



UNIVERSITY
of the ROCKIESSM

STUDENT HANDBOOK

Master of Arts in Counseling **Clinical Mental Health Counseling &** **Marriage, Couples, and Family Counseling** **Specializations**

Revised November 25, 2014

University of the Rockies
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Introduction

Welcome to University of the Rockies' Master of Arts in Counseling with a specialization in Clinical Mental Health Counseling or Marriage, Couples, and Family Counseling. The members of the faculty are proud of our Counseling program, and we wish to facilitate your professional growth and development. We hope that you are excited about the opportunity to learn with us and that you are anticipating a rewarding career as a professional counselor!

The purpose of this *Handbook* is to provide information regarding the Master of Arts in Counseling. Graduate training in counseling is a demanding and intense process and is not to be undertaken lightly. Helping people with psychological and psychosocial difficulties demands attentiveness, sensitivity, caring, personal maturity, and analytical ability. At University of the Rockies, we are focused on producing professional counselors who possess solid practice skills, professional commitment, and personal integrity.

Academic expectations for our students are high. Students are expected to establish a professional identity as a professional counselor, which is developed through the program. Students are expected to complete all coursework, practicum and internship experiences, and attend twenty hours of personal therapy apart from University training. Coursework is both experiential and didactic.

The counseling faculty is committed to providing an environment that assists in the development of the knowledge and skill base required to be a successful professional counselor.

Thank you, and welcome to University of the Rockies!

Dr. David Stephens, PsyD
Dean, School of Professional Psychology
University of the Rockies

Table of Contents

University of the Rockies Master of Arts in Counseling Program	5
Faculty Members	5
University of the Rockies Mission Statement.....	5
School of Professional Psychology Mission Statement	5
Counseling Program Mission Statement.....	5
Core Values	6
Commitment to Diversity	6
Institutional Memberships	7
Ownership.....	7
Admission Requirements	8
General Admission Requirements	8
Conditional Admissions Requirements	9
Master of Arts in Counseling Admission Requirements.....	10
Admission Materials.....	11
Provisional Admission Status Requirements.....	11
Full Admission Status Requirements	12
Appeal of Dismissal Following Academic Watch.....	12
Satisfactory Academic Progress Review and Evaluation	13
Academic and Financial Aid Warning	13
Academic and Financial Aid Probation.....	13
Probation—Academic Plan	14
Appeal for Readmission after Dismissal	14
Comprehensive Examinations	15
Repeating Comprehensive Exams	15
Repeating Courses	16
Grade Appeals	16
Grade Appeal Procedure.....	17
Freedom of Inquiry and Expression.....	17
Institutional Authority and Local, State, and Federal Penalties	17
Disability Support Services	18
Family Educational Rights and Privacy Act (FERPA) of 1974.....	18
Recommendations.....	21
All Students Agree to Ascribe to the Following	22
<i>Clinical Mental Health Counseling Specialization</i>	22

Learning Outcomes	23
Program Requirements	24
Approved Electives	25
Graduation Requirements.....	25
Clinical Experiences.....	26
Personal Therapy Requirement	26
Department of Regulatory Agencies (DORA),_Colorado Division of Professions and Occupations Licensure Requirements	
Mental Health Counseling	27
<i>Marriage, Couples, and Family Counseling Specialization</i>	30
Learning Outcomes	30
Program Requirements	31
Approved Electives	32
Graduation Requirements.....	32
Clinical Experiences.....	33
Personal Therapy Requirement	33
Department of Regulatory Affairs,_Colorado Division of Professions and Occupations Licensure Requirements	
Marriage and Family Therapy/Counseling	35
Rights to Change Requirements	37
Contact Information.....	37

University of the Rockies

Master of Arts in Counseling Program

Faculty Members

Luis Vargas, PhD, Core Faculty

Deborah Pardee, PhD, Core Faculty

Ron Smith, PhD, Core Faculty

History

University of the Rockies (UoR) was founded June 18, 1998, as the Colorado School of Professional Psychology (COSPP), to provide a professional graduate education in psychology to individuals who seek licensure as psychologists or practice in other arenas of the profession. In 2007, the University was acquired by Bridgepoint Education, Inc. Since that time, University of the Rockies has broadened its focus as a private graduate school to include the social and behavioral sciences. University of the Rockies offers Master of Arts (MA), Master of Arts in Psychology, Doctor of Philosophy (PhD), and Doctor of Psychology (PsyD) degrees.

University of the Rockies Mission Statement

University of the Rockies provides high quality, accessible learning opportunities globally for diverse groups of individuals seeking preparation for life goals, professional practice, service, and distinguished leadership.

School of Professional Psychology Mission Statement

Within the mission of University of the Rockies, the School of Professional Psychology provides ethical, scholarly, and personalized graduate education that prepares individuals for practice in the applications of psychology.

Counseling Program Mission Statement

Within the mission of University of the Rockies and the School of Professional Psychology, the Master of Arts in Counseling degree program provides professional preparation that develops the expertise, clinical skills, and personal and cultural competence required for individuals to function effectively as counselors and mental health professionals across a variety of professional settings.

Core Values

The Core Values of University of the Rockies are Integrity, Service, Excellence, and Diversity. Board Members, administrators, faculty members, and students strive to embody these Core Values in all their activities and dealings with individuals both inside and outside the University of the Rockies community.

- **Integrity** means University of the Rockies will model, both in attitude and in behavior, a strong sense of doing the right thing for the right reason.
- **Service** means University of the Rockies will work to meet the learning demands of the individual student through a quality program and a supportive learning environment.
- **Excellence** means University of the Rockies will deliver its programs in such a manner as to ensure academic rigor and relevance.
- **Diversity** means University of the Rockies encourages students of all cultures and experiences to seek higher learning opportunities and learn from one another.

Commitment to Diversity

Diversity at University of the Rockies means encouraging students of all cultures and experiences to seek higher learning opportunities and learn from one another. At University of the Rockies, diversity is defined by the difference made in people's lives. Diversity is more than just a mission statement — it is a Core Value.

Understanding that issues of diversity are integral to the successful and ethical functioning of institutions of higher education, University of the Rockies demonstrates its commitment to diversity through the Office of Diversity, which is managed by the President's Diversity Council and the Diversity Task Force. Additionally, administrators, faculty members, and students strive to encourage and support diversity in their actions with individuals both inside and outside the Rockies community.

Accreditation

University of the Rockies (UoR) is a private, independent graduate school offering Master of Arts (MA), Doctor of Philosophy (PhD), and Doctor of Psychology (PsyD) degrees. University of the Rockies is accredited by The Higher Learning Commission and a member of the North Central Association. For additional information about the University's accreditation, please contact The Higher Learning Commission North Central Association at www.ncahlc.org.

A copy of the documentation describing the University's accreditation will be made available to any enrolled or prospective student upon request. Please contact the University Provost at Provost@rockies.edu.

Institutional Memberships

- American Council on Education (ACE)
- American Evaluation Association
- American Library Association (ALA)
- American Society for Training & Development (ASTD)
- Association for Institutional Research (AIR)
- Association for the Advancement of Computing in Education (AACE)
- Association of Chief Academic Officers (ACAO)
- Association of Governing Boards
- Association of Psychology and Post-Doctoral Internship Centers (APPIC) – School of Professional Psychology Membership (as a graduate training institution)
- Association of Psychology and Post-Doctoral Internship Centers (APPIC) – Clinic/Consortium Membership (as an internship site)
- Colorado Association of Libraries (CAL)
- Council for Higher Education Accreditation (CHEA)
- Council of Graduate Departments of Psychology (COGDOP)
- Denver Metro Chamber of Commerce
- Executive Women International
- International Center for Academic Integrity (ICAI)
- National Association of Diversity Officers in Higher Education (NADOHE)
- National Council of Schools of Professional Psychology (NCSPP)
- Organizational Development Network of Colorado
- Professional and Organizational Development (POD) Network in Higher Education
- Quality Matters™ Consortium
- Service members Opportunity College (SOC)
- Society for Human Resource Management (National and Colorado Springs)
- Soroptomist International
- South Denver Metro Chamber of Commerce
- The Sloan Consortium, Inc.
- WICHE Cooperative for Educational Technologies (WCET)

Ownership

University of the Rockies, LLC is a wholly owned subsidiary of:
Bridgepoint Education, Inc. 13500 Evening Creek Drive North, Suite 600 San Diego, CA 92128

Application Submission

Admission materials may be completed online on the University of the Rockies website at www.rockies.edu. For additional information, contact the University of the Rockies Admissions Office by writing to 1201 16th St., Suite 200, Denver, CO 80202, by emailing admissions@rockies.edu, or by calling, toll-free (855) 531-4705 for ground programs or (866) 621-0124 for online programs.

For a list of information and forms required, please see the Admission Requirements listed in the following.

Transcript Requests

The Registrar's Office will manage the request of all transcripts for students who have signed a *Transcript Request* form as a part of the application process.

General Admission Requirements

Self-Disclosure Policy

University of the Rockies has determined that some self-disclosure of personal information in classroom and supervision settings may at times be required of students. Students should take this into consideration before applying to University of the Rockies.

English Language Requirement

Applicants must have the ability to study, read, and write in English indicated by one of the following:

- a. Achieved a recognized high school diploma or equivalent in which the primary language of instruction was English;
 - b. Received a GED that was taken in English;
 - c. Earned a Bachelor's, Master's, or other post-secondary degree from a regionally accredited college/university in the United States in which the primary language of instruction was English;
- or
- d. Earned a minimum of 30 college level credits from a regionally accredited college/university in the United States in which the primary language of instruction was English.

Students not satisfying one of the listed requirements must provide the results from the Test of English as a Foreign Language (TOEFL) examination taken within the past two (2) years. A minimum score of 550 paper-based or 79 Internet-based is required. An unofficial copy of scores must be submitted prior to provisional enrollment; official scores must be submitted prior to full admission. The University's TOEFL school code is 4175.

Any student who studied in a United States territory or commonwealth may be required to satisfy the English Language Requirement by providing successful results from the TOEFL.

Note: Master of Arts in Counseling students are responsible for all policies outlined in the [University of the Rockies Academic Catalog](#). Please see the [Academic Policies: Non-Standard Term Format](#) section of the Catalog for complete information on the General Requirements associated with this program.

Conditional Admission Requirements

Students seeking admission to Master of Arts, Doctor of Philosophy (PhD) or Doctor of Psychology (PsyD) programs may apply for conditional admission if they have not earned the prerequisite degree required for admission, but will have the prerequisite degree conferred prior to their start date. All other admissions criteria must be met in order to be considered for conditional admission. Applicants with a conditional admission status cannot be scheduled for class until they have provided acceptable documentation such as an unofficial or official transcript indicating conferral of the degree required for admission and met all requirements of provisional admission.

For conditional admission, applicants must provide the Admissions Office with the following documentation:

- Completed *Application for Admission*;
- Unofficial transcript of current program credits (official transcripts indicating degree conferral are required to meet full admission requirements);
- Official transcripts from institutions where graduate credit was earned (if applicable); and
- Unofficial or official copies of TOEFL or transcripts to satisfy the English language requirement, if applicable.

In addition to the previously mentioned requirements, conditional admission for the Master of Arts in Counseling with a specialization in Marriage, Couples, and Family Counseling or Clinical Mental Health Counseling and Doctor of Psychology (PsyD), Clinical Specialization also requires the following documentation:

- A three (3) to five (5) page autobiography covering personal and professional goals, academic and professional experience, personal qualities that will contribute to the candidate's success as a graduate student, and why the candidate has chosen to apply to University of the Rockies and the desired program of study;
- Three completed University of the Rockies recommendation forms;
- A criminal background check from www.validityacademics.com
- Miller's Analogies Test (MAT) or Graduate Record Examination (GRE) results; and
- Completion of the interview process.

Conditionally admitted students must provide documentation of their degree conferment and meet all requirements for provisional admission in order to become a provisionally admitted student. Students will be subject to the policies and procedures of the [Academic Catalog](#) in effect at the time of provisional admission. University of the Rockies reserves the right to modify these policies and procedures at any time.

For complete admission requirements, please refer to the current [University of the Rockies Academic Catalog](#).

Master of Arts in Counseling Admission Requirements

Marriage, Couples, and Family Counseling & Clinical Mental Health Counseling Specializations

Students seeking admission to the Master of Arts in Counseling program with a specialization in Marriage, Couples, and Family Counseling or Clinical Mental Health Counseling must hold a Bachelor's degree from a regionally accredited institution of higher education or an equivalent international degree with a cumulative GPA of at least 2.0 on a 4.0 scale, or a Master's degree or higher from a regionally accredited institution. Students entering with a Bachelor's degree earned with a grade point average of 2.00 to 2.99 will be placed on Academic Watch.

It is required that all applicants have completed an appropriate foundation in counseling or psychology, constituted by a Bachelor's or Master's degree in psychology or related field. Undergraduate coursework with grades of "C" or higher or graduate coursework with grades of "B" or higher from an accredited institution of higher learning that encompasses the following areas may also satisfy this requirement:

- Abnormal Psychology
- Statistics
- Personality Theory
- Human Development
- Tests and Measures
- Psychology of Learning

Students may choose to remediate deficiencies by enrolling in coursework as a non-degree seeking student prior to enrolling in their desired program. Students who choose to enroll in their desired program prior to remediating these deficiencies will be required to take PSY 5001 Survey of Psychology I and/or PSY 5002 Survey of Psychology II. Credits earned will be in addition to published program requirements.

Applicants must submit test results of the MAT or GRE, which have been completed within five years of application. Candidates must arrange to have the report sent to the University of the Rockies Admissions Office. In no case will the MAT or the GRE be the sole reason for a candidate not being selected for admission.

Applicants must consent to a criminal background check that informs the University that the candidate has had no felonies or misdemeanors that would preclude insurability, licensure as a psychotherapist, or working at the Rockies Counseling Center. Colorado may not license mental health providers who have had a felony conviction or who have had a court accept a nolo contendere plea to a felony if the felony is related to the ability to practice psychotherapy.

The Admissions Task Force considers the interview results and required application materials (e.g., transcripts, autobiography, letters of recommendation, MAT or GRE test results, etc.) in their totality for each applicant to the Mental Healthcare specializations. While the University has not established a

minimum standard for the MAT or GRE, scores are considered in the admissions process and higher scores can result in more favorable consideration of the application. The decision of the Admissions Task Force, upon deliberative review of each applicant's file, is final.

Students who have completed graduate-level coursework at another college or university may transfer up to 9 graduate-level semester hours from a regionally accredited institution of higher education on a course-by-course basis. Please review the transfer credit policies for nontransferable courses and program requirements in the [General Academic Policies and Information](#) section of the [Academic Catalog](#).

Students earning a Master of Arts in Counseling degree with a specialization in Marriage, Couples, and Family Counseling or Clinical Mental Health Counseling will have acquired a minimum of 700 hours of supervised counseling experience in Practica and Internship, and are required to obtain 20 hours of personal therapy.

Admission Materials

An applicant must submit the following information and forms to be considered for full admission:

- *Application for Admission*;
- Official transcripts from all colleges, universities, or graduate schools attended;
- A three to five page autobiography. The autobiography should address personal and professional goals; academic and professional experience; personal qualities that will contribute to the candidate's success as a graduate student; and why the candidate has chosen to apply to University of the Rockies and the desired program of study;
- Three letters of recommendation on University of the Rockies' *Applicant Recommendation* form. (Letters must be from individuals who are familiar with the candidate's academic ability, work ability, integrity, and potential as a professional psychologist);
- Miller Analogies Test (MAT) or Graduate Record Examination (GRE) that have been completed within five years of the application;
- A criminal background check from www.validityacademics.com;
- Official copies of TOEFL or transcripts to satisfy the English language requirement, if applicable; and
- Completion of the interview process.

Provisional Admission Status Requirements

Students are provisionally admitted to a Master of Arts program when they submit a completed application indicating they meet admission requirements outlined previously and provide the following: unofficial transcripts from all degree-conferring institutions, autobiography, three recommendation letters, MAT or GRE results, consent to a criminal background check, an indication of satisfying the English language requirement, and completion of the interview process. In order to waive introductory course requirements on the basis of coursework taken at an institution that did not confer a degree, an

unofficial transcript showing the coursework completed must be submitted along with the completed application.

Students who then enroll in courses are considered regular students in their degree program. However, students who do not meet all documentation requirements for full admission are withdrawn from the program at the end of the first term.

Full Admission Status Requirements

The following provisions must be met prior to the conclusion of the first term at University of the Rockies. To begin the second term, students must meet all admissions requirements applicable to their program and must complete all requirements outlined in the following.

- Submission of official transcripts from all post-secondary institutions attended.
- Submission of official TOEFL results, if applicable.

Students entering with a cumulative GPA of less than 3.0 through (a) or (b) below but above a 2.0 are admitted on Academic Watch and are required to achieve a cumulative GPA of 3.00 and successfully complete 67% of credits attempted in their first term.

- (a) Students with a Bachelor's degree only or have fewer than 12 credits of graduate-level coursework will have their GPA calculated for only the Bachelor's degree.
- (b) Students who have completed 12 credits or more of graduate-level coursework and do not have a 3.0 undergraduate cumulative GPA may have their GPA calculated on the basis of their graduate coursework.

At the conclusion of Academic Watch, any student who does not meet the previously mentioned requirements will be dismissed from the University.

Appeal of Dismissal Following Academic Watch

A student who has been dismissed for not meeting satisfactory academic progress requirements following Academic Watch may appeal for readmission. Appeals must be submitted to Academic.Progress@rockies.edu and will be evaluated by an Appeal Committee made up of the University Registrar or his or her designee and the appropriate school Dean or his or her designee who has oversight in the student's program of study. The decision of the Committee will be communicated in writing to the student by the Registrar's Office.

Additionally, the student's appeal letter must include:

- a reasonable explanation for the student's academic performance to date, which includes mitigating circumstances such as student injury/illness, death of a student's family member, or other reasons resulting in undue hardship to the student;
- reasonable evidence that they have the ability to succeed in an academic program due to changed circumstances, experience, and/or successful completion of graduate-level credits during the period of absence; and

- a plan for completion of the coursework required to meet satisfactory academic progress during the following payment period.

The passage of time does not substantiate eligibility for readmission or appeal for readmission. However, students who have experienced mitigating circumstances and have been dismissed from the University for failure to meet satisfactory academic progress requirements and have been denied readmission after an appeal, may submit another appeal to be readmitted after one or more years have elapsed since their last appeal. The appeal must meet the previously mentioned criteria and the student must present reasonable evidence that they have the ability to succeed in an academic program due to changed circumstances, experience, and/or successful completion of graduate level credits since the last appeal was submitted.

Note: Master of Arts in Counseling students are responsible for all policies outlined in the [University of the Rockies Academic Catalog](#). Please see the Admission Policies and Requirements section of the Catalog for complete information on the admission requirements associated with this program.

Satisfactory Academic Progress Review and Evaluation

Satisfactory academic progress (SAP) is reviewed at the conclusion of every term. Students are evaluated against both qualitative and quantitative standards at the conclusion of every term of enrollment. Students who have an outstanding incomplete grade at the time of SAP review may not be allowed to continue until the incomplete grade is successfully completed. After each evaluation, students who do not meet SAP standards will be notified in writing.

Academic and Financial Aid Warning

Students who do not meet the minimum requirements for making satisfactory academic progress at the time of evaluation are placed on Academic and Financial Aid Warning for the next term. Students will be given one term of attempted coursework to meet the requirements for satisfactory academic progress. All coursework attempted after the term during which the student did not meet satisfactory academic progress is counted as part of the Academic and Financial Aid Warning period. Students who are otherwise eligible to receive Title IV financial aid are eligible to receive Title IV financial aid while on Academic and Financial Aid Warning. Students may be required to re-take coursework previously completed in order to increase the likelihood of successfully meeting satisfactory academic progress and/or graduation requirements. These requirements may affect the student's eligibility for financial aid funds.

At the conclusion of the Academic and Financial Aid Warning period, students who do not meet the requirements for satisfactory academic progress will be dismissed from the University. Dismissed students are not eligible to receive Title IV financial aid. Dismissed students should refer to the [Appeal for Readmission after Dismissal](#) policy in this *Handbook* or the [Academic Catalog](#).

Academic and Financial Aid Probation

Students who have been granted an appeal for readmission after dismissal following a term of Academic and Financial Aid Warning may complete one additional term of study on Academic and Financial Aid Probation. All coursework attempted after the term during which the student did not meet satisfactory academic progress is counted as part of the Academic and Financial Aid Probation period. Students who are otherwise eligible to receive Title IV financial aid are eligible to receive Title IV financial aid while on Academic and Financial Aid Probation. Students may be required to re-take coursework previously completed in order to increase the likelihood of successfully meeting satisfactory

academic progress and/or graduation requirements. These requirements may affect the student's eligibility for financial aid funds.

At the conclusion of the term of Academic and Financial Aid Probation, students who do not meet the requirements for satisfactory academic progress will be dismissed from the University. Dismissed students are not eligible to receive Title IV financial aid. Dismissed students should refer to the [Appeal for Readmission after Dismissal](#) policy in this *Handbook* or in the [Academic Catalog](#).

Probation—Academic Plan

Students who are approved for re-admission after dismissal following a period of Academic and Financial Aid Probation, after a period on Probation—Academic Plan or after dismissal due to exceeding the maximum time frame are placed on Probation—Academic Plan, and are required to meet specific academic requirements outlined in writing in an academic plan from the University Registrar. Students are provided with an academic plan to assist the student in meeting regular SAP requirements within a specific period of time. Students may be limited in the number of courses for which they are scheduled while on Probation—Academic Plan. It is the student's responsibility to adhere to the academic plan.

Students who are otherwise eligible to receive Title IV financial aid are eligible to receive Title IV financial aid while on Probation—Academic Plan. Students may be required to re-take coursework previously completed in order to increase the likelihood of successfully meeting satisfactory academic progress and/or graduation requirements. These requirements may affect the student's eligibility for financial aid funds.

Students will be placed on Probation—Academic Plan for the first payment period/SAP increment while on the academic plan. Students on Probation—Academic Plan are reviewed against the progression requirements outlined in the academic plan at the conclusion of each term. Students who are not meeting plan requirements at the conclusion of each term will be dismissed from the University. Dismissed students are not eligible to receive Title IV financial aid. Dismissed students should refer to the following [Appeal for Readmission after Dismissal](#) policy in this *Handbook* the [Academic Catalog](#).

Appeal for Readmission after Dismissal

Students who have been dismissed from the University for failure to meet satisfactory academic progress requirements may appeal to be readmitted. Appeals must be submitted to Academic.Progress@rockies.edu and will be evaluated by an Appeal Committee made up of the University Registrar or his or her designee and the appropriate school Dean or his or her designee who has oversight in the student's program of study. The decision of the Committee will be communicated in writing to the student by the Registrar's Office.

The student's appeal letter must include:

- a reasonable explanation for the student's academic performance to date, which includes mitigating circumstances such as student injury/illness, death of a student's family member, or other reasons resulting in undue hardship to the student;
- reasonable evidence that they have the ability to succeed in an academic program due to changed circumstances, experience, and/or successful completion of graduate-level credits during the period of absence; and
- a plan for completion of the coursework required to meet satisfactory academic progress during the following payment period.

The passage of time does not substantiate eligibility for readmission or appeal for readmission, however, students who have experienced mitigating circumstances and have been dismissed from the University for failure to meet satisfactory academic progress requirements and have been denied readmission after an appeal, may submit another appeal to be readmitted after one or more years have elapsed since their last appeal. The appeal must meet the previously mentioned criteria and the student must present reasonable evidence that they have the ability to succeed in an academic program due to changed circumstances, experience, and/or successful completion of graduate level credits since the last appeal was submitted.

Comprehensive Examinations

Master of Arts in Counseling:

Marriage, Couples, and Family Counseling and Clinical Mental Health Counseling Specializations

Students in the Master of Arts in Counseling, Marriage, Couples, and Family Counseling or Clinical Mental Health Counseling specializations take a Comprehensive Examination at the end of their program or after a minimum of 54 semester hours of coursework and practicum/internship. The exam includes items involving case conceptualization, differential diagnoses, assessment, diversity, ethical and legal considerations in the therapeutic process, treatment planning, and outcome measurement.

Repeating Comprehensive Exams

Each student is allowed a maximum of three attempts to pass a Comprehensive Exam. The final attempt will be recorded on the transcript and must be completed within one year of the student's last date of attendance. Students who do not successfully complete the comprehensive exam with the allotted number of attempts within one year of the student's last day of attendance will be withdrawn from the University and must apply for readmission. Students who are readmitted may be subject to new academic requirements and must complete the third attempt within one year of completing the new requirements or be withdrawn from the University and required to apply for readmission. Students who wish to reschedule or withdraw from a Comprehensive Exam must contact the Registrar's Office 48 hours before the exam offering. Accessing or viewing the exam via the Student Portal constitutes an attempt and will be graded regardless of whether the exam is completed or submitted. A student who does not successfully complete the first or second attempt of the Comprehensive Exam due to extreme extenuating circumstances may appeal to the Dean of the School through his or her Registrar Advising Specialist to have it graded. Students who do not successfully complete the Comprehensive Exam after three attempts will be academically dismissed from their program of study without a degree being conferred by the University.

Repeating Courses

When a course is repeated, the grade point average will be calculated based on the grade given in the most recent course. Both courses remain on the transcript. The first attempt is attempted, but not earned, and will count negatively toward successful completion rates once repeated. Students are required to repeat any course required for their degree program that they do not satisfactorily complete. Grades of NP, U, W, and WU are not satisfactory in any program. An overall minimum cumulative GPA of 3.00 or higher is a graduation requirement for all programs.

Exceptions to the limit on repeating courses must be reviewed and approved by the appropriate School Dean when a student presents compelling extenuating circumstances and is otherwise eligible to continue based on satisfactory academic progress requirements. Appeals should be sent to the Registrar's Office to be reviewed with the appropriate School Dean. The final written decision will be communicated by the Registrar's Office. Campus students wishing to repeat any coursework previously passed should refer to the [Tuition, Fees, and Financial Aid](#) section of the [Academic Catalog](#).

Master's Level Programs

A student may repeat any course with grades of NP, U, and WU once. A maximum of two different courses with grades of NP, U, and WU may be repeated. There is no restriction on the number of courses with a grade of C or C+ that may be repeated at the Master's level so long as other requirements of satisfactory academic progress are met.

Any courses repeated as part of a Graduate Certificate will be counted as repeated courses in a degree program if a student chooses to apply the Graduate Certificate coursework into a University of the Rockies degree program.

Master's level students who exceed the number of allowable NP, U, and WU grades will be academically dismissed from their program of study.

Grade Appeals

Basis for a Grade Appeal

Grades may be appealed based on the student's perception that any of the following conditions exist:

- An error was made in the calculation of the course grade; or
- The instructor was incorrect with respect to an objective fact within the discipline and this error affected the student's final grade.

Students experiencing extreme temporary hardship during the last 33% of a course may request an Incomplete (I) grade through their instructor prior to the course end date. However, there may be extreme circumstances that prohibit a student from making this request prior to the conclusion of a course. To appeal for an "I" grade after the end date of a course, the student must fax or email the written grade appeal with official documentation of the hardship experienced. An Incomplete grade or a grade of Withdraw grade may be approved and applied for the following documented reasons that directly impacted the student's ability to complete the course requirements or program during the last 33% of the course:

- Documented military duty that resulted in an inability to continue in the course or program[^];
- Documented personal or immediate family medical emergency*;
- Documented act of nature;
- Documented death in the immediate family*; or

- Documented temporary severe economic hardship.

Students who are administratively dropped from a course for not meeting attendance requirements are not eligible to receive an “I” grade. Students who are not able to complete at least 67% of the course prior to requesting an Incomplete grade are also ineligible.

Note: Please refer to the [General Academic Policies and Information](#) section in the current [Academic Catalog](#) for complete details on the Incomplete Grade policy.

^ For information regarding *Readmission of Students After Military Service under the Higher Education Opportunity Act of 2008*, please see the [General Academic Policies and Information](#) section of the [University of the Rockies Academic Catalog](#).

*Immediate family is defined as including husband, wife, domestic partner, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, (step/adoptive) mother, (step/adoptive) father, (step/adoptive) brother, (step/adoptive) sister, and (step/adoptive) child. Additional considerations can be made on a case by case basis as determined by the University. Please contact gradeappeals@rockies.edu for specific consideration.

Grade Appeal Procedure

All grades may be appealed in writing within fourteen (14) calendar days after the grade in dispute is granted, through the following procedure:

- The student should first discuss his or her concerns with the instructor who issued the grade. by appealing to the instructor in writing for reconsideration of the grade.
- If the student is not satisfied with the outcome of appeal to the instructor of the course, students may appeal to the Office of Academic Resolutions at gradeappeals@rockies.edu. Appeals will not be accepted without documentation that the student has made a written appeal to the instructor.
- If the student is not satisfied with a grade for the comprehensive examination, the student should first discuss the dissatisfaction and procedure for a grade appeal with the Student Advisor. The student may then appeal to the Office of Academic Resolutions by submitting the Grade Appeal form to gradeappeals@rockies.edu.
- The Academic Resolutions Administrator, working with the Dean of the School in which the student is enrolled, is the final decision maker on all grade appeals.

Freedom of Inquiry and Expression

University of the Rockies is committed to preserving the exercise of freedom of inquiry, freedom of thought, and freedom of discussion and expression and the right of petition and peaceful assembly. A student who exercises his or her rights as a private citizen, whether individually or collectively, must assume full responsibility for the consequences of such actions and must not identify his or her position or actions as representing the University.

Institutional Authority and Local, State, and Federal Penalties

When students violate University regulations, they are subject to disciplinary action by the University, whether or not their conduct violates local, state, or federal laws. By committing an act of misconduct, a

student or organization may be subject to disciplinary action by the University. Conduct regulations apply to misconduct only when the conduct adversely affects some distinct and clear interest of the University academic community. Students who act in concert to violate the University regulations, or students who advise or incite to violate the University regulations, are also responsible for such violations.

When students violate local, state, or federal law(s), they may incur penalties as determined by local, state, or federal authorities. Institutional actions shall not be used to duplicate functions of general laws, but when the violation of the law also adversely affects the orderly operation of the University, the University may enforce its own regulations regardless of any federal, state, or local legal proceedings or dispositions. University action will be initiated only when the institution's interest as an academic community is clearly involved.

Felonies and Misdemeanors

All students who apply for admission to the Master of Arts in Counseling program will undergo a background check. Individuals who have been convicted of a felony or certain misdemeanors, which would preclude them from being licensed and insured to practice in Colorado in one of the Colorado mental health disciplines, as defined by Colorado Regulatory Statutes (CRS), will not be allowed to enroll or remain enrolled in the Master of Arts in Counseling program.

Disability Support Services

The University is committed to providing an equal opportunity to access a full educational experience. In accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990, as amended, University of the Rockies prohibits discrimination on the basis of a disability. Reasonable accommodations will be granted to students who present appropriate documentation of disability and are otherwise qualified to participate in their specific program of study. University of the Rockies' Office of Student Access and Wellness is dedicated to fostering equal opportunities to student success through accessible educational programs, disability related advocacy, faculty and staff education, and an enhanced awareness of individual abilities and contributions.

Contact Information

Students who believe they are in need of accommodations should contact the Office of Student Access and Wellness at www.access@rockies.edu or review general information regarding disability services and accommodations at www.rockies.edu/resources/access. Students who have a concern about their disability accommodations may contact the Student Access and Wellness Specialist. Formal complaints will be handled in accordance with the University of the Rockies [*Dispute Resolution Procedure for Student Complaints*](#).

For additional information on [*Accessibility for Students with Disabilities*](#) see the [*Student Support, Health, and Safety*](#) section of the [*Academic Catalog*](#).

Family Educational Rights and Privacy Act (FERPA) of 1974

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. FERPA rights begin upon the student's enrollment, which occurs when the student has been admitted to the University and attends any portion of a course. FERPA-protected rights include the following:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

- Students should submit written requests that identify the record(s) they wish to inspect to the University Registrar. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's Office, the Registrar's Office will facilitate the student's access to the requested records.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- Students may ask the University to amend a record that they believe is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. They should write the Registrar, clearly identifying the part of the record they want corrected, and specifying why it should be corrected.
 - If the University decides not to amend the record as requested by the student, the University Registrar will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
 - If, as a result of the hearing, University of the Rockies decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the student will be afforded the opportunity to place with the education record a statement commenting on the contested information in the record and/or a statement setting forth any reason for disagreeing with the decision of the hearing. The statement placed in the education record by the student will be maintained with the contested part of the record for as long as the record is maintained. When the related record is disclosed to an authorized party, the record will include the statement filed by the student.
3. The right to provide written consent prior to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- An exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
 - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. A school official may include any of the following:
 - A person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff);
 - A person or company with whom the University has contracted (such as an attorney, auditor, or collection agent);
 - A person or organization acting as an official agent of the institution and performing a business function or service on behalf of the institution;
 - A person serving on the Board of Trustees; or
 - A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her professional responsibilities.
 - Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
 - The University may disclose education records without consent in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to

determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions for the aid.

The University may disclose education records without consent to parents in the following circumstances:

- When a student is a dependent student as defined in Section 152 of the Internal Revenue Code of 1986;
- When the student has violated any federal, state, or local law, or any rule or policy of University of the Rockies, governing the use or possession of alcohol or a controlled substance if University of the Rockies determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under the age of 21 at the time of the disclosure to the parent; or
- The disclosure is in connection with a health or safety emergency.
- The University may disclose education records without consent when the information is deemed necessary to protect the health or safety of the student or other individuals in an emergency.
 - The University may disclose education records without consent to comply with a judicial order or lawfully issued subpoena.
- Directory information can be published and/or disclosed to outside organizations without a student's prior written consent. "Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. If you do not want University of the Rockies to disclose directory information from your education records without your prior written consent, you must notify the University Registrar in writing. A request for nondisclosure of directory information is valid unless or until the student requests a change in writing. University of the Rockies has designated the following information as directory information:
 - Student's name
 - Address
 - Telephone listing
 - Email address
 - Photograph
 - Degrees, honors, and awards received
 - Date and place of birth
 - Program of study
 - Dates of attendance
 - Degree level
 - The most recent educational agency or institution attended
 - Enrollment status (e.g., non-degree seeking, graduate, full-time, half-time, or less than half-time)
 - Class rosters within the classroom
- The University may disclose education records without consent to authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or

state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the University's state-supported education programs.

- Disclosures under this provision may be made in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- The University may disclose education records without consent to accrediting organizations to carry out their accrediting functions.
- The University may disclose education records without consent to organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

The outcome of a campus/site hearing is part of the education record of any student personally identified, and is protected from release under the FERPA. However, University of the Rockies observes the following legal exceptions:

- Complainants and accused in sexual misconduct and sexual harassment incidents have a right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation, and to be kept apprised of the status of investigations.
- The University may release the final results of a disciplinary proceeding in which a student who is an alleged perpetrator of a "crime of violence"* or non-forcible sex offense, is found in violation of the University's Student Community Standards. The University may not disclose the name of any other student, including the victim or witness, without the prior written consent of the other student. The University will also release this information to the complainant in any of these offenses regardless of the outcome.
- In the event that the alleged victim is deceased as a result of the crime or offense, the notification will be made to next of kin (upon written request).

* A "crime of violence," includes arson, burglary, robbery, criminal homicide (manslaughter by negligence, murder, and non-negligent manslaughter), forcible sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction.

- The University may also disclose education records without consent under other exceptions authorized by FERPA.

Note: For additional information on personally identifiable information or the right to file a complaint, please see the [Student Rights and Responsibilities](#) section of the current [Academic Catalog](#).

Recommendations

It is the policy of the School of Professional Psychology at University of the Rockies that faculty members and faculty mentors recommend a student in the Master of Arts in Counseling program for credentialing and/or employment if the student has:

- completed all requirements for the degree;

- passed the comprehensive examination;
- successfully completed a total of 700 clock hours of practicum and internship experience; and
- there is no evidence of ethical or legal misconduct during the course of the student's enrollment in the program.

A student may request a letter of recommendation from a faculty member using the *Recommendation Request* form. Go to [Request for Recommendation](#) to view the form and instructions on how to request a recommendation.

All Students Agree to Ascribe to the Following

- American Counseling Association's current Ethical Principles and Code of Conduct;
- Latest version of the [University of the Rockies Academic Catalog](#); and
- Latest versions of all other University of the Rockies handbooks.

Students agree to stay informed and abide by University of the Rockies policies as they progress through the program.

Master of Arts in Counseling

Clinical Mental Health Counseling Specialization

Offered at the Denver Instructional Site

This program may lead to licensure.*

In the Master of Arts in Counseling, Clinical Mental Health Counseling Specialization at University of the Rockies students take a core curriculum that includes the study of theoretical and applied psychology and counseling with the objectives of understanding human development, family dynamics and systems, treatment strategies for couples and families, professional ethics, assessment and statistics, counseling techniques. For more information about on-time completion rates, the median loan debt of students who completed this program, and other important information, please visit www.rockies.edu/pd/comapsy for Denver Instructional Site program information.

***Licensure Information**

All prospective students are advised to contact individual state boards of counselors for additional information relating to licensure requirements prior to enrolling. A list of state counseling boards is

available here: <http://www.nbcc.org/Directory>. Prospective students are also advised to regularly review the state's policies and procedures relating to licensure as those policies are subject to change. This program is not accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), which may be a requirement for licensure in some states. Other factors, such as a student's criminal history, may prevent an applicant from obtaining licensure or employment in this field.

Note: Students entering the program without an appropriate foundation in psychology as outlined in the [Admission Policies and Requirements](#) section of the [Academic Catalog](#) will be required to take PSY 5001 Survey of Psychology I and PSY 5002 Survey of Psychology II. Credits earned will be in addition to published program requirements.

Program Learning Outcomes

Graduates of the Master of Arts in Counseling, Clinical Mental Health Counseling Specialization will be able to:

1. Analyze concepts and demonstrate skills that are fundamental to the ethical practice in psychology and counseling;
2. Demonstrate an understanding of the complexity of client situations and problems and think critically about the process of change;
3. Evaluate and apply psychological research in clinical practice and communicate this knowledge effectively;
4. Evaluate one's own decisions and behaviors as they affect relationships with clients and colleagues;
5. Relate prior knowledge in clinical domains to current clinical situations; and
6. Evaluate the impact of social and cultural diversity in clinical practice.

The Master of Arts in Counseling program with a specialization in Clinical Mental Health Counseling endorses student involvement in appropriate professional organizations as well as community service. Recommended organizations include:

- [American Counseling Association](#) (ACA) is a professional organization that provides its members with leadership training, continuing education, and professional development opportunities. This organization offers a selection of divisions and organizational affiliates to serve a wide range of professional needs and interests. Also, a number of professional periodicals accompany membership. Students receive a special membership rate.
- [American Mental Health Counselors Association](#) (AMHCA) is a professional organization that strives to enhance the profession of clinical mental health counseling through licensing, advocacy and education and professional development.
- [Association for Counselor Education and Supervision](#) (ACES) is a professional organization whose purpose is to advance counselor education and supervision in order to improve the provision of counseling services in all settings of society.
- [Colorado Counseling Association](#) (CCA) is a professional organization whose mission is to enhance quality of life by promoting development of professional counselors, advancing the counseling profession, and using the profession and practice of counseling to advocate for human dignity, social justice, and respect for diversity.
- [National Career Development Association](#) (NCDA) inspires and empowers the achievement of career and life goals by providing professional development, resources, standards, scientific research, and advocacy.

Master of Arts in Counseling, Clinical Mental Health Counseling Specialization Program Requirements

<i>Ist Year Courses</i>		<i>Credits</i>
CSL 5130	Life Span Development	3
CSL 5101	Professional Orientation & Issues in Counseling	3
CSL 5280	Ethics, Laws, & Standards of Professional Practice*	3
CSL 5290	Theories & Techniques of Counseling & Psychotherapy	3
CSL 6210	Survey of Psychopathology	3
CSL 5400	Statistics & Research Design	3
CSL 6851	Counseling Practicum	1
CSL 5410	Physiological Bases of Behavior	3
CSL 5420	Principles of Social Psychology	3
CSL 6852	Counseling Practicum	1
CSL 6501	Psychology of Personality	3
CSL 5330	History of Psychology	3
CSL 6853	Counseling Internship	1

<i>2nd Year Courses</i>		<i>Credits</i>
CSL 5610	Psychometrics: Tests & Measurements	3
CSL 6160	Family Systems and Dynamics	3
CSL 6854	Counseling Internship	1
CSL XXXX	Elective	3
CSL 5530	Cultural Diversity & Individual Differences	3
CSL 6855	Counseling Internship	1
CSL 6120	Lifestyle & Career Development	3
CSL XXXX	Elective	3
CSL 6856	Counseling Internship	1
CSL 6470	Theories & Techniques of Group Counseling & Psychotherapy	3
CSL XXXX	Elective	3
CSL 6857	Counseling Internship	1
	Comprehensive Examination	
	Total Credits	61
Approved Electives		
CSL 6140	Assessment of Children & Adolescents	3
CSL 6230	Treatment of Family Violence	3
CSL 6570	Comparative Styles in Parenting	2
CSL 6575	Couples Communication	2
CSL 6580	Human Sexuality & Sexual Disorders	3
CSL 6585	Play Therapy	2
CSL 6600	Theories & Techniques of Marriage & Family Therapy I	3
CSL 6820	Treatment of Children & Adolescents	3

* *This course may not be transferred in.*

Graduation Requirements

To be eligible for the Master of Arts in Counseling, Clinical Mental Health Counseling Specialization, a student must successfully:

- Complete the approved program consisting of 61 credits;
- Complete 20 hours of personal psychotherapy;
- Earn a minimum cumulative grade point average of 3.00;
- Complete practicum and internship requirements; and
- Pass the Comprehensive Exam at the conclusion of the program.

Note: The date of degree conferral recorded on the student's transcript and diploma will reflect the end of the term in which the student completes all degree requirements. However, release of transcripts, diplomas, and verifications for degrees awarded are contingent upon submission of the *Petition to Graduate* form, payment of the graduation fee, and payment of any outstanding balances with the University.

The degree will be noted on the transcript as a Master of Arts in Counseling, Clinical Mental Health Counseling Specialization.

Clinical Experiences

Clinical Mental Health Counseling students are required to earn 700 client contact hours before graduation. Hours are accrued through practicum and internship. Please see the *Master of Arts in Counseling Practicum/Internship Handbook* for additional details.

Personal Therapy Requirement

The University of the Rockies faculty understands that as a part of becoming a professional counselor or marriage and family therapist one needs to be aware of his or her biases, beliefs, and challenges. Therefore, each student in the Master of Arts in Counseling program is required to participate as a client in psychotherapy with a licensed mental health professional. Being a client can be a growth experience as well as an educational opportunity for the graduate student.

For Master's students, the requirement is met through a minimum of 20 hours or sessions over a minimum of 20 weeks. Fifteen of the acquired therapy hours/ sessions must be with the same mental health professional. At least 20 of the hours must be in an individual modality. Students may apply up to 18 hours of personal therapy if they have acquired them within the preceding five years with a licensed mental health professional.

University of the Rockies considers 30 hours a minimum number of therapy hours over a minimum of 30 weeks and encourages additional sessions if the student believes it would be of benefit personally or professionally. A requirement of additional hours of therapy may also be a part of a student's development plan designed by the student and his or her advisor or other student support or administrative offices. An additional therapy requirement may also be imposed by the President, the Provost, or the Dean of the School of Professional Psychology.

Therapy must be conducted by a licensed mental health professional contingent on approval by the Dean of the School of Professional Psychology, who is not a University of the Rockies faculty member. Verification of participation must be indicated in a letter, on the letterhead of the licensed mental health professional, stating the number of sessions and hours spent in therapy, the period of time over which the therapy occurred, and the modality of the therapy. Diagnosis and treatment issues discussed in therapy must not be included in the letter. Verification must be sent to the Associate University Registrar and must be on file at the time the student takes his or her final Comprehensive Examination. Therapy fees are the responsibility of the student and are not covered by tuition.

**Department of Regulatory Agencies (DORA),
Colorado Division of Professions and Occupations Licensure Requirements
Licensed Professional Counselor**

(as related to University of the Rockies Master of Arts in Counseling, Clinical Mental Health
Counseling Specialization)

<http://www.dora.state.co.us/licensing.htm>

Human Growth and Development

Course Title as designated by DORA	University of the Rockies Course Number	University of the Rockies Credits
Life Span Development	CSL 5130	3
Survey of Psychopathology	CSL 6210	3
Psychology of Personality	CSL 6501	3
Human Sexuality & Sexual Disorders	CSL 6580	3

Social and Cultural Foundations

Course Title	Course Number	Credits
Principles of Social Psychology	CSL 5420	3
Cultural Diversity & Individual Differences	CSL 5530	3

Helping Relationships

Course Title	Course Number	Credits
Theories & Techniques of Counseling & Psychotherapy	CSL 5290	3
Family Systems & Dynamics	CSL 6160	3
Treatment of Family Violence	CSL 6230	3

Groups

Course Title	Course Number	Credits
Theories & Techniques of Group Counseling & Psychotherapy	CSL 6470	3

Lifestyles and Career Development

Course Title	Course Number	Credits
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Lifestyle & Career Development	CSL 6120	3
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Appraisal

Course Title	Course Number	Credits
Psychometrics: Tests & Measures	CSL 5610	3

Research and Evaluation

Course Title	Course Number	Credits
Statistics & Research Design	CSL 5400	3

Professional Orientation

Course Title	Course Number	Credits
Professional Orientation & Issues in Counseling	CSL 5101	3
Ethics, Laws, & Standards of Professional Practice	CSL 5280	3

Practicum/Internship in the Principles and Practice of Professional Counseling

Course Title	Course Number	Credits
Counseling Practicum	CSL 6851	1
Counseling Practicum	CSL 6852	1
Counseling Internship	CSL 6853	1
Counseling Internship	CSL 6854	1
Counseling Internship	CSL 6855	1
Counseling Internship	CSL 6856	1
Counseling Internship	CSL 6857	1

Master of Arts in Counseling

Marriage, Couples, and Family Counseling Specialization

Offered at the Denver Instructional Site

This program may lead to licensure.*

In the Master of Arts in Counseling, Marriage, Couples, and Family Counseling Specialization at University of the Rockies students take a core curriculum that includes the study of theoretical and applied psychology and counseling with the objectives of understanding human development, family dynamics and systems, treatment strategies for couples and families, professional ethics, assessment and statistics, and counseling techniques. For more information about on-time completion rates, the median loan debt of students who completed this program, and other important information, please visit www.rockies.edu/pd/comapsy for Denver Instructional Site program information.

***Licensure Information**

All prospective students are advised to contact individual state boards of marriage and family therapists for additional information relating to licensure requirements prior to enrolling. A list of state marriage and family therapy boards is available here: www.amftrb.org/stateboards.cfm. Prospective students are also advised to regularly review the state's policies and procedures relating to licensure as those policies are subject to change. This program is not accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) or the American Association for Marriage and Family Therapy (AAMFT), which may be a requirement for licensure in some states. Other factors, such as a student's criminal history, may prevent an applicant from obtaining licensure or employment in this field.

Note: Students entering the program without an appropriate foundation in psychology as outlined in the [Admission Policies and Requirements](#) section of the [Academic Catalog](#) will be required to take PSY 5001 Survey of Psychology I and PSY 5002 Survey of Psychology II. Credits earned will be in addition to published program requirements.

Program Learning Outcomes

Graduates of the Master of Arts in Counseling, Marriage, Couples, and Family Counseling Specialization will be able to:

1. Analyze concepts and demonstrate skills that are fundamental to ethical practice in marriage and family therapy;
2. Demonstrate an understanding of the complexity of client situations and problems and think critically about the process of change;
3. Evaluate and apply psychological research in marriage and family therapy practice and communicate this knowledge effectively;
4. Evaluate one's own decisions and behaviors as they affect relationships with clients and colleagues;
5. Relate prior knowledge to current therapy situations; and
6. Evaluate the impact of social and cultural diversity in professional practice.

The Master of Arts in Counseling program with a specialization in Marriage, Couples, and Family Counseling endorses student involvement in appropriate professional organizations as well as community service. Recommended organizations include:

- [The American Association of Marriage and Family Therapy](#) (AAMFT) is the professional for the field of marriage and family therapy. The association facilitates research, theory development, and education. The AAMFT develops standards for graduate education and training, clinical supervision, professional ethics and the clinical practice of marriage and family therapy. A special student membership rate is available.
- [American Counseling Association](#) (ACA) is a professional organization that provides its members with leadership training, continuing education, and professional development opportunities. This organization offers a selection of divisions and organizational affiliates to serve a wide range of professional needs and interests. Also, a number of professional periodicals accompany membership. Students receive a special membership rate.
- [American Psychological Association – Family Division](#) Division 43: The Society for Family Psychology provides a home for psychologists interested in families in their many forms. Clinical, scientific, educational and public policy perspectives are well represented in the wide range of divisional activities. As the only APA division focusing primarily on families, the Society of Family Psychology strives to educate the professional community regarding the many advantages of a broader conceptual focus.
- [Colorado Association for Marriage and Family Therapy](#) (CAMFT) is the state organization which is connected to AAMFT. Its responsibility is to create and promote an organization for working professionals who use a systems perspective. It provides a newsletter of events and activities, works legislatively on behalf of all marriage and family counselors/therapists. Presentation and publishing are highly recommended and encouraged.

Master of Arts in Counseling, Marriage, Couples, and Family Counseling Specialization Program Requirements

<i>Ist Year Courses</i>		<i>Credits</i>
CSL 5130	Life Span Development	3
CSL 5101	Professional Orientation & Issues in Counseling	3
CSL 5280	Ethics, Laws & Standards of Professional Practice*	3
CSL 6600	Theories & Techniques of Marriage & Family Therapy I	3
CSL 6160	Family Systems & Dynamics	3
CSL 6210	Survey of Psychopathology	3
CSL 6951	Marriage & Family Therapy Practicum	1
CSL 6580	Human Sexuality & Sexual Disorders	3
CSL 6610	Theories & Techniques of Marriage & Family Therapy II	3
CSL 6952	Marriage & Family Therapy Practicum	1
CSL 5530	Cultural Diversity & Individual Differences	3
CSL 5400	Statistics & Research Design	3
CSL 6953	Marriage & Family Therapy Internship	1

<i>2nd Year Courses</i>		<i>Credits</i>
CSL 5610	Psychometrics: Tests & Measurements	3
CSL 6460	Marital Systems	3
CSL 6954	Marriage & Family Therapy Internship	1
CSL 6220	Family/Marital Assessment	3
CSL 6230	Treatment of Family Violence	3
CSL 6955	Marriage & Family Therapy Internship	1
CSL 6380	Seminar in Marriage & Family Therapy	3
CSL 6120	Lifestyle & Career Development	3
CSL 6956	Marriage & Family Therapy Internship	1
CSL 6470	Theories & Techniques of Group Counseling & Psychotherapy	3
CSL 6957	Marriage & Family Therapy Internship	1
CSL XXXX	Elective	2
	Comprehensive Examination	
	Total Program Credit Hours	60
Approved Electives		
CSL 6585	Play Therapy	2
CSL 6570	Comparative Styles in Parenting	2
CSL 6575	Couples Communication	2
CSL 6370	Addiction Counseling	3

Graduation Requirements

To be eligible for the Master of Arts in Counseling, Marriage, Couples, and Family Counseling Specialization, a student must successfully:

- Complete the approved program consisting of 60 credits;
- Complete 20 hours of personal counseling/therapy;
- Earn a minimum cumulative grade point average of 3.00;
- Complete practicum and internship requirements; and
- Pass the Comprehensive Exam at the conclusion of the program.

Note: The date of degree conferral recorded on the student's transcript and diploma will reflect the end of the term in which the student completes all degree requirements. However, release of transcripts, diplomas, and verifications for degrees awarded are contingent upon submission of the *Petition to Graduate* form, payment of the graduation fee, and payment of any outstanding balances with the University.

The degree will be noted on the transcript as a Master of Arts in Counseling, Marriage, Couples, and Family Counseling Specialization.

Clinical Experiences

Marriage, Couples, and Family Counseling students are required to earn 700 client contact hours before graduation. Hours are accrued through practicum and internship. Please see the *Master of Arts in Counseling Practicum/Internship Handbook* for additional details.

Personal Therapy Requirement

The University of the Rockies faculty understands that as a part of becoming a professional counselor or marriage and family therapist one needs to be aware of his or her biases, beliefs, and challenges. Therefore, each student in the Master of Arts in Counseling program is required to participate as a client in psychotherapy with a licensed mental health professional. Being a client can be a growth experience as well as an educational opportunity for the graduate student.

For Master's students, the requirement is met through a minimum of 20 hours or sessions over a minimum of 20 weeks. Fifteen of the acquired therapy hours/ sessions must be with the same mental health professional. At least 20 of the hours must be in an individual modality. Students may apply up to 18 hours of personal therapy if they have acquired them within the preceding five years with a licensed mental health professional.

University of the Rockies considers 30 hours a minimum number of therapy hours over a minimum of 30 weeks and encourages additional sessions if the student believes it would be of benefit personally or professionally. A requirement of additional hours of therapy may also be a part of a student's development plan designed by the student and his or her advisor or other student support or administrative offices. An additional therapy requirement may also be imposed by the President, the Provost, or the Dean of the School of Professional Psychology.

Therapy must be conducted by a licensed mental health professional contingent on approval by the Dean of the School of Professional Psychology, who is not a University of the Rockies faculty member. Verification of participation must be indicated in a letter, on the letterhead of the licensed mental health professional, stating the number of sessions and hours spent in therapy, the period of time over which the therapy occurred, and the modality of the therapy. Diagnosis and treatment issues discussed in therapy must not be included in the letter. Verification must be sent to the Associate University Registrar and must be on file at the time the student takes his or her final Comprehensive Examination. Therapy fees are the responsibility of the student and are not covered by tuition.

**Department of Regulatory Affairs,
Colorado Division of Professions and Occupations Licensure Requirements
Marriage and Family Therapy/Counseling**

(as related to University of the Rockies Master of Arts in Counseling, Marriage, Couples, and Family
Counseling Specialization)

<http://www.dora.state.co.us/licensing.htm>

Marital and Family Studies

Course Title as designated by DORA	University of the Rockies Course Number	University of the Rockies Credits
Family Systems & Dynamics	CSL 6160	3
Life Span Development	CSL 5130	3
Comparative Styles in Parenting	CSL 6570	2
Couples Communication	CSL 6575	2
Family/Marital Assessment	CSL 6220	3

Marital and Family Therapy

Course Title	Course Number	Credits
Theories & Techniques of Marriage & Family Counseling/Therapy I	CSL 6600	3
Theories & Techniques of Marriage & Family Counseling/Therapy II	CSL 6610	3
Marital Systems	CSL 6460	3
Theories & Techniques of Group Counseling & Psychotherapy	CSL 6470	3

Human Development

Course Title	Course Number	Credits
Human Sexuality & Sexual Disorders	CSL 6580	3
Survey of Psychopathology	CSL 6210	3
Cultural Diversity & Individual Differences	CSL 5530	3
Treatment of Family Violence	CSL 6230	3

Professional Studies

Course Title	Course Number	Credits
Seminar in Marriage & Family Therapy	CSL 6380	3
Professional Orientation & Issues in Counseling	CSL 5101	3
Professional Issues in Counseling	CSL 5620	3
Ethics, Laws & Standards of Professional	CSL 5280	3

Practice		
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Research

Course Title	Course Number	Credits
Statistics & Research Design	CSL 5400	3

Practicum/Internships

Course Title	Course Number	Credits
Marriage & Family Therapy Practicum	CSL 6951	1
Marriage & Family Therapy Practicum	CSL 6952	1
Marriage & Family Therapy Internship	CSL 6953	1
Marriage & Family Therapy Internship	CSL 6954	1
Marriage & Family Therapy Internship	CSL 6955	1
Marriage & Family Therapy Internship	CSL 6956	1
Marriage & Family Therapy Internship	CSL 6957	1

Rights to Change Requirements

The 2014-2015 [University of the Rockies Academic Catalog](#) presents the policies and procedures for graduate programs offered by the University. The University reserves the right to make alterations to the *Catalog* and the policies and procedures therein as deemed necessary by the University. Changes may also be necessitated by federal, state or local law, other regulatory requirements, accreditation, or licensure. Changes may include but are not limited to curriculum, academic policies, administrative policies, procedures, and costs. Notice is not required for a new policy to take effect; however, University of the Rockies will make reasonable attempts to notify students promptly of any policy changes through communication methods deemed appropriate by the University administration. In the event that the University plans to change a program such that it will impact a student's graduation requirements, the information will be posted at the following website address www.rockies.edu/catalog. Please refer to the [Plans to Improve an Academic Program](#) policy in the [General Academic Policies and Information](#) section of the [Academic Catalog](#) for more information.

University of the Rockies reserves the right to refuse to admit or readmit any applicant. Furthermore, University of the Rockies reserves the right to dismiss any student, at any time, who fails to give satisfactory evidence of academic or clinical ability, earnestness of purpose, or active cooperation in all requirements for acceptable program completion.

University of the Rockies cannot guarantee that a student will earn a Doctoral degree or a Master's degree or qualify for licensure in Colorado or any other state. Students residing in, or seeking licensure in, states other than Colorado are responsible for assuring that their program at University of the Rockies will meet the licensure requirements of that state.

Contact Information

For additional information pertaining to this Handbook or the [University of the Rockies Academic Catalog](#), please contact University of the Rockies at (866) 621-0124 (toll-free) or write to 555 E. Pikes Peak Avenue, #108, Colorado Springs, CO 80903-3612. Information is also available at www.rockies.edu.