courses. You may wish to refer to the Schedule of Classes for information on the fee amount and the procedure for adding courses at ([http://asap.utsa.edu](http://asap.utsa.edu)).
1.11 Dropping Courses
You have a limited time each semester during which you may drop a course. Please refer to ASAP (http://asap.utsa.edu) for dropping procedures. The University Calendar in the Schedule of Classes lists drop dates for each semester.

Students who drop courses between the Census Date and the final withdrawal date will receive a “W”, which will be reflected on their transcripts. The final withdrawal date is the last day of the ninth week in the fall and spring semesters. Please note, however, that the final withdrawal date is the last day in the third week during a five-week summer term and the last day of the sixth week during a 10-week summer term.

The course change becomes official after it is processed by the Office of the Registrar.

IT IS THE STUDENT’S RESPONSIBILITY TO DROP A COURSE BY THE APPROPRIATE DEADLINE. FACULTY AND STAFF WILL NOT DROP A STUDENT FROM A COURSE FOR NONATTENDANCE; THE STUDENT MUST INITIATE THE PROCESS AND COMPLETE ANY NECESSARY STEPS TO ENSURE THAT THE CLASS IS DROPPED. IF A STUDENT FAILS TO DROP A COURSE, EVEN IF THE STUDENT DOES NOT ATTEND THE COURSE, SHE OR HE WILL RECEIVE AN “F” IN THE CLASS.

Courses officially dropped before the Census Date will not appear on your transcript. The Fall and Spring Semester Census Dates fall on the 12th class day, while the Census Date for the Five and Ten Week Summer Sessions is the 4th class day.

You may not drop a course after the Census Date unless you have the approval of the course instructor and the Dean of the college in which you are enrolled; and then, only for urgent and substantiated, non-academic reasons. If you are withdrawing from the University, please refer to the section entitled Withdrawal from UTSA in the Graduate Catalog (http://www.utsa.edu/gcat).

1.12 Cancellation of Enrollment
If you fail to fulfill admission, registration, or financial requirements, or if you otherwise fail to adhere to academic regulations or admission conditions, your enrollment for the semester may be canceled. You may apply for readmission in a subsequent semester provided you have resolved the cause of cancellation.

1.13 Withdrawal from UTSA
If you find it necessary to withdraw from UTSA (drop all courses for which you are enrolled during a specific term), you must complete a Withdrawal Form in the Enrollment Services Center. Students who officially withdraw from UTSA during the regular drop period will receive a grade of “W” in all classes.

The drop period includes:

The first nine weeks - fall and spring semesters
The first three weeks - five-week summer term
The first six weeks - 10-week summer term
Students who officially withdraw after the drop period receive a grade of “W” for each class they are passing at the time of withdrawal and a grade of “F” for each class they are not passing.

If you withdraw from all classes, you will be subject to the UTSA’s academic probation and dismissal regulations. Please refer to the Graduate Catalog (http://www.utsa.edu/gcat) for the regulations on refunds of tuition and fees, readmission policies, and requirements for maintaining registration.

1.14 Procedure for COU 6953 Independent Study

COU 6953 Independent Study is offered for one or three hour credit. Independent studies should not be used as a substitute for class work, as the class process is generally necessary for satisfactory completion of course requirements.

Securing independent studies are not guaranteed. Faculty members must agree to participate in an independent study process, and do so given time availability and a match in their area of expertise. Securing an independent study during the summer term can potentially become problematic for a student because the faculty is not on contract during the summer. However, you may consult with a faculty member on their availability.

After making arrangements with a faculty member to conduct an independent study, you must complete and Independent Study Form, available at the department office, DB 4.122, and provide a syllabus for the course. The syllabus requires a description of the proposed topic to be studied, description of required work, and schedule of events. The independent study form also requires the signatures of the student, instructor, Graduate Advisor, Department Chair, and Dean. Please return the completed form and syllabus to the Office of the Registrar. The Office of the Registrar will then notify you of registration procedures.

1.15 "Hold" on Registration

If you have a "hold" on your registration, you cannot complete the registration process until the hold is cleared. This hold may involve parking fines, library fines, outstanding tuition fees, student housing rent, or other fees or fines. This debt must be paid and deferment must be received by the Office of Fiscal Services in order to process your registration.

1.16 Transferring Course Work

If you have any questions regarding transferring courses from another institution, you may consult with the Student Development Specialist. Transfer credits are also subject to approval by the academic advisor and the Office of Graduate Studies. Students may transfer up to 6 credit hours of coursework. If you are transferring course work from another University of Texas system, you may transfer up to 50% of your completed courses.

1.17 Special Graduate Students

A special graduate student is admitted to UTSA for the purpose of enrolling in master’s level and/or undergraduate courses without currently entering a degree program. For additional information about special graduate student admissions, refer to the Graduate Catalog (http://www.utsa.edu/gcat). A maximum of 12 semester credit hours earned as a special graduate student may be applied toward a graduate degree. The department considers requests for special graduate student status on an individual basis.
For non-degree seeking student qualifications, refer to the Graduate Catalog (http://www.utsa.edu/gcat). Non-degree seeking graduate students may register for any graduate or undergraduate course for which they have the necessary prerequisites, provided space is available and they have the approval of the course instructor. If you wish to take a graduate course in another discipline, you must obtain the approval of an authorized representative from that discipline.

**STUDENT EVALUATION OF FACULTY**

We suggest that you communicate with your professors throughout your course work on specific needs and concerns. In fact, the Student Fitness to Practice Policy includes your ability to address difficulties with your peers and professors as they arise. As a result, we do not recommend that you wait until the end of your semester to voice your concerns, nor do we suggest that you voice concerns anonymously. Becoming a counselor means you learn to negotiate concerns directly and appropriately. You will be evaluated on your ability to do so.

However, you will be offered an opportunity to formally evaluate courses and instructors at the end of each semester or session. We ask that your evaluations are objective and facilitative, and submitted with a spirit of constructive reflection. The evaluations are processed by a national firm and the scores and comments are mailed back to individual faculty, the Department Chair and the Dean.

Evaluations are anonymous and instructors receive the compiled information on their courses after all grades are turned in. Student evaluations may be considered in evaluating professional competence when faculty members are reviewed for tenure, promotion, and merit distributions.

**WRITTEN ENDORSEMENT POLICY**

Permission should be sought and secured by students prior to formally identifying a faculty member as a reference. Counselors-in-training and graduates seeking endorsements, letters of recommendation or reference, credentialing, and/or employment letters should provide the respective faculty member(s) two weeks written notice. Students should provide faculty members with relevant information and documents about the endorsement including, but not limited to job description, addressee, curriculum vitae, and relevant enrolled courses.

The counseling faculty believes that it is their professional duty to only endorse or recommend a student or graduate for employment opportunities, licenses, certifications and/or other credentials to which the individual is adequately prepared through knowledge, training and experience. In other words, an individual should not expect any counseling faculty to recommend or verify training, experience or expertise that the individual does not possess or to which the faculty do not have personal knowledge. However, counseling faculty will advise, teach and supervise and make every appropriate effort to help the student obtain the knowledge, skills and experience that would be most beneficial to the student professionally. The Faculty is also required to follow the procedures and agreements of the various licensing and certifying bodies (e.g. DESE, NBCC, Licensing boards). It is also expected that students and graduates become familiar with these procedures before requesting endorsement.
ETHICAL STANDARDS

You are expected to abide by the ethical standards associated with your field of practice. Ethical standards developed by the American Counseling Association and the American School Counselor Association are available online at: www.counseling.org and www.schoolcounselor.org

You are also responsible for adhering to the University’s Student Code of Conduct and the Student Rights and Responsibilities section of UTSA’s Information Bulletin. http://www.utsa.edu/infoguide/appendices/b.cfm#b

FITNESS TO PRACTICE POLICY

Admission to the program does not guarantee fitness to remain in the program; only students who meet program standards will be allowed to continue in the program. Every student will be evaluated on fitness to practice at least twice - when enrolled in Counseling Theories and Development of Counseling Skills. If areas are identified which prohibit your ability to practice, these areas will be discussed with you, documented, and when necessary, a plan of action will be formulated (See Appendix 3). The only exception to this process would occur if your behavior is judged to be unethical or egregious, in which case you are subject to immediate dismissal from the program without a plan of action.

Please refer to the Handbook of Operating Procedures for a detailed outline of the due process procedures related to this policy http://www.utsa.edu/hop/chapter5/5-16.cfm

Student Fitness and Performance in the College of Education and Human Development). You may also refer to the department website to view the Professional Performance Fitness Evaluation form at http://cepahe.utsa.edu/Programs/CESMA.htm

RETENTION POLICY

The Counseling Program has a responsibility to the public and to the appropriate national and state professional associations to evaluate student ability and willingness to meet academic and interpersonal standards of conduct. These standards are set forth in the University Student Code of Conduct and in the professional literature. Please be aware that these standards require practitioners to prevent personal problems and conflicts from harming a client or interfering in effective treatment and stipulate that practitioners must practice within their bounds of competence.

Student adherence to these standards will be continuously monitored by program faculty through course work, advising, or other professionally related interactions. Should faculty become concerned about a student's conduct in the course of professional interactions, they will request time to discuss their concerns at the next faculty or training committee meeting.

Following discussion of a student's conduct, the faculty member may fill out a Fitness to Practice form and a committee will be formed to meet with the student. Committee recommendations may include, but are not limited to, taking no action, educational remediation within the department, or dismissal. Educational remediation within the department may include assisting the student in identifying a more appropriate alternative career choice. University sanctions may include, but are not limited to, written warnings,
reprimands, behavior contracts, probation, or suspension and/or dismissal from the university.

Students may appeal the decision of the committee to the Graduate Advisor of Record. If the student wishes further appeal, he or she may contact the Department Chair.

**STUDENT RIGHTS AND RESPONSIBILITIES**

Please refer to the current UTSA Information Bulletin. The Student Code of Conduct can be found online at [http://www.utsa.edu/infoguide/appendices/b.html](http://www.utsa.edu/infoguide/appendices/b.html)

**ADVISING SHEETS**

Advising sheets are available on the department website at [http://cepahe.utsa.edu/Counseling/AdvisingForms.htm](http://cepahe.utsa.edu/Counseling/AdvisingForms.htm) and in the department office (DB 4.122). Students are responsible for the accuracy of their advising sheets and should check with the Student Development Specialist if they are uncertain about any program requirements. Failure to include all courses required for a particular area of study may delay your graduation or create licensure or certification problems.

Completing the advising sheet is an important initial step in seeking the master's degree. It is developed in consultation with an academic advisor. This can be arranged during Advising Week. You must be admitted to the department before an advising sheet can be completed. After an advising sheet is reviewed and signed by you, a copy of the form will be placed in your file. The advising sheet is audited during the semester you apply for graduation and can become a part of various licensure and certification applications. Therefore, please keep a copy of your advising sheet.

Two specializations are available to students anticipating careers as professionals in school or community counseling. Applicants to the department's master's degree program must select one of the following specializations as part of their admissions application:
1.18 Master of Arts in Counseling with an Specialization in School Counseling

I. Background Requirements (if applicable)

II. Required courses:

- COU 5103 Introduction to School Counseling
- COU 5213 Counseling Theories
- COU 5223 Psychological Assessment for Counselors
- COU 5233 Group Theory and Process
- COU 5243 Counseling Individuals with Behavioral and Emotional Disorders
- COU 5253 Child and Adolescent Counseling in a Systemic Context
- COU 5283 Counseling in Multicultural Settings
- COU 5393 Development of Counseling Skills
- COU 5683 Practicum in Counseling (100 hrs)
- COU 5793 School Counseling Internship I (200 hrs)*
- COU 5803 School Counseling Internship II (200 hrs)*
- COU 5813 School Counseling Internship III (200 hrs)*
- COU 6153 Career Development and Choice
- COU 6003 Consultation and Program Evaluation
- EDU 5003 Research Methods in Education
- EDP 5033 Human Development across the Life Span

Please refer to the following advising sheet for additional information: http://cepahe.utsa.edu/

* Under special circumstances, students who are not employed by a school district full time may complete their fieldwork (internships) in two semesters instead of three. Students who are eligible for this option must contact their advisor 6 months prior to starting School Counseling Internship I.

1.19 Master of Arts in Counseling with an Specialization in Community Counseling

I. Background Requirements (if applicable)

II. Required courses (39 hours):

- COU 5203 Introduction to Community Counseling
- COU 5213 Counseling Theories
- COU 5223 Psychological Assessment for Counselors
- COU 5233 Group Theory and Process
- COU 5243 Counseling Individuals with Behavioral and Emotional Disorders
- COU 5283 Counseling in Multicultural Settings
- COU 5393 Development of Counseling Skills
- COU 5683 Practicum in Counseling (100 hrs)
- COU 5713 Internship in Community Counseling I (300 hrs)
- COU 5723 Internship in Community Counseling II (300 hrs)
- COU 6153 Career Development and Choice
- EDU 5003 Research Methods in Education
EDP 5033 Human Development across the Life Span

III. Elective courses (9 hours):

Please refer to the following degree plan for additional information: http://cepahe.utsa.edu/

The Community Counseling Specialization corresponds with the academic requirements of the Texas Licensed Professional Counselor core areas.

**COMPREHENSIVE EXAMINATION**

Every student must pass a comprehensive examination in order to complete the M.A. in Counseling degree. A student must meet the following requirements:

1. Be in good standing (not on probation).
2. Have completed all admission requirements (removed admission conditions).
3. Have an approved program of study on file.
4. Complete all required course work except clinical courses.
5. You must be enrolled in a course to take comprehensive examination.

Do not bring books or materials to the test site. You will need your student identification card or another form of picture identification, such as a driver's license to be given entry into the exam room. There is no cost to take the comprehensive examination.

Comprehensive Examination results will be available approximately six weeks after the examination. For your records, we will mail a hard copy of your results to the address you provided on your comprehensive exam application. If your address/phone number has changed since you submitted that application please email Kristina Talamantez at Kristina.Talamantez@utsa.edu with your current address/phone number. Please do not call the office for exam results before receiving this correspondence. ([See Appendix 4](#))

### 1.20 Students with Special Needs

Students requiring special considerations due to a disability should contact the Office of Disability Services one semester prior to taking the Comprehensive Exam (Downtown Campus, 210- 458-2945, [http://www.utsa.edu/disability](http://www.utsa.edu/disability)). The Office of Disability Services will provide the necessary documentation and support for the student through the examination process.

You must re-take the examination if you fail to pass it. If you fail the examination three times, a committee will meet to review your file, and will instruct you on your options. It is important to note that you will take subsequent examinations after graduation if you plan on becoming a licensed professional counselor or a certified school counselor. Mastery of these exams, then, becomes particularly important to your professional career.

**PRACTICUM AND INTERNSHIP**

Educators realize that professional preparation requires an appropriate mix of classroom work and "hands-on" experience. Thus, the curriculum has been developed to provide a balance between "theory and practice classes" and practical training. Many courses offer opportunities to apply concepts in practical ways. For example, students studying psychological assessment may complete, score, and interpret their own results on...
assessment instruments. The counseling skills course makes extensive use of simulation activities. Such activities as role-playing may be used in these and other courses.

The CFLC website contains a link with information related to clinical experiences: [http://counseling.utsa.edu/Counseling/ClinicalEx.html](http://counseling.utsa.edu/Counseling/ClinicalEx.html).

Toward the end of the program, students move from simulation exercises to contact with clients from the community by participating in the masters level practicum and internship courses. Enrollment in these courses requires prerequisites and an application initiated by the student.

Applications will be available in the front counseling office (DB 4.122) and can be downloaded from the departmental website. Applications must be returned prior to the scheduled deadline. Application dates will be posted on the website and sent to students via their MyUTSA e-mail account.

Applicants are typically notified of their standing within one week after the application deadline, which is noted on the application. A list of approved sites is available in the department office.

It is important that you select the best and most appropriate practicum or internship site for your interests and future professional goals. Care should be exercised to insure the "fit" between student and site. The prospective practicum student should become aware of expected duties and responsibilities of the position, as well as opportunities for education and growth. Each site must be approved by the Counseling Program Clinical Coordinator. In addition, on site supervisors must have a Masters degree in counseling or a related field and at least 2 years of clinical experience. For those doing their Practicum/Internship experience in a school setting, supervisors must be Texas State Certified as a Professional School Counselor as well as have 2 years of experience. No exceptions to this rule will be made. Supervisors must be onsite.

### 1.21 Time Requirements

The Counseling Program time requirements follow the recommendations set forth by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), which requires a minimum of 700 hours in these courses. Please contact the Clinical Coordinator regarding any questions related to this issue at (210) 458-2600.

**School Counseling.** School counseling practicum and internship requirements will consist of a 100 hour practicum and three 200 hour internships. All internships must be completed in a school setting and supervised by an on-site TEA Certified School Counselor. A supporting project will be required for the internships. Please contact the Student Development Specialist, Ms. Kristina Talamantez, for more information.

**Community Counseling.** Community counseling practicum and internship requirements will consist of a 100 hour practicum and two 300 hour internships, both of which will be completed in a community setting.

During the course of your practicum class, you will participate in one hour of individual supervision (both on-campus and on-site) and an average of 1-1/2 hours of group supervision per week (class). During the course of your internship courses, you will
participate in one hour of individual supervision (on-site) and an average of 1-1/2 hours of group supervision per week (class). This supervision is very important to your development as a counselor.

1.22 General Responsibilities of the Practicum and Internship Student:
Each student must:
- Complete criminal background checks as required by his/her practicum or internship site.
- Obtain and submit proof of student liability insurance.
- Maintain highest ethical standards and adhere to the ACA ethical standards at all times. Ethical breaches may be grounds for dismissal from the counseling program.
- Comply with the Student Fitness and Performance in the College of Education and Human Development policy, available on the department website (http://cepahe.utsa.edu/Programs/CESMA.htm) and the Handbook of Operating Procedures (http://www.utsa.edu/hop/chapter5/5-16.cfm).
- Improve performance in response to feedback from supervisors.
- Be consistent with customs in the school or agency in regard to grooming, punctuality, dependability, etc.
- Complete specified documentation, such as a log, case study, and counseling session summaries according to the time schedule on the appropriate course syllabus. All documentation should be typed and written in a professional and thoughtful manner.
- Treat all client-related material confidentially within appropriate legal and ethical guidelines.
- Demonstrate competence in the following areas:
  a. Personal and small group counseling
  b. Academic and vocational counseling
  c. Consultation
  d. Testing
  e. Record keeping
  f. Making referrals
  g. Compliance with ethical and legal guidelines
  h. Relating in a professional manner with clients, staff, fellow students, and supervisors
- Make and keep copies of all assignments, evaluations, practicum logs, et cetera that have been turned into the professor. Students are responsible for maintaining their own records.

NOTE: Specific responsibilities and expected competencies may vary by specialization. Students may contact the Counseling Program Clinical Coordinator, Dr. Robert Gee (210-458-2600), for detailed information about specific responsibilities and expected competencies for each specialization.

Example applications for practicum and internship may be found in Appendix 5.

APPLICATION FOR GRADUATION

The application for graduation should be submitted one semester prior to the intended semester of graduation. Applications are available online at http://asap.utsa.edu/. Application deadlines are enforced. See your MyUTSA e-mail account and website for postings.
COMMUNITY FAMILY LIFE CENTER

The Community Family Life Center is located at the Downtown Campus on the third floor of the Durango Building (DB 3.304). The center is available to students enrolled in practicum, internship, and assessment courses. Hours vary by semester.
GRADUATE STUDENT ASSISTANTSHIPS

Graduate assistantships are awarded to each university department. If you wish to apply for an assistantship, please complete the application available in the College of Education and Human Development, Office of the Dean, 1604 Campus, MB 3.304, (210) 458-4370. At least two letters of recommendation are required from persons who have supervised you in a work setting. If you are receiving financial aid assistance, a copy of the most recent award letter is also required. A student background check will be conducted. Graduate assistantships usually require 10 to 19 hours of work per week for which you are awarded a stipend.

Once an assistantship has been awarded, you will be asked to submit paperwork to Human Resources. Student employee paperwork can be retrieved online at http://www.utsa.edu/hr/index.cfm. Refer to the Handbook of Operating Procedures for student employee regulations (http://www.utsa.edu/hop). To maintain an assistantship position, you must be enrolled in the fall or spring semester as a full-time student and in the summer at least part-time. Assistantships are limited. All graduate students are encouraged to apply. For more information, contact The College of Education and Human Development at (210) 458-4370.

Please note that the assistantships are competitive. You must work the designated hours to receive compensation. Failure to do so may result in the loss of your assistantship. Your immediate supervisor is responsible for reporting the hours you work. The reported hours must be accurate.

GRADUATE SCHOLARSHIPS/FINANCIAL ASSISTANCE

Please refer to the Office of Financial Aid for questions regarding scholarships and financial assistance.

INFORMATION UPDATE

It is important to keep the department updated with any relevant changes in your contact information. Contact the department office at (210) 458-2600 with updates in terms of name, address, email, and telephone number changes. You must also inform the Office of the Registrar of such changes (210) 458-8000.

LICENSING

The Master of Arts in Counseling Degree at UTSA is designed to meet licensure requirements in the state of Texas. The licensure boards rely on educational institutions to verify that applicants for licensure have met necessary educational requirements. The program promotes eligibility for licensure based on program requirements as outlined in the specialization advising sheets.

1.23 Licensed Professional Counselor (LPC)

The community counseling specialization meets academic requirements for licensure as a Professional Counselor in the State of Texas.
The Texas State Board of Examiners of Professional Counselors is charged with the creation and implementation of rules and regulations to establish the practice and licensing of professional counseling in Texas. Education and experience required for licensure include:

- A master’s or doctoral degree in counseling or a counseling-related field from an accredited college or university.

- A planned graduate program in counseling or a counseling-related field of at least 48 graduate semester hours. Board rules specifically define "counseling-related field": §681.2. Definitions (9) Counseling-related field - A mental health discipline utilizing human development, psychotherapeutic, and mental health principles including, but not limited to, psychology, psychiatry, social work, marriage and family therapy, and guidance and counseling. Non-counseling related fields include, but are not limited to, sociology, education, administration, and theology.

- Applicants are responsible for obtaining coursework in and demonstrating competency in the following specific areas: normal human growth and development; abnormal human behavior; appraisal or assessment techniques; counseling theories; counseling methods or techniques; research; lifestyle and career development; social, cultural and family issues; and professional orientation.

- As part of the graduate program, a supervised practicum experience that is primarily counseling in nature. The practicum should be at least 300 clock hours with at least 100 direct client contact hours. Academic credit for the practicum must appear on the applicant's transcript.

- After completion of the graduate degree and after an applicant has received a temporary LPC license from the Board, the applicant begins the supervised post-graduate counseling experience (internship); 3000 clock hours or 36 months of internship under the supervision of a Board-approved supervisor is required. The 3000 clock hours may not be completed in a time period of less than 18 months; if applying under the 36-month requirement, the candidate must average 20 clock hours per week of practice.

- The applicant must take and pass the Texas Professional Counselor Licensure Examination. The examination may be taken at any time during which the applicant's temporary license is valid.

For Additional Information:

Texas State Board of Examiners of Professional Counselors
Texas Department of State Health Services
1100 West 49th Street
Austin, Texas 78756-3183
Web: http://www.dshs.state.tx.us/counselor/default.shtm
Email: lpc@dshs.state.tx.us
Telephone: (512) 834-6658
Fax: (512) 834-6789
1.24 Credentialing Of Texas School Counselors

The school counseling specialization meets the academic requirements for certification as a Professional School Counselor in Texas.

- In addition to completing the program, students are required to have the following:
- Have two school years of classroom teaching experience in a public or accredited private school.
- The applicant must take and pass the TExES examination. Even students who have not yet satisfied their two-year teaching requirement are eligible to take the TExES exam (practice and then “real” exams) as soon they begin practicum. All students are strongly encouraged to take the TExES before graduating or shortly thereafter.
- For credentialing information, go to: http://coehd.utsa.edu/Students/Certification/index.htm

1.25 National Certified Counselor (NCC)

The National Board for Certified Counselors, Inc. (NBCC), an independent not-for-profit credentialing body, was incorporated in 1982 to establish and monitor a national certification system, to identify for professionals and the public those counselors who have voluntarily sought and obtained certification, and to maintain a register of those counselors. For information regarding education and experience required for NBCC credentialing, refer to http://www.nbcc.org/.

For Additional Information:
National Board for Certified Counselors, Inc.
3 Terrace Way, Suite D
Greensboro, NC 27403-3660 USA
Web: http://www.nbcc.org
Email: nbcc@nbcc.org
Telephone: (336) 547-0607
Fax: (336) 547-0017

PROFESSIONAL ORGANIZATIONS

The department encourages you to obtain membership or affiliation in professional organizations available at national, state, and local levels. Affiliation with these organizations may enhance your professional development and provide important information and networking possibilities. Please note that the following information is subject to change. Some applications may be available in the department office.

1.26 National Organizations

American Counseling Association (ACA). The American Counseling Association is a not-for-profit, professional and educational organization that is dedicated to the growth and enhancement of the counseling profession. Founded in 1952, the ACA is the world's largest association exclusively representing professional counselors in various practice settings.
The ACA helps counseling professionals develop their skills and expand their knowledge base. ACA has been instrumental in setting professional and ethical standards for the counseling profession. The association has made considerable strides in accreditation, licensure, and national certification. It also represents the interests of the profession before congress and federal agencies, and strives to promote recognition of professional counselors to the public and the media.

Students are encouraged to join the ACA and network with the many professionals and peers dedicated to the profession of counseling. Memberships are available to both undergraduate and graduate students enrolled at least half-time or more at the college level. Student members must present proof of academic credentials upon request. A professor signature is required. Students interested in obtaining ACA’s competitive insurance rates for their clinical classes may contact ACA staff or download insurance information at www.counseling.org. For Additional Information, please contact:

American Counseling Association  
5999 Stevenson Avenue  
Alexandria, VA 22304-3300  
Web: http://www.counseling.org/  
Telephone: (800) 347-6647  
Fax: (800) 473-2329

The Association for Creativity in Counseling. The ACA includes 19 divisions within the association. Although the UTSA Counseling Program supports each of the divisions within ACA, it is closely associated with ACA’s newest division, The Association for Creativity in Counseling, in significant ways. ACC’s founding president was Dr. Thelma Duffey. ACC provides opportunities for networking, exposure to unique and innovative counseling practices, and publishes a quarterly journal entitled, Journal of Creativity in Mental Health. You can find more information at http://www.creativecounselor.org/.
1.27 State Organizations

**Texas Counseling Association (TCA).** Regular membership is open to all persons interested in promoting professional counseling and guidance. Any person who has met the qualifications for regular membership and has paid the prescribed dues shall be eligible to attend meetings of the association, to vote, and to hold office. Student membership is open to graduate and undergraduate students who are currently enrolled in three hours or more in a counseling-related program. Student certification by major subject field instructor is required at the time of joining or renewal in the association. Any person who has met the qualifications for student membership and has paid the prescribed dues shall be eligible to attend the meetings of the association, but student members may not vote nor hold office. For Additional Information:

Texas Counseling Association  
316 W. 12th Street #402  
Austin, Texas 78701  
Web: [http://www.txca.org](http://www.txca.org)  
Telephone: (512) 472-3403 or (800) 580-8144  
Fax: (512) 472-3756

1.28 Local Organizations

**South Texas Counseling Association (STCA).** The South Texas Counseling Association is a Chapter of the Texas Counseling Association (TCA), which is a state branch of the American Counseling Association (ACA). Student membership is available and includes subscription to the STCA newsletter. Student membership is available and includes subscription to the STCA newsletter as well as other member benefits and networking opportunities. You can find more information at: [http://www.stxca.org](http://www.stxca.org).
### 1.29 Department Faculty and Staff

<table>
<thead>
<tr>
<th>FACULTY</th>
<th>RANK AND POSITION</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Thelma</td>
<td>Duffey, Ph.D.</td>
<td><a href="mailto:Thelma.Duffey@utsa.edu">Thelma.Duffey@utsa.edu</a></td>
</tr>
<tr>
<td>Beth</td>
<td>Durodoye, Ed.D.</td>
<td><a href="mailto:Beth.Durodoye@utsa.edu">Beth.Durodoye@utsa.edu</a></td>
</tr>
<tr>
<td>Marcheta</td>
<td>Evans, Ph.D.</td>
<td><a href="mailto:Marcheta.Evans@utsa.edu">Marcheta.Evans@utsa.edu</a></td>
</tr>
<tr>
<td>Robert</td>
<td>Gee, Ed.D.</td>
<td><a href="mailto:Robert.Gee@utsa.edu">Robert.Gee@utsa.edu</a></td>
</tr>
<tr>
<td>Larry</td>
<td>Golden, Ph.D.</td>
<td><a href="mailto:Larry.Golden@utsa.edu">Larry.Golden@utsa.edu</a></td>
</tr>
<tr>
<td>Shane</td>
<td>Haberstroh, Ed.D.</td>
<td><a href="mailto:Shane.Haberstroh@utsa.edu">Shane.Haberstroh@utsa.edu</a></td>
</tr>
<tr>
<td>Gerald</td>
<td>Juhnke, Ed.D.</td>
<td><a href="mailto:Gerald.Juhnke@utsa.edu">Gerald.Juhnke@utsa.edu</a></td>
</tr>
<tr>
<td>Michael</td>
<td>Karcher, Ed.D., Ph.D.</td>
<td><a href="mailto:Michael.Karcher@utsa.edu">Michael.Karcher@utsa.edu</a></td>
</tr>
<tr>
<td>Michael</td>
<td>Moyer, Ph.D.</td>
<td><a href="mailto:Michael.Moyer@utsa.edu">Michael.Moyer@utsa.edu</a></td>
</tr>
<tr>
<td>Heather</td>
<td>Trepal, Ph.D.</td>
<td><a href="mailto:Heather.Trepal@utsa.edu">Heather.Trepal@utsa.edu</a></td>
</tr>
<tr>
<td>Elias</td>
<td>Zambrano</td>
<td><a href="mailto:Elias.Zambrano@utsa.edu">Elias.Zambrano@utsa.edu</a></td>
</tr>
</tbody>
</table>

### Office Hours

Monday - Friday  
(except for state holidays)  
8:00 am – 5:30 pm

### Telephone Numbers

| 210.458.2600 P | 210.458.2605 F |

### Office Address

501 West Durango Blvd.  
San Antonio, TX 78207

<table>
<thead>
<tr>
<th>DEPARTMENT STAFF</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donna Bomnskie</td>
<td><a href="mailto:Donna.Bomnskie@utsa.edu">Donna.Bomnskie@utsa.edu</a></td>
</tr>
<tr>
<td>Melanie Trevino</td>
<td><a href="mailto:Melanie.Trevino@utsa.edu">Melanie.Trevino@utsa.edu</a></td>
</tr>
<tr>
<td>Kristina Talamantez</td>
<td><a href="mailto:Kristina.Talamantez@utsa.edu">Kristina.Talamantez@utsa.edu</a></td>
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 Appendix 1: SAMPLE School Counseling Advising Sheet

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</tr>
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<tr>
<td>(i.e. may require 6 semester credit hours in addition to 48 mandatory courses; see note 3 on the reverse)</td>
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COU 6983 Master’s Thesis (i.e. Please see Note 4) Permission of Graduate Advisor & Thesis Chair

COU 6983 Master’s Thesis (i.e. Please see Note 4) Permission of Graduate Advisor & Thesis Chair

SIGNATURES / APPROVAL

Student Signature
Printed Name
Date

Program Advisor Signature
Printed Name
Date

NOTES
1) Total number of hours for the Master’s degree in Counseling with a specialization in School Counseling is 48.
2) UTSA requires a background of 18 semester credit hours in a field of study appropriate to the master’s degree sought. Students with the appropriate background in Education, Psychology, Sociology, or a related human service field generally will not be required to take background requirements for the degree. Students who are admitted to the program without appropriate background courses must take required background courses prior to taking degree courses. Background courses must be approved by the Graduate Advisor of Record.
3) With departmental approval, a maximum of six hours of coursework already taken and passed with a B or better in an equivalent course at the graduate level at another university or in another education-related degree program may be applied to the degree. No class counted toward another degree can be used to satisfy the requirements of the M.A. in School Counseling. Classes applied to another graduate degree may serve as substitutes for up to 6 hours of core classes with the student’s advisor’s approval (but students will need to take additional courses, with advisor approval, to achieve the 48 hours necessary for the M.A. degree. Students will need to provide copies of the course syllabus, transcript indicating completion and grade (and whether the course was used to satisfy requirements for another degree), and relevant work from the course (e.g., course paper, exam, evaluations).
4) Every Master’s degree candidate at UTSA is required to pass a Comprehensive Exam in order to be awarded the Master’s degree. This examination is typically taken during the last or next to the last semester of enrollment. In order to qualify to take the Comprehensive Examination, students must:
   a) be enrolled in at least one course at UTSA (this may be a degree requirement or COU 6961 if all courses have been taken);
   b) have an official Program of Study on file;
   c) have a cumulative graduate GPA of 3.00 or better;
   d) be in good academic standing at UTSA (not on scholastic probation or academic dismissal);
   e) have completed all required courses with the exception of COU 5393, COU 5683 and COU 5793;
   f) complete an application for Comprehensive Exam in the Counseling Office, DB 4.322 during the semester in which they plan to take it.
5) Graduation candidates must apply for graduation early in the semester in which they plan to graduate. Deadlines are posted in the schedule of classes and in the UTSA Information Bulletin. Graduation applications are available in the UTSA Office of Admissions and must be completed and submitted to the Fiscal Services Office accompanied by a graduation fee.

SCHOOL COUNSELING SUGGESTED COURSE SEQUENCING

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Appendix 2: SAMPLE Community Counseling Advising Sheet

COMMUNITY COUNSELING ADVISING SHEET

**STUDENT INFORMATION**

Student Name: 
Address: 
City: County: State: 
Zip: Phone: Fax: 
Banner ID (8 digits): 
Lone Star E-mail: 

**ADVISOR/PROGRAM INFORMATION**

Program Advisor Name: 
Catalog of Admission: 

Level of placement (Please check all that apply): 
- Masters Student 
- Doctoral Student 
- School Specialization 
- Community Specialization

**BACKGROUND REQUIREMENTS**

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**REQUIRED COURSEWORK (48 SEMESTER CREDIT HOURS)**

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<td>COU 5203 COU 5213</td>
<td></td>
<td>A B C D F</td>
</tr>
<tr>
<td>COU 6153</td>
<td>Career Development and Choice</td>
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<td>COU 5683</td>
<td>Practicum in Counseling (100 hrs)</td>
<td>COU 5203 COU 5213 COU 5233 COU 5243 COU 5283 COU 5393</td>
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<td>COU 5713</td>
<td>Community Counseling Internship (300 hrs)</td>
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**APPROVED ELECTIVES**
Please refer to CEPAHE’s website (http://cepahe.utsa.edu) or the graduate catalog for other approved electives

<table>
<thead>
<tr>
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<th>Grade Received</th>
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<td>Ethical and Legal Issues in Counseling**</td>
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<td>COU 5253</td>
<td>Child and Adolescent Counseling in Systemic Context**</td>
<td>COU 5103, COU 5213</td>
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<td>COU 6323</td>
<td>Advanced Psychological Assessment</td>
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<td>A B C D F</td>
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<tr>
<td>COU 5613</td>
<td>Substance Abuse &amp; Chemical Dependency Counseling</td>
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<td>A B C D F</td>
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<tr>
<td>COU 6003</td>
<td>Consultation and Program Evaluation</td>
<td>COU 5103, COU 5203, COU 5213</td>
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**THESIS OPTION**
(i.e. may require 6 semester credit hours in addition to 48 mandatory courses; see note 3 on the reverse)

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<th>Grade Received</th>
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<td>Permission of Graduate Advisor &amp; Thesis Chair</td>
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<td>Permission of Graduate Advisor &amp; Thesis Chair</td>
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**SIGNATURES / APPROVAL**

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<th>Date</th>
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<tbody>
<tr>
<td>Program Advisor Signature</td>
<td>Printed Name</td>
<td>Date</td>
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</table>

**NOTES**

**The Community Counseling Program corresponds to the academic requirements of the Texas Licensed Professional Counselor core areas.**

1) **Total number of hours for the Master’s degree in Counseling with a specialization in Community Counseling is 48.**

2) **UTSA requires a background of 18 semester credit hours in a field of study appropriate to the master’s degree sought. Students with the appropriate background in Education, Psychology, Sociology, or a related human service field generally will not be required to take background requirements for the degree. Students who are admitted to the program without appropriate background courses must take required background courses prior to taking degree courses. Background courses must be approved by the Graduate Advisor of Record.**

3) **Students pursuing the Thesis Option are required to enroll for COU 6983 twice for a total of 6 hours of thesis. This usually requires that the student complete 54 credit hours for the degree (rather than 48). In some circumstances the advisor of the student pursuing the Thesis Option will decide whether the two following classes can be waived from the degree plan in order to accommodate the 6 hours of COU 6983: COU 6153 and the elective.**

4) **With departmental approval, a maximum of six hours of coursework already taken and passed with a B or better in an equivalent course at the graduate level at another university or in another education- or counseling-related degree program may be applied to the degree. No class counted toward another degree can be used to satisfy the requirements of the M.A. in Community counseling. Classes applied to another graduate degree may serve as substitutes for up to 6 hours of core classes with the student’s advisor’s approval (but students will need to take additional courses, with advisor approval, to achieve the 48 hours necessary for the M.A. degree. Students will need to provide copies of the course syllabus/i, transcript indicating completion and grade (and whether the course was used to satisfy requirements for another degree), and relevant work from the course (e.g., course paper, exam, evaluations).**

5) **Every Master’s degree candidate at UTSA is required to pass a Comprehensive Exam in order to be awarded the Master’s degree. This examination is typically taken during the last or next to the last semester of enrollment. In order to qualify to take the Comprehensive Examination, students must:**
a. be enrolled in at least one course at UTSA (this may be a degree requirement or COU 6961 if all courses have been taken);  
b. have an official Program of Study on file;  
c. have a cumulative graduate GPA of 3.00 or better;  
d. be in good academic standing at UTSA (not on scholastic probation or academic dismissal);  
e. have completed all required courses with the exception of COU 5393, COU 5683 and COU 5793;  
f. complete an application for Comprehensive Exam in the counseling Office, DB 4.322 during the semester in which they plan to take it.

6) Graduation candidates must apply for graduation early in the semester in which they plan to graduate. Deadlines are posted in the schedule of classes and in the UTSA Information Bulletin. Graduation applications are available in the UTSA Office of Admissions and must be completed and submitted to the Fiscal Services Office accompanied by a graduation fee.

<table>
<thead>
<tr>
<th>COMMUNITY COUNSELING SUGGESTED COURSE SEQUENCING</th>
<th>PART-TIME</th>
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<td><strong>Year 1</strong></td>
<td><strong>Year 2</strong></td>
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<tr>
<td>Fall</td>
<td>Spring</td>
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<td>COU 5203 CC Intro</td>
<td>COU 5243 Emo/Bx/DO</td>
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<td>COU 5233 Group</td>
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<td>COU 6153 Career</td>
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<td></td>
<td>Apply for Fall Practicum</td>
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<td>Apply for Spring Internship</td>
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<th>COMMUNITY COUNSELING SUGGESTED COURSE SEQUENCING</th>
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<tbody>
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<tr>
<td>Fall</td>
<td>Spring</td>
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<tr>
<td>COU 5203 CC Intro</td>
<td>COU 5283 Multicultural</td>
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<td>COU 5683 Practicum</td>
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<td>COU 5393 Skills</td>
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<td>COU 5243 Emo/Bx/DO</td>
<td>COU 5233 Group</td>
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<tr>
<td></td>
<td>Apply for Fall Practicum</td>
</tr>
<tr>
<td></td>
<td>Apply for Spring Internship</td>
</tr>
</tbody>
</table>
Appendix 3: Student Fitness and Performance Policy Statement

In order to complete counselor preparation programs and to be eligible to take certification or licensing examinations, students must:

- Maintain scholastic performance meeting or exceeding department standards;
- Demonstrate the acquisition of and ability to apply counseling skills necessary to work effectively with persons having diverse needs, as generally accepted by practitioners in counseling;
- Demonstrate emotional and mental fitness in their interactions with others; and conform with the codes of ethics of professional associations in counseling and of the State of Texas. Texas Administrative Code, Title 19, Part 7, Chapter 247, Code of Ethics and Standard Practices for Texas Educators; American Counseling Association Code of Ethics and Standards of Practice.

It is the duty of faculty members in the counseling program to evaluate all students according to these standards in all settings in which faculty members and students interact, in classes, in advising and counseling settings, in personal conversations, etc. It is expected of students that they respond to evaluations, formal or informal, in appropriate ways, in all cases, attempting to conform to standards as these are explained to them. Conformance with standards must be demonstrated by students throughout the period of time spent in the program; events of non-conformance must be followed by faculty judgments that satisfactory adjustments have been made.

Admission to the program does not guarantee fitness to remain in the program to completion. Only those students who meet program standards will be allowed to continue in the program. If and when a student is judged not to meet program standards sufficiently to be allowed to engage in counseling others, that student will be removed from continuation in the program. Please refer to the Graduate Counseling Student Handbook, for a detailed outline of the due process procedures related to this policy.

Standards

- The scholastic standard is to maintain a cumulative GPA of 3.0 or better and present grades of C in no more than two courses (neither of which may be COU 5393, COU 5683, COU 5713, or COU5793), that are to be counted toward the degree.
- The standard related to skills acquisition and application will be applied by the instructors of COU 5393 or COU 5683 judging student performance in comparison with the student's knowledge of procedures followed by practitioners.
- The standard related to a student's emotional and mental fitness will be applied in all counseling courses as the student's interactions among students, faculty members, and others are evaluated.
- The standard related to codes of ethics consists of those codes referenced in paragraph A.4 above and established by the State of Texas in its standards for school counselors and for licensed professional counselors.
Evaluation for Fitness

- Faculty members, staff, course instructors, program advisors, and field supervisors ("Evaluators") will evaluate students according to the standards outlined above. All faculty members may have some input into student performance or conduct.
- The progress of students will be specifically summarized by those Evaluators with whom they have interacted at the time of enrollment in COU 5213 (Professional Performance Fitness Evaluation: PPFE1 and PPFE2), Counseling Theories, and of enrollment in COU 5393, Development of Counseling Skills. Near the middle of the semester or term of enrollment in each of these courses, all students will be evaluated on a uniform checklist of standards.
- Individual students may be evaluated, using the same checklist (Professional Performance Fitness Evaluation: PPFE1 and PPFE2), at other times during their progress through the program if and when, in the opinion of one or more Evaluators, significant deviations from the standards have occurred.

Procedures after a Negative Evaluation

- After a negative evaluation by any Evaluator, the student involved will be informed of his or her evaluation by the Evaluator or by the student's assigned Program Advisor.
- If, at the time of an evaluation summary, it is the opinion of the Evaluator that a student is making unsatisfactory progress or is not meeting program standards related to fitness to practice, a committee will be formed and the student will be asked to meet with the committee to discuss the fitness to practice issue.
- If progress is still unsatisfactory at the time of a second evaluation (or a later evaluation, depending upon the severity of the non-conformance) the student may be advised by the committee to withdraw from the program.

Appeals and Procedures Subsequent to Request for Withdrawal

- Within 10 workdays of such a meeting, the committee must make a decision and report to the student, the Graduate Advisor of Record, and the Department Chair that the student should either be allowed to remain in the program with conditions/without conditions or be removed from the program, dropped from enrollment in current courses, and prevented from enrolling in subsequent courses.
- If the decision is to allow the student to remain in the program, the committee may place conditions on the student's continuing in the program, may set time limits for meeting the conditions, or may make other recommendations.
- Within 10 workdays of receipt of this notification, the student must notify the Graduate Advisor of Record of his or her acceptance or appeal of the committee decisions.

If the student appeals the committee decisions, the Graduate Advisor of Record, after consulting with the committee and after meeting with the student, will determine whether the student will be allowed to remain in the program.

- Within 10 workdays after meeting with the committee, the Graduate Advisor of Record will schedule a meeting with the student but if he or she refuses or fails to
attend such a meeting the Graduate Advisor of Record may proceed to make a decision.

- The student must be notified of the decision of the Graduate Advisor of Record in writing within 10 workdays following the meeting or attempted meeting with the student.

If the student is dissatisfied with the decision of the Graduate Advisor of Record, he or she may appeal to the Department Chair in writing. If the student is dissatisfied with the decision of the Department Chair, he or she may appeal to the Office of the Dean of the College of Education and Human Development by submitting written notice of such an appeal to the dean's office within 10 workdays of receiving the decision of the Graduate Advisor of Record. The dean will consider the matter, based on information submitted by the Graduate Advisor of Record; the dean may meet with the supervisory committee and/or with the student; a decision must be made and communicated to the student and the other parties that were involved in prior decisions within 10 workdays of the dean's receipt of notification of appeal.

Subsequent appeals must follow standard University of Texas at San Antonio procedures related to academic matters. The final decision will be either continuation in the program (with conditions) or dismissal from the program.

**Reinstatement**

A student who was dismissed from the program may not be considered for reinstatement or readmission until two calendar years have elapsed following dismissal from the program.
Appendix 4: SAMPLE Student Application for Comprehensive Examination

Comprehensive Examination Application Form: Master of Arts in Counseling

Please complete this application and return it to Department of CEPAHE in DB 4.322 by TBA, for the TBA test date. Some resource information has been compiled to assist you in preparation for the examination. This packet of information is located in the office and on our departmental website, http://cepahe.utsa.edu/ - under Quick Links (MA in Counseling Comps Review Information).

**APPLICANT INFORMATION**

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Banner ID (8 digits):</th>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>City:</td>
<td>County:</td>
</tr>
<tr>
<td>Zip:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Lone Star E-mail:</td>
<td>Other E-mail:</td>
</tr>
<tr>
<td>Semester Admitted:</td>
<td>Graduation Date:</td>
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</table>

**COURSE REQUIREMENTS**

Write the semester when each of the following courses has been or will be completed. All of these courses listed below must be completed with a passing grade before taking the examination.

<table>
<thead>
<tr>
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<th>Number</th>
<th>Name</th>
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<th>Grade Received</th>
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<td>Introduction to Community or School Counseling</td>
<td></td>
<td>A B C D F</td>
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<td>COU 5213</td>
<td>Counseling Theories</td>
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<td>A B C D F</td>
<td></td>
</tr>
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<td>COU 5223</td>
<td>Psychological Assessment for Counselors</td>
<td></td>
<td>A B C D F</td>
<td></td>
</tr>
<tr>
<td>COU 5243</td>
<td>Counseling Individuals with Behavioral &amp; Emotional Disorders</td>
<td></td>
<td>A B C D F</td>
<td></td>
</tr>
<tr>
<td>COU 5283</td>
<td>Counseling in Multicultural Setting</td>
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<td>A B C D F</td>
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<td>COU 5393</td>
<td>Development of Counseling Skills</td>
<td></td>
<td>A B C D F</td>
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<td>COU 6153</td>
<td>Career Development &amp; Choice</td>
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<td>EDU 5003</td>
<td>Research Methods in Education</td>
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<td>A B C D F</td>
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<tr>
<td>EDP 5033</td>
<td>Human Development Across the Life Span</td>
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<td>A B C D F</td>
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<tr>
<td>COU 6961</td>
<td><strong>Comprehensive Examination (Only if taking no other course)</strong></td>
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**Note:** Consequences of not being enrolled in a course the same semester that you take the exam could result in delayed graduation. **

**ADDITIONAL REQUIREMENTS**

Presently in Good Academic Standing: Have a Degree Plan on File:

Have Applied for Graduation: Advisor’s Name:

Approximately 5 to 10 days after the deadline date an e-mail outlining test procedures, instructions, and the room number of the test site will be sent to you. Addresses that you supply on this form will be used for this correspondence. It is recommended that you make a copy of this completed form for your records.

**APPLICANT CERTIFICATION**

I verify that the information provided is correct.
<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Printed</th>
<th>Date</th>
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</thead>
</table>
Appendix 5: SAMPLE Student Application for Practicum/Internship

Instructions: Please attach your unofficial UTSA transcript (i.e. applications will not be accepted without unofficial UTSA transcript) and return to the CEPAHE Office (i.e. DB4.322) by (deadline date). Applicants will be notified via e-mail of their application status and procedures for registration (i.e. for non-school practicum/internship settings, students are required to purchase professional malpractice insurance)

<table>
<thead>
<tr>
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<th>Number</th>
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<th>Grade Received</th>
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<td>A B C D F</td>
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<td>Career Development &amp; Choice</td>
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<td>Research Methods in Education</td>
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<td>A B C D F</td>
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<td>EDP 5033</td>
<td></td>
<td>Human Development Across the Life Span</td>
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<td>A B C D F</td>
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**Applicant Certification**

I verify that the information provided is correct

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For Office Use Only

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<thead>
<tr>
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<th>CBC</th>
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<th>Initial</th>
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