# Counseling Program Student Manual

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A Letter from the MA Counseling Program Director/Chair

Dear Prospective Students and Master of Arts Counselors in Training:

Welcome to the Rueckert-Hartman College for Health Professions, Division of Counseling and Family Therapy. With humility and pride we offer to you the Master of Arts (MA) Counseling Program. We are humbled by the challenges required to prepare Counselors to serve the diverse populations in need of important mental health services. We are proud of the incredible effort of our dedicated faculty who for twenty years have built a leading counselor preparation program. We are fully accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). You are assured that this program meets the professional standards for you to become a fully recognized professional in the field of Counseling. Importantly, your education is steeped in the Jesuit values of serving others as well as based in our philosophy of teaching from the heart of our experience as practitioners.

The MA Counseling (MAC) Program is designed to prepare Counselors with the knowledge, skills, and abilities to provide compassionate action to serve the needs of our community. The MAC program includes rigorous academic learning, deeply reflective processes, and experiential education focused on your personal and professional development. You will have the opportunity to practice your learning beginning with core foundational classes, throughout advanced clinical training, and into your practicum experience. You will provide direct counseling to community clients in our state of the art clinic, The Center for Counseling and Family Therapy. Your work will culminate by serving as a professional counselor intern in one of over 100 community-based internship sites where you will hone your therapeutic relational skills and deepen your compassionate engagement.

We understand that one of the most influential factors in helping others to heal, grow, and change is you – The Person of the Counselor! You have the opportunity to delve deeply into your personal process while developing your personal counseling style and approach within a theoretically diverse, culturally informed curriculum. Our well educated Ph.D. faculty and affiliate faculty members bring hundreds of years of combined real-world experience of working in community-counseling practice to your learning. They are here for you to know, to be guided by, to learn from, and to help you advance toward professional practice and licensure in the counseling profession. You will leave this program a different person than the one who is entering the program. You will graduate from Regis more capable in your strengths, more deeply understanding of yourself and others, and as a capable Counselor, ready to serve others with excellence, and to be a leader in our profession.

Welcome to the MA Counseling Program! This manual is designed to provide you with the fundamental information to guide you. Please call on your faculty advisor and our excellent support staff for additional questions or concerns. Take the opportunities to participate in our community events, our student honor society (Chi Sigma Iota), student groups, and join us in this honorable profession – Counseling!

On behalf of all of our dedicated faculty and staff,

Tom Lonneman-Doroff, Ph.D., LPC
tlonnema@regis.edu 303-625-1242
Associate Professor, MA Counseling (MAC), Program Director-Chair
Division of Counseling and Family Therapy
Rueckert-Hartman College for Health Professions
DIVISION OF COUNSELING AND FAMILY THERAPY
OVERVIEW

Division of Counseling and Family Therapy Mission Statement

The mission of the Division of Counseling and Family Therapy (DCFT) is to involve students in a search for truth, values and a just existence within the framework of humanistic, depth and post-modern psychological traditions.

The vision of the DCFT involves a commitment to the two deepest roots of the Regis Mission, to educate counseling professionals who are grounded in the awareness and cultivation of their intrinsic values and the understanding of how to mobilize those values in the service of community.

Cultivating truth, values and a just existence in the field of counseling requires a holistic and humanistic perspective that recognizes the lived interplay of thought, feeling and action, as well as the deeper influences of soul and spirit, in the creation and transformation of human meaning and the relationships in which this meaning is enacted. At the heart of the therapeutic relationship and the art of counseling, disciplined thought encourages an openness to truth; an appreciation for the deep life of feeling fosters an understanding of the origins of one’s values and a sense of beauty; and a responsible, ethical willingness to act in the world and in one’s community opens one to a sense of a good and just existence. The healing aspects of a therapeutic relationship are founded in its ability to reflect the greater whole which balances thinking, feeling and action as intimations of truth, beauty and goodness.

Service to community in the field of counseling necessitates a broad understanding of the social, political and cultural influences that shape our lives and frame the question of “how ought we to live?” Counseling students wrestle with how best to incorporate theories and techniques of change into the practice of creating therapeutic relationships which will foster hope and courage in those we serve who are striving to live more productive and just lives.

DCFT Programs

In addition to the Master of Arts in Counseling Program, the Division also offers a Master of Arts in Marriage and Family Therapy Program (MFT) 60 credit hour COAMFTE accredited program; and four post-master’s certificate programs: Counseling Children and Adolescents, Counseling Military Families, Depth Psychotherapy, and Marriage and Family Therapy. More information about the certificate programs can be found on page 27 of this Student Manual.

Guiding Principles

DCFT is committed to:

- **Academic Excellence**
  The Program faculty expects each graduate student to achieve mastery in the discipline of Professional Counseling, including the ability to integrate knowledge and research in the field, to effectively translate theory into practice, and to demonstrate specific competencies in the intellectual and clinical aspects of counseling.
**Professional Identity and Ethics**
Ethical decision making and behavior are fundamental components of Professional Counseling. The Division of Counseling and Family Therapy emphasizes the application of ethical principals in all areas of professional, clinical and personal experience. Application of ethical principles includes a careful examination of potential consequences to any action, an appreciation of context beyond personal and organizational interests, and a commitment to do no harm to those being served.

**Community Leadership**
The Division of Counseling and Family Therapy develops leaders in service to others through the counseling profession. Leaders are counselors with vision who promote social justice, facilitate individual, family and community well being and make a positive impact on a pluralistic society.

**Social Justice**
The Program emphasizes a life of service and devotion to the good of individuals, families and communities. Students are encouraged to cultivate a respect for human diversity, a concern for the poor, the marginalized and the oppressed, and a commitment to social change that reflects these values.

**Global Awareness**
The Program is committed to preparing Professional Counselors to live and work in a global society. The faculty and students strive to create a learning environment that celebrates diversity, values the uniqueness of the individual, and instills a passion for justice for all people.

**Objectives**

**I. ACADEMIC EXCELLENCE**

1. Provide academic curricula, instruction and evaluation to ensure that the education of our students is consonant with current counseling practice, research and standards, and also reflects student needs.

2. To recruit, matriculate and support culturally diverse students and faculty using a variety of strategies including programmatic community involvement.

3. To provide quality and diversity in clinical fieldwork settings and instruction.

**II. PROFESSIONAL IDENTITY AND ETHICS**

4. To provide opportunities for students to interact with other professionals from a variety of backgrounds and perspectives to encourage their identification with their profession and participation in professional organizations and activities.

5. To emphasize the application of ethical principles in all areas of professional and personal life stemming from the Regis University foundation in moral action and the appropriate code of ethics.
III. COMMUNITY LEADERSHIP

6. To provide resources and support for student involvement in the community in a variety of contexts and roles appropriate for Professional Counselors.

7. To develop leaders in service to others with a concern for the common good and a commitment to social justice and social change.

8. To prepare students to live in a global society through providing a learning environment that recognizes diversity while also valuing the uniqueness of the individual.

Master of Arts Degree in Counseling Overview

Our highly interactive, on-campus Masters of Arts Counseling degree is designed to help you develop a strong foundation of current theoretical knowledge and practical counseling psychology skills that prepare you to work with diverse populations in mental health counseling settings. The Regis Counseling faculty is committed to creating open and supportive education environments that reflect the social, relational and cross-cultural contexts of learning that are essential for effective counselor training.

Regis University’s Master of Arts in Counseling (MAC) program is a 60-credit-hour degree that meets the academic requirements for Colorado Licensed Professional Counselors (LPC) set forth by the Colorado Licensed Professional Counselor Examiners Board. The MAC degree is accredited by the Council for Accreditation of Counseling & Related Educational Programs (CACREP) and the Council for Higher Education Accreditation (CHEA). Also approved by the International Registry of Counselor Education Programs (IRCEP), CACREP’s international affiliate, the degree curriculum provides hands-on training through one semester (6-credit hours) of Practicum in the Division of Counseling and Family Therapy, state-of-the-art counseling laboratory, The Center for Counseling and Family Therapy, followed by two semesters of supervised counseling internship in an approved community agency setting.

The Masters in Counseling program (MAC) is offered at Regis University's Thornton campus. Some coursework is periodically offered at the Northwest Denver campus based upon student and faculty needs. The policies, procedures and degree requirements for the MAC program are the same for students regardless of location. Most students complete the program in three years, taking an average of two to three courses a semester, but have up to 6 (six) years to complete program requirements.

As a graduate counseling student at Regis, you will be a part of a challenging, supportive, learning community that promotes a sense of responsibility and willingness to advocate for human justice and social change in the world. You will become skilled at creating therapeutic relationships that foster hope and courage for clients who are striving to live more productive and just lives.
Master of Arts in Counseling Mission Statement

Through the development of the whole person in mind, body, and spirit, students in the Master of Arts (MA) in Counseling program will gain an understanding of their values and an ethical willingness to effect personal and cultural transformation.

The MA Counseling Program provides clinical mental health training and supervision to future Professional Counselors. Learning experiences are informed by Jesuit educational values and traditions. Students engage in personal reflection and critical thinking while developing a discerning mind and heart, dedicated to the service of others in need.

Graduates are prepared to live as reflective, inquisitive, creative, and service oriented leaders. They are ready to make a positive impact with an emphasis on social justice and advocacy in a changing society.

Master of Arts in Counseling Program Objectives:

1. Students will demonstrate knowledge in each of the CACREP eight common core curricular standard areas including: professional orientation and ethical practice; social and cultural diversity; human growth and development; career development; helping relationships; group work; assessment; and research and program evaluation. (CACREP Clinical Mental Health Standards A,C,E,G, I, and K.)

2. Students will demonstrate the skills and practices necessary to address and adhere to ethical and legal standards within the clinical mental health counseling prevention and intervention. (CACREP Clinical Mental Health Standard B.)

3. Students will demonstrate skills and practices of culturally sensitive clinical mental health services reflective of the diverse needs of client populations and seek to promote advocacy for diverse ethnic/cultural/socioeconomic groups. (CACREP Clinical Mental Health Standards D, and F.)

4. Students will demonstrate skills and practices of case conceptualization including develop of culturally sensitive assessment, diagnosis, and treatment planning for diverse client populations. (CACREP Clinical Mental Health Standards D and H)

5. Students will demonstrate skills and practices of assessment that provide appropriate research and evaluation processes to deliver effective clinical mental health services for diverse client populations. (CACREP Clinical Mental Health Standard J.)

6. Students will be able to demonstrate their ability to incorporate Jesuit educational values into their experiences as current and future counseling professionals.
The Division of Counseling and Family Therapy
Diversity Statement

Because counselors work with clients having diverse lifestyles, beliefs and values, the Division exposes students to a wide range of social, relational, and cross-cultural contexts. The Counseling faculty provides open and supportive learning environments where students are invited to engage in personal and reflective processes about their own and other’s experiences, beliefs and values. We seek to train counselors who can approach clients with integrity, respect and sensitivity for differences in beliefs, values, and lifestyles.

The American Counseling Association Code of Ethics (2014) statements regarding diversity include the following:

Counselors are aware of-and avoid imposing-their own values, attitudes, beliefs, and behaviors. Counselors respect the diversity of clients, trainees, and research participants and seek training in the areas in which they are at risk of imposing their values onto clients, especially when the counselor’s values are inconsistent with the client’s goals or are discriminatory in nature.

*ACA code of Ethics Section A.4b.*

Counselors do not condone or engage in discrimination against prospective or current clients, students, employees, supervisees, or research participants based on age, culture, disability, ethnicity, race religion/spirituality, gender, gender identity, sexual orientation, marital partnership status, language preference, socioeconomic status, immigration status or any bias proscribed by law.

*ACA Code of Ethics Section C.5*  
http://www.counseling.org/resources/aca-code-of-ethics.pdf

Disability Services

Regis University, in compliance with federal guidelines, is committed to equal educational opportunity by assuring otherwise qualified students with disabilities equal access to Regis University Programs and activities that are provided to students without disabilities. An otherwise qualified person with a disability is a student who meets the academic and technical standards required for admission or participation in Regis University’s educational programs and activities.

**Eligibility:** To ensure the provision of reasonable and appropriate services at Regis University, students with disabilities must identify themselves in a timely manner to the Office of Disability Services (SDS), Room 225, Clark Hall, 303-458-4941, disability@regis.edu, in order to be eligible for the requested accommodation(s). Current and comprehensive documentation must be on file with SDS prior to approval of the accommodation. It is strongly encouraged that students self-disclose their disabilities at the beginning of their academic experience because accommodations are not retroactive.
Degree Requirements

Admission

Students may enroll in courses with the designation MCPY when admitted to the Division of Counseling and Family Therapy as either a Fully Admitted or Provisionally admitted student.

Full Admission

Fully admitted students are admitted to the program without the need of additional coursework or conditions.

- Students are expected to register for no more than 12 graduate credits (4 courses) per semester.
- Registering for more than 12 credits requires permission from your advisor.
- All students must maintain a grade point average of 3.0 or better and follow the sequencing of course prerequisites.
- Students are also subject to evaluation by faculty on the Student Performance Evaluation. Students performing below minimal criteria on the SPE will be referred to remediation/support. A remediation committee will meet with the student and a remediation/support plan will be written. The student must fulfill all requirements on the remediation/support plan and may require approval from the remediation/support committee before further progression in the program is permitted.

Provisional Admission

Provisional admission status is a period of time where students must demonstrate readiness for full admission to the program. Provisional admission does not insure that students will be admitted or be permitted to complete the MAC degree.

Provisionally admitted students are required to successfully complete additional criteria in order to be fully admitted to the program. These conditions include the following:

1. Completion of MCPY 505 Skills for Helping Professionals with a final course grade of “B-“ or better
2. Acceptable ratings on the Student Performance Evaluation conducted within MCPY 505 skills for the Helping Professions. Students performing below minimal criteria on the SPE will not be admitted into the program.
3. Provisional students are allowed to take one additional 3 credit class within the degree curriculum, concurrent with the required MCPY 505 course. However, students must achieve a combined GPA of 3.0 or better to be fully admitted to the program.

Special Student Admission (non-degree seeking students seeking courses for licensure)

Non-degree students seeking specific courses for licensure from the Regis MA Counseling Program may apply to the program as a Special Student only through admissions. Special Student applicants must first verify their licensure requirements and course needs through the Colorado Department of Regulatory Agencies and the National Board of Certified Counselors, National Certified Counselor verification process.
Special Student status is assigned to students who may be attending the program to complete up to 9 credits of coursework that would fulfill equivalency for licensure status such as the Licensed Professional Counselor in the State of Colorado or similar clinical counseling licensure status in other states. Admission is gained through contact with an admissions counselor for the Division of Counseling and Family Therapy, and through the approval of the MAC Program Director.

The MAC Program Director/Chair will review transcripts and syllabi in order to assure equivalent coursework has been taken to meet prerequisites for coursework being sought in the MAC program. Non-degree students may not participate in MCPY 692/693 Practicum, and MCPY 698A/B MAC Internships. However, under special student status, the student may elect to enroll in Post-Graduate Certificate courses by contacting the MAC Program Director/Chair and applying through the Certificate Coordinator assigned to a specific certificate program.

MAC Academic Requirements

The following requirements must be satisfactorily completed in order to graduate:

1. Full and Provisional Student Orientation attendance and requirements:
   - All degree students must attend Student Orientation prior to participation in MCPY courses.
   - Students admitted as provisional status must fulfill all conditions outlined in the admission letter to obtain eligibility for full admission in the program, and complete each course with a 3.0 GPA to continue in program.
   - Full admission to the MA Counseling Program must be obtained in order to pursue degree requirements.

2. 60 academic credit hours must completed according to curricular requirements:
   - All coursework must be completed with a 3.0 GPA or higher, i.e. a grade of B- or better.
   - All coursework must be completed within the six year time frame in order to complete the degree.
   - If unable to complete the six year time frame, a waiver may be obtained by the MA Counseling Program Director-Chair.

3. Six Core Foundational Courses must be taken and passed before a student can register for MCPY 635 Counseling Techniques I:
   - MCPY 602 Spirituality and Counseling
   - MCPY 605 Human Growth and Development
   - MCPY 610 Theories of Counseling
   - MCPY 622 Diagnosis & Treatment Planning in Clinical Mental Health Counseling
   - MCPY 615 Cultural Issues and Social Justice
   - MCPY 625 Professional Orientation and Ethical Issues

4. The following Clinical Skills Preparation courses are required following completion of the six Core Foundational Courses listed above.
   - MCPY 635 Techniques I
   - MCPY 636 Techniques II
   - MCPY 630 Groups: Process and Counseling. May be taken after MCPY 635 Counseling Techniques I and concurrent with MCPY 636 Counseling Techniques II.
   - Counseling Techniques I and II (MCPY 635 and 636), the preparatory courses for fieldwork, may be retaken only once to achieve a satisfactory rating.

5. Each of the following six Ongoing Required Courses may be completed any semester prior to program completion:
   - MCPY 640 Research Methods & Program Evaluation
   - MCPY 645 Clinical Assessment
   - MCPY 650 Career Counseling and Development*
6. **Enrollment in and Completion of Practicum:**
   - Prior to applying for Practicum – all students must attend a Clinical Orientation and receive a certificate of attendance.
   - The three **Clinical Skills Preparation** courses MCPY 635, 630, and 636 **must be completed prior to enrollment in practicum**.
   - Enrollment in MCPY 692/693 Practicum: Clinical Supervision, must be approved through an **application submitted to the Clinical Coordinator**. (See MAC Practicum & Internship Clinical Manual)
   - Prior to applying for enrollment in Practicum, **all students must receive acceptable ratings on the Student Performance Evaluations (SPE)** in MCPY 635 Counseling Techniques I, MCPY 636 Counseling Techniques II, MCPY 630 Groups.
   - Students will fulfill counseling duties at the Center for Counseling and Family Therapy on a Regis campus, as well as fulfill a Group Counseling Practicum component at an offsite location. (See MAC Clinical Manual).

7. **Special Population Training Requirement:** Requirement for placement at specific Practicum & Internship sites where children and adolescents are the primary population. **One of the following courses must be taken prior to or concurrently with Practicum:**
   - MCPY 668 - Play in Family Therapy
   - MCPY 678 – Introduction to Play Therapy
   - MCPY 677 - Counseling Children & Adolescents
   - Note – It is highly recommended that you select the course that corresponds with the population seen at the specific site.
   - MCPY 645, 650, 660, and/or 672 are **highly recommended prior to internship** if working with populations whose needs include significant assessment, career counseling, substance abuse treatment, or crisis/trauma/loss treatment.

8. **Enrollment in and completion of MCPY 698 Internship**
   - MCPY 692/693 Practicum is a prerequisite for enrollment MCPY 698A Internship and MCPY 698B Internship are taken in two sequential semesters.
   - Internship 698 C may be required or arranged if internship requirements are not met within two semesters.
   - All Clinical Practicum and Internships courses must receive a Pass grade in order for the course to count toward degree requirements. If a student receives a grade of “Fail” in a Practicum or Internship course, none of the supervised experience hours within that semester will count toward degree requirements.
   - Satisfactory student evaluations. See **III. Student Evaluation Process** in this handbook for further information.
   - Successful completion of fieldwork requirements: Practicum and Internships A & B (800 hours) with a grade of Pass, including Triadic and Group Supervision.
   - See the MAC Clinical Manual for further details.

9. **Elective Course Requirement:** One elective course may be chosen from any of the graduate certificate options. Prerequisites apply to all elective courses taken.

10. **Completion of the Counselor Preparation Comprehensive Examination.** The CPCE is taken any time between the semester with enrollment in MPCY 636 Techniques II and prior to the completion of MCPY 698 Internship A. (See the MAC Clinical Manual for further details).

11. **Capstone Project:** Satisfactory completion of the requirements for a Capstone Project, a written and oral clinical case study presentation is completed during the final semester of Clinical Internship (MCPY 698B or 698C).
MAC Degree Guidelines and Courses (60 credits)

Listing of all courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title of Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MCPY 602</td>
<td>Spirituality and Counseling</td>
<td>3</td>
</tr>
<tr>
<td>MCPY 605</td>
<td>Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>MCPY 610</td>
<td>Theories of Counseling</td>
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</tr>
<tr>
<td>MCPY 615</td>
<td>Cultural Issues &amp; Social Justice</td>
<td>3</td>
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<tr>
<td>MCPY 622</td>
<td>Diagnosis &amp; Treatment Planning in Clinical Mental Health Counseling</td>
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</tr>
<tr>
<td>MCPY 625</td>
<td>Professional Orientation &amp; Ethical Issues</td>
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<tr>
<td>MCPY 635</td>
<td>Counseling Techniques I</td>
<td>3</td>
</tr>
<tr>
<td>MCPY 630</td>
<td>Groups: Process and Counseling</td>
<td>3</td>
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<tr>
<td>MCPY 636</td>
<td>Counseling Techniques II</td>
<td>3</td>
</tr>
<tr>
<td>MCPY 640</td>
<td>Research Methods &amp; Program Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>MCPY 645</td>
<td>Clinical Assessment *</td>
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</tr>
<tr>
<td>MCPY 650</td>
<td>Career Counseling and Development *</td>
<td>3</td>
</tr>
<tr>
<td>MCPY 660</td>
<td>Substance Abuse Counseling*</td>
<td>3</td>
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<td>MCPY 672</td>
<td>Crisis, Trauma and Loss*</td>
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<td>MCPY 685</td>
<td>Qualitative Research Methods</td>
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<td>MCPY 692/693</td>
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<td>CPCE</td>
<td>Counselor Preparation Comprehensive Exam</td>
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</table>

**TOTAL CREDITS** 60

**Advising Guide Key:**

- **Six Core Foundational Courses**: Taken prior to practicum.

- **Clinical Skills Preparation Courses**: Prerequisites are the Six Core Foundational Courses. Groups may be taken after 635, and concurrently with 636.

- **Ongoing Required Courses**: Taken any time during the program. Recommended to complete 645, 650, 660, or 672 prior to Internship if working with a population where you will be involved in assessment, career counseling, substance abuse treatment, or crisis/trauma/loss treatment.

- **Practicum and Internship**: Taken following completion of Clinical Skills Prep Courses. Must fulfill application process to enroll and secure an internship site. Required to take any additional specialized courses to work with special populations prior to or concurrent with practicum.

- **Elective Course**: A 3 Credit hour course may be selected from any of the Graduate Certificate course options. Prerequisites may apply. Must take a special population training requirement course if working in practicum with children or adolescents. Your elective may fulfill the special population training requirement, if selected from one of the courses MCPY 668, 678, or 677.
Counselor Preparation Comprehensive Exam (CPCE) Completed in any semester during Techniques II, Practicum, or Internship A. Must be completed prior to the end of semester of MCPY 698 Internship A. See MAC Clinical Manual for further details.

Assessment of Student Learning Outcomes

Assessment of each student’s learning outcomes is conducted developmentally at key developmental points of progression through the program. CACREP Professional Identity Standards, Professional Practice Standards and Clinical Mental Health Standards are embedded into student learning outcomes within courses and curricular experiences through three distinct phases of the program for all students.

Professional Identity Standards and associated learning outcomes are measured during the first year of coursework for students. The CACREP Professional Identity Standards are immersed in the curricular experiences defined primarily as core courses and techniques courses. Professional Identity Standards and associated learning outcomes are measured within each of these courses as each student is graded on his/her performance on course benchmark assignments. The benchmark assignments within each course are designed by faculty to assess key learning objectives in the program.

Students in the MAC program are also required to take the CPCE exam during their Counseling Practicum semester. This exam provides them with summative feedback on their acquisition of knowledge within the CACREP Professional Identity Standards of the curriculum. Each student receives a personal letter from the MAC Chair providing them with their scores in each learning area with comparisons to national means. Students are encouraged to use this information as a guide in preparing to take the NCE during their internship semester, which is the state licensure exam.

Formative feedback to students is given during the program when needed through the use of the Student Performance Evaluation. This form is used when students are assessed by faculty to need remediation or support to be successful in the program. Formative feedback is also provided by faculty through the Student Counseling Skills Evaluation which is completed on all students as they take MCPY 635 Counseling Techniques I and MCPY Counseling Techniques II courses.

Professional Practice Standards and the associated learning outcomes in this area for each student are evaluated during the Counseling Practicum experience. During Practicum, students are given formative feedback from faculty supervisors from live supervision comments taped on student videotaped client sessions in the counseling lab. Triadic and group supervision is also provided weekly as part of the Practicum experience. Summative and formative feedback is given at midterm and at the end of the Practicum experience using the Student Practicum Skills Evaluation form. This form is linked directly to the student learning outcomes in the CACREP area of Professional Practice. Students must receive a minimum of satisfactory ratings on the Student Practicum Skills Evaluation in order to progress into the Internship phase of the program.

Clinical Mental Health Counseling Standards and associated learning outcomes are measured in specific degree courses and through each student’s performance in Counseling Internship. MCPY 620 Abnormal Psychology; MCPY 660 Substance Abuse Counseling; MCPY 672 Crisis, Trauma, and Loss; and MCPCPU 698 A Counseling Internship and MCPY 698 B Counseling Internship make up the courses that address the primary learning outcomes with the clinical mental health standards. Benchmark assignments for each of these courses are rated by faculty using SLO rubrics for the course. In addition to the benchmark assignments for the aforementioned courses in this area, the student’s performance in the internship phase of the program (MCPY 698 A and B) are matched to the Clinical Mental Health Standards and measured by faculty and site clinical supervisors. Site
supervisors and faculty supervisors use the Student Counseling Skills Evaluation to rate the student on the learning outcomes associated with the CACREP CMHC Standards.

The final exit exam for students occurs during the second semester of internship, when each student must complete and pass the Clinical Capstone Presentation and Paper as part of the course requirements. The final Capstone Paper and Presentation is rated by faculty evaluators the Capstone Project Faculty Evaluator Form which is a rubric based form linked to the associated with CACREP Clinical Mental Health Standards and the MAC Program Learning Outcomes.

**Division of Counseling & Family Therapy Policies**

**Transfer Credits**
Coursework completed within a regionally accredited institution of higher education, of up to 12 credits (4 courses) taken toward a professional counseling or equivalent degree may be considered for transfer toward the MA Counseling degree. Transfer courses may be from a CACREP accredited program or a non-CACREP equivalent counseling training program. Syllabi from each course must be equivalent to the Regis DCFT, MA Counseling program syllabi, including course goals and objectives as well as current CACREP standards. Coursework must be at a graduate level with a passing grade (B- or better) and completed within 6 years of the transfer request. Transfer courses may not be part of a completed Master’s or Doctoral degree.

An official transcript, a description of the course(s), and a course syllabus (per course) needs to be submitted to the student’s faculty advisor for consideration. Courses will be approved on an individual basis by the faculty advisor and documented in the students academic record, including submission of transcripts and syllabi. Clinical skills, practicum, and internship courses **may not be transferred** toward MCPY635 & MCPY 636 Counseling Techniques I/II, and MCPY 692/693 Practicum, and MCPY 698A/B MAC Internships.

**Required Program Orientation & Student Seminars**
All Graduate students are required to attend the Division’s Orientation prior to enrolling in coursework. Annually in February, Internship Fairs may be held at the Northwest Denver, Thornton and/or Colorado Springs campuses to bring agency representatives from approved Internship sites on campus to talk with students. This is a very important event for every student planning to enter Practicum and Internship courses within the next year. In addition, during the summer and fall semesters, Internship Orientations are provided by the Division to orient students to the clinical portion of the program. Attendance at these events is encouraged but not required for students, and will be publicized by email.

**Email Policy**
Please click this link to read the current Regis University policy on email:

[http://regis.edu/content/cpedcn/pdf/emailpolicy.pdf](http://regis.edu/content/cpedcn/pdf/emailpolicy.pdf)  All students and faculty are **required** to utilize their RegisNet account for University business. This account will serve as the primary means of communication from the MAC Program. Please use your Regis email account. Faculty and staff may not respond to other accounts.

**Grading**

**Taskstream Student Portfolio Submission**
DCFT students admitted Spring 2013 and thereafter are required to submit course benchmark assignments to their individual TaskStream account. Submission of the benchmark assignment is a condition of receiving a passing grade in this course. All students (regardless of enrollment in TaskStream) will be graded according to the MAC benchmark rubric that measures attainment of CACREP student learning outcomes. If you were admitted prior to spring 2013, you will be graded with the rubric, but you will not use Taskstream. For a tutorial on how to use the TaskStream portfolio system please view the podcast at http://prezi.com/a7ikncxwswlh/taskstream-students/ Additional Taskstream training information is available at https://in2.regis.edu/sites/spsteached/taskstream/default.aspx

Grades in the Division of Counseling & Family Therapy are consistent with the University-wide Course Grading System. For more information, see the Regis University Bulletin http://www.regis.edu/Academics/Catalog/Course%20Catalog.aspx#.UieUS3-wWjc

Minimum grade required
A minimum grade of B- is required for this class to count toward your degree requirements. Any student who receives a letter grade below a B-; will be required to repeat the course until a passing grade is earned.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Grade Point</th>
<th>Minimum number of points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 to 100</td>
<td>4.00</td>
<td>93-100</td>
</tr>
<tr>
<td>A–</td>
<td>90 to less than 93</td>
<td>3.67</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>88 to less than 90</td>
<td>3.33</td>
<td>88-90</td>
</tr>
<tr>
<td>B</td>
<td>83 to less than 88</td>
<td>3.00</td>
<td>83-88</td>
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<tr>
<td>B–</td>
<td>80 to less than 83</td>
<td>2.67</td>
<td>80-83</td>
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<tr>
<td>C+</td>
<td>78 to less than 80</td>
<td>2.33</td>
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<td>C</td>
<td>73 to less than 78</td>
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<tr>
<td>C–</td>
<td>70 to less than 73</td>
<td>1.67</td>
<td>70-73</td>
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<tr>
<td>D+</td>
<td>68 to less than 70</td>
<td>1.33</td>
<td>68-70</td>
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<td>D</td>
<td>63 to less than 68</td>
<td>1.00</td>
<td>63-68</td>
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<tr>
<td>D–</td>
<td>60 to less than 63</td>
<td>.67</td>
<td>60-63</td>
</tr>
<tr>
<td>F</td>
<td>Less than 60</td>
<td>0</td>
<td>59 and below</td>
</tr>
</tbody>
</table>

Grade of Incomplete
A grade of incomplete (“I”) is assigned to a student who has experienced unforeseen circumstances and is unable to complete the requirements of the course. Examples of unforeseen circumstances include: an accident, a death, an illness, a major and unexpected life transition that impacts the student’s ability to complete the coursework; or other unforeseen and serious circumstances over which the student has little or no control. Incompletes are granted at the discretion of the instructor. To request a grade of incomplete, the student must
submit a written request for the incomplete to the course instructor, explaining the unforeseen circumstances that have occurred.

Other requirements:
1. The request must be submitted prior to, or by, the last meeting date of the course. If the request is not submitted by the last meeting date of the course, the student will be graded on whatever assignments and performance requirements (including attendance) have been completed. In cases where a student is incapacitated and unable to meet this deadline, if written evidence is presented regarding the circumstances, the instructor will work with the student regarding this deadline.
2. The student must have completed 75% of the course with a passing grade in order to be eligible for an incomplete. If the student has not completed 75% of the course, the student will be advised to withdraw from the course. Withdraw dates vary! Check webadvisor to determine the withdraw date for this course, or call Student Support Services, 303-458-4126. It is the student’s responsibility to withdrawal from a course.
3. The length of time and the remaining requirements to complete the course are determined by the instructor; however, the maximum length of time for completion is the end of the following semester.
4. If the course work is not completed by the end of the following term**, the incomplete grade reverts to an “F” (“I/F”) and is calculated in the GPA. It is up to the student to complete the work, send the work to the faculty, and keep track of the final due date.
5. Note that some corporations/companies may not reimburse tuition money if the grade of incomplete is assigned.
6. If students have questions about how an incomplete impacts their financial aid, they should contact financial aid directly (303-458-4128 or 800-568-8932)

**”End of the following term” is defined as:
   a. For a 16 week course, the end of the following semester.
   b. for an 8 week course, the end of the next eight week period.
   c. for a variable course, the end of the following semester.
   d. For MCPY 692/693; MCPY 698, students have one year to complete the course.
   e. For those students who experience military deployment, they have one year to complete the course.

Grade Appeals

The Division of Counseling and Family Therapy Grade Appeals policy and procedure is delineated here, the primary policy and procedure is outlined in the Regis University Academic Catalog 2015-2016, RHCHP Policies, page 354. Policies may differ by academic unit. See the link below:

http://www.regis.edu/~media/Files/University/Academic/Course%20Catalog/2015-2016/2015%20Regis%20University%20Bulletin.ashx

APPEALS OF DISPUTED COURSE GRADES

Grade appeals involving an issue of academic integrity are handled by the Academic Integrity Board of Rueckert-Hartman College for Health Professions. The policy and procedure is delineated here is specific to the Division of Counseling and Family Therapy (DCFT henceforth) Student Manual and applies to all programs, certificates, and courses within DCFT.

The following procedure is to be followed if students wish to protest a grade received in a course when progression is not affected.
1. All grade appeals must be initiated within two weeks after the official term end date following receipt of the grade that is being challenged. DCFT official term end dates include the date a grade is posted via Webadvisor for 8 week 1, 8 week 2, Semester, and Semester Variable classes.

2. The student first contacts the instructor and reviews the issues. DCFT students are required to provide a written rationale for the grade change and all relevant documentation (a copy of the assignment, quiz, exam, presentation etc., highlighting areas of dispute; syllabus highlighting specific areas of dispute; and specific written evidence that substantiates the requested grade change. Instructors are required to provide a written decision within two weeks of receipt of the grade change request by the student. If the grade remains in dispute the student should follow step 3.

3. The student contacts the appropriate program director/chair and, in writing, protests the disputed grade. DCFT students must contact the program director/chair within 3 business days of the receipt of the instructor decision (see step 2). The department director/chair then follows the following procedures:

   Both the student and the instructor submit written statements explaining the issue to the appropriate department director/chair. For DCFT students, all written documentation required in step 2 must be provided, including the name of the course, instructor, term course taken, student address, phone number, and email. The department director/chair reviews all the documentation submitted to determine the validity of the challenge. The department director/chair contacts the student and instructor to schedule an appointment, if necessary. The department director/chair may choose to seek additional information from other sources, if indicated by the circumstances. The department director/chair makes a decision about the disputed grade and conveys that decision in writing to the student and instructor within 2 weeks of the request of grade appeal by the student. If either party wishes to contest the department director’s/chair’s decision, the dissatisfied party may appeal the decision within two weeks of receipt of the decision, via step 4.

NOTE: If the instructor of record is the program director/chair, a designee will be appointed.

4. Further appeal is made to the DCFT director. The appropriate dean or division director reviews the proceedings to date, obtains any new information deemed necessary, and makes the final determination. The appropriate dean or division director notifies all parties in writing of the final decision. The decision of the school dean or division director is final.

Academic Probation
Students must have a minimum cumulative grade point average of 3.000 to graduate. If a student’s grade point average falls below 3.000 in the program, the student is placed on academic probation. Students placed on academic probation have one semester to raise their grade point average to a 3.000. If the student believes they have exceptional reason to request an extension to the one semester rule, then they must seek approval through their Faculty Advisor and the Degree Chair.

Academic Suspension
Students who fail to raise the cumulative grade point average to 3.000 are suspended. In addition, students who receive a grade of “C” or below in two courses are subject to academic review and may be suspended from the program. Suspension can be appealed to the Associate Dean. Students who are notified of academic suspension
for the previous term and who are currently in attendance in a Regis University class may complete that class. Any additional registrations will be dropped.

**Leave of Absence and Withdrawal from the Program**

According to the policy of Regis University, students have up to (6) years to complete their degree from the time they start their program. Learning in the Counseling and Family Therapy degree programs by nature require sequencing of coursework, which can be disrupted by long periods of absence. Students who may need a leave of absence for longer than one semester need to complete a “Leave of Absence” form and submit to their faculty advisor. Students who would like to request Withdrawal from the program need to complete the “Leave of Absence” form indicating their intention to permanently leave the program.

**STUDENT RESPONSIBILITIES**

**Ethics and Confidentiality**
An integral component of Counseling and Family Therapy Division courses is student and instructor self-disclosure and the use of personal experiences for the purpose of facilitating coursework and learning. Each student is expected to honor confidentiality as it pertains to student self-disclosure. No shared information, comments, or opinions expressed by other students or instructor in the educational setting should ever be used in a manner which may result in humiliation, embarrassment, harassment, damage, or other injury to the student in his/her personal, public or business life. In addition, confidentiality must be upheld by not disclosing any information that would identify a particular individual or organization.

An additional integral component of higher education is challenging one’s own perceptions and beliefs regarding the course content and integrating information as well as understanding opposing perceptions and beliefs. Thus, students have the right to choose how much he/she will disclose and must also accept the responsibility of respecting disclosure of other students and instructors.

**Note on practice courses in which students create DVD’s of practice counseling sessions**
A number of our courses require you to tape your practice counseling sessions and create a DVD, which you often submit to your instructor as part of an assignment. The same rules of confidentiality apply to the use and handling of practice-session DVD’s as stated in the paragraphs above. All DVD’s must be submitted to your instructor by the end of the term, and they will be destroyed. If you do not submit all DVD’s to your instructor by the end of the term, you will not receive a grade for the course.

**Academic Honor Code**
Students and faculty of RHCHP are committed to the highest standards of academic integrity and assume full personal and professional responsibility for maintaining those standards. All members of the RHCHP community exhibit the qualities of honesty, loyalty and trustworthiness in all academic activities, holding themselves and each other accountable for the integrity of the learning community.

**Violations of Academic Integrity**
Violations of academic integrity are taken very seriously and include cheating, plagiarism, fabrication, collusion and other forms of academic misconduct. All violations will be reported with appropriate sanctions applied. Refer to this link for the RHCHP Academic Integrity Policy:
[http://www.regis.edu/~media/Files/University/Academic/Academic%20Integrity%20Policies/RHCHPAcademicIntegrityPolicy.ashx](http://www.regis.edu/~media/Files/University/Academic/Academic%20Integrity%20Policies/RHCHPAcademicIntegrityPolicy.ashx). The RHCHP Academic Honor Code applies to any student in a RHCHP course,
regardless of the student’s home college or program, and will be enforced according to the policies and procedures of the RHCHP.

It is the responsibility of each student to review all aspects of the course syllabus and agree to adhere to the Rueckert-Hartman College for Health Professions Academic Honor Code. In doing so, the student acknowledges that the work represented in all examinations and other assignments is his or her own and that he or she has neither given nor received unauthorized information. Furthermore, the student agrees not to divulge the contents of any examination or assignment to another student in this or ensuing semesters.

**Student Standards of Conduct**

In the spirit of the Jesuit mission of Regis University, RHCHP students and faculty share responsibility for maintaining an appropriate learning environment. In order for faculty members to provide and students to receive effective instruction, the Division of Counseling & Family Therapy expects students to conduct themselves in a professional, orderly and cooperative manner and not engage in disruptive behavior, disorderly conduct or intentionally interfere in the freedom of expression of others. Students who fail to adhere to acceptable behavioral standards will be counseled by the classroom faculty. Should the issue not be resolved, they will then be referred to the Program Chair and then, should it be necessary, to the Dean and may be subject to discipline up to and including expulsion from the program.

“Disruptive Behavior” or “Disorderly Conduct” as applied in all academic settings and formats means behavior that a reasonable faculty member or student would view as intentionally or recklessly interfering with normal academic functions, university events, or university sponsored activities. Examples include, but are not limited to: persistently speaking or commenting without being recognized or interrupting other speakers; behavior that distracts the class from the subject matter or discussion; or, in extreme cases, physical threats, harassing behavior or personal insults; refusal to comply with faculty direction including refusal to work in a group, using a cell phone or pager during a classroom session, inappropriate mediated communication; or behavior that has a negative impact in any learning environment. Disruptive behavior also includes any other behavior covered by the Regis University Student Handbook: Code of Conduct. [http://www.regis.edu/RC/Campus-Life/Student-Activities/Judicial-Affairs/Community-Standards-of-Conduct.aspx#.UijcfH-wV8M](http://www.regis.edu/RC/Campus-Life/Student-Activities/Judicial-Affairs/Community-Standards-of-Conduct.aspx#.UijcfH-wV8M) Students who fail to adhere to acceptable behavioral standards may be subject to discipline which may include reprimand, dismissal from the class and/or expulsion from RHCHP.

Students who wish to appeal a decision regarding the consequences of their behavior should follow the Appeal Process outlined in the Regis University Student Handbook. [http://www.regis.edu/~media/Files/University/Student%20Life/Student-Handbook/Student%20Handbook%20FINAL%20AUG2013.ashx](http://www.regis.edu/~media/Files/University/Student%20Life/Student-Handbook/Student%20Handbook%20FINAL%20AUG2013.ashx)

**Division of Counseling & Family Therapy Diversity Statements**

At Regis University, diversity is at the core of our faith-inspired commitment to build an inclusive community that values the dignity and contributions of all of our members. Our differences thrive in a learning environment characterized by the Jesuit traditions of mutual respect and the pursuit of justice, an environment in which our human differences, whether physical or philosophical, are respected.

Because Professional Counselors and Marriage and Family Therapists work with clients having diverse lifestyles, beliefs and values, the Programs expose students to a wide range of social, relational, and cross-cultural contexts. The faculty provides open and supportive learning environments where students are invited to engage in personal and reflective processes about their own and other’s experiences, beliefs and values. We seek to train counselors who can approach clients with integrity, respect and sensitivity for differences in beliefs, values, and lifestyles.
The American Counseling Association Code of Ethics statement regarding diversity includes the following: Counselors do not condone or engage in discrimination based on age, color, culture, disability, ethnic group, gender, race, religion, sexual orientation, marital status, or socioeconomic status. Counselors will actively attempt to understand the diverse cultural backgrounds of the clients with whom they work. This includes, but is not limited to, learning how the counselor’s own cultural/ethnic/racial identity impacts her/his values and beliefs about the counseling process. ACA Code of Ethics Section A.2.a.b.

PLAGIARISM POLICY

Plagiarism is defined as presenting as one’s own, the ideas, words, or products of another. When a student submits work for credit that includes the product, words, ideas, or data of others, the source must be acknowledged by the use of complete, accurate, and specific references. This includes copying and pasting from online media or from any website. By placing one’s name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements.

All faculty have access to plagiarism detection software, which can be used with or without the student’s knowledge in any RHCHP course.

Sanctions for plagiarism may include:

- A failing grade on an assignment,
- Failure of the course
- Referral for remediation and support
- Expulsion of the student from the University

Procedures for plagiarism:

An instructor who suspects that a student has committed plagiarism shall contact and discuss the matter, in person, with the student. The instructor shall also consult with the Program Chair as soon as practical once they have developed the suspicion of plagiarism. Prior to consultation, however, the instructor may take action to prove, detect, or preserve evidence of plagiarism. In taking such action the instructor should minimize disruption and embarrassment to the student(s).

The instructor and Program Chair shall review the evidence. If the evidence warrants a claim of plagiarism, the student shall be informed of the charge and given an opportunity to state his/her case. The student shall be informed of the possible penalties that may be imposed or recommended. The instructor, with the approval of the Program Chair, shall inform the student in person, or by a personal telephone call, and by certified mail (to the local address as contained in the University records) of the disposition of the matter. With the help of the program chair, the evidence will be submitted to the Academic Integrity representative. The student may be referred for remediation/support. The student may appeal any plagiarism sanction given in the MAC Program. The appeal is made to the RHCHP Academic Integrity Board.

To read the Academic Integrity policy, go to this link: http://rhchp.regis.edu/academicintegrity.html


Attendance Procedures

Student participation is essential in a learning environment. For this reason, the Division of Counseling and Family Therapy expects students to attend Division courses. 100% class attendance is expected, per Regis University policy. If you must be absent from a class, the following limits apply:

- For a 16 week course, you may have up to two absences.
- Exceptions are: Practicum, Internship, Techniques I, Techniques II, Groups (one absence is allowed)
- For an 8 week course, you may have up to one absence.
- For a weekend variable course, you may miss up to 4 hours of class time.
- Additional restrictions may be added to specific courses, at the discretion of the instructor.

Stipulations:

a. Any absence beyond this limit (including any additional 4 hours of absence from a weekend variable course) will result in a non-passing grade of no higher than a C, or NP.

b. For absences due to emergencies, illness, professional requirements, or unforeseen circumstances, these same stipulations apply.

c. You are responsible for the material for any missed class. Your instructor is not responsible for making sure you get caught up with what you missed. It is your responsibility to gather and know the material presented during your absence.

d. All assignments are due on the dates indicated on the syllabus. Other penalties (including an assignment grade of F) may occur for late assignments, at the discretion of the instructor. It is also at the discretion of the instructor to offer/not offer make-up work for any missed class, regardless of reason.

e. Classes generally start promptly according to the scheduled time. Habitual lateness or leaving early (more than two times) will result in the loss of participation points. See your syllabus for specific point losses for lateness.

f. Please notify the instructor, in advance, if you know you will be absent from class. This does not excuse you from these procedures; it is a professional courtesy.

STUDENT PERFORMANCE EVALUATION AND REMEDIATION

The DCFT recognizes its obligation to ensure the scholastic, professional skills-based, ethical preparation, and intellectual competencies of its students. In addition, emotional maturity should be demonstrated in interactions with others. Consequently, we are committed to consistently evaluating students in all of these areas. DCFT faculty, affiliates, advisors, and supervisors (hereafter referred to as “evaluators”), use their professional judgment and a developmental view of training to evaluate the performance and progress of students.

The criteria used by evaluators to make such judgments include observations of student behavior/professional conduct in or outside of classrooms, evaluations of students' performances in simulated practice situations, evaluations of students' performances in fieldwork placements, and the disciplines' codes of ethics.

The Student Performance Evaluation (SPE) is used to give students feedback on these areas of professional development, behavior, or competency as counselors or therapists in training. Faculty may use this form at any time during students’ enrollments in the Division. The purpose may be developmental/support or remedial.

The SPE is generally not used in the following situations: problems that are solely about academic performance and/or grades, cases of academic integrity, HIPPA violations, or a Title IX allegation. These issues are handled
through different procedures. In the cases of HIPAA violations, academic integrity violations, or Title IX allegations, RHCHP and University procedures supersede DCFT remediation.

If an evaluator believes that any student is making unsatisfactory progress or is not meeting program or university standards, he or she is encouraged to give the student concrete feedback about what is needed to improve. If the evaluator believes (or witnesses) that the student’s performance does not or cannot improve to acceptable standards of professional conduct (see criteria in the second paragraph above; see categories on the SPE), the following steps occur:

1. Establishing Need for Remediation and/or Support

Students who do not meet developmental goals in the program or who engage in behavior or performance deemed inappropriate (see above) are given feedback on the SPE by the evaluator. Students who receive at least one rating of “0” on the SPE (performance is rated as “below expectations”) will be referred to the Remediation Coordinator.

2. Establishing Remediation Committee

The Remediation Coordinator will form a committee, composed of the student and 2-3 members of the faculty (not including the original evaluator). The Remediation Coordinator may obtain additional information about students’ performance that would inform the Committee, as it pertains to the ratings on the SPE. (examples include but are not limited to: written statements from the evaluator or other instructors, advisors, or supervisors; email correspondence to/from the student; information available in Colleague and Taskstream).

3. Remediation Committee Meeting

The Remediation Coordinator and/or the appointed committee will set up an in-person, one-hour meeting with the student. When possible, the meetings will be in Colorado Springs for students on that campus. The committee will discuss the SPE and issues of concern with the student, and the student will have an opportunity to respond and present information regarding his/her progress in the program.

A Remediation Plan is drawn up by the committee to address the developmental growth or remedial needs of the student. Specific, concrete activities and target dates are included in the plan, with the expectation that the student will follow through with the prescribed activities, within the timeline stated on the form. The plan is signed by all present at the Remediation Meeting.

Within 3 days of the Remediation Meeting, the Committee will report to the student, Program Chair, and the Associate Dean, with recommendations. These can include but are not limited to: recommending that the student be allowed to remain in the program with remediation and support; recommending the student voluntarily withdraw from or take a leave of absence from the program; or, in some situations, that the student be dismissed from the program.

4. Follow up Meeting

The need for a follow up meeting is determined case by case. Typically, a follow up, one-hour Remediation Committee Meeting is scheduled to evaluate progress and discuss continued support needs and student progress in the program.
The Committee may hold multiple follow up meetings, if deemed appropriate. However, multiple meetings may be indicative of the student’s unwillingness or inability to comply with the Remediation Plan or other requirements in the program, and this should be taken into account when considering multiple follow-up meetings.

If the stipulations of the Remediation Plan are satisfactorily met, the remediation is considered ended, and the Committee disbands.

**Procedures for withdrawal or dismissal from a DCFT Program**

Following the due process outlined here, if the student has not made satisfactory progress in meeting the stipulations of the Remediation Plan, the student may be advised to withdraw from the program, or the Committee may recommend dismissal from the program.

A withdrawal/dismissal recommendation will be followed by a letter of dismissal or a letter confirming the withdrawal from the Program Chair to the student, within 3 days of the Remediation Meeting. If the student does not accept the committee and program chair’s decision, the student has 3 days (from the date of receiving the program chair’s decision) to submit a written appeal of the decision to the Associate Dean. The Associate Dean has 3 days to review and respond to the student. If the student does not accept the Associate Dean’s decision, the student has 3 days (from the date of receiving the Associate Dean’s decision) to submit a written appeal of the decision to the RHCHP Academic Dean. Final decision for dismissal rests with the Academic Dean, who will notify student within 3 days of receipt of the letter from the Associate Dean.

**Student Appeal of Committee recommendations other than dismissal**

Within 3 days of receipt of the Remediation & Support Committee recommendations, the student will notify the Associate Dean, DCFT, in writing of any appeal to the committee's recommendation. The Associate Dean, after considering the committee's recommendation and after meeting with the student, will determine whether the recommendations of the committee will be upheld or modified. The Associate Dean need not meet with the student before making a decision if the Associate Dean has given the student a reasonable opportunity to meet and the student has either failed or refused to meet. The student will be notified of the Associate Dean’s decision in writing within 3 days of the Associate Dean’s meeting with the student. If the student is not satisfied with the Associate Dean’s decision, the student may appeal the decision (in writing) with the Academic Dean of Rueckert-Hartman College for Health Professions. This appeal must be done within 3 days of the Associate Dean’s decision.

* All correspondence referred to above can be accomplished through use of electronic mail.

The American Counseling Association Code of Ethics makes the following statement regarding the role of counselor supervisors assisting supervisees/students in addressing areas of the supervisee that might impede performance as a counselor:

**F6b. Gatekeeping and Remediation**

Through initial and ongoing evaluation, supervisors are aware of supervisee limitations that might impede performance. Supervisors assist supervisees in securing remedial assistance when needed. They recommend dismissal from training programs, applied counseling settings, and state or voluntary professional credentialing processes when those supervisees are unable to demonstrate that they can provide competent professional services to a range of diverse clients.

Regis University Intoxication/ Impairment Assessment Policy

Introduction

Consistent with its obligations under the Drug Free Schools and Communities Act of 1989 and its Alcohol & Substance Abuse Policies, Regis University is committed to providing a safe learning, living, and work environment which is drug free and does not tolerate alcohol abuse on campus by its students, employees, and guests (“community members”).

Policy

On Regis University’s Lowell Campus, a Campus Safety Officer, who has reason to believe that any community member displays symptoms of being impaired by the influence of drugs or alcohol, is authorized to use a Campus Safety Breathalyzer® (“Breathalyzer”) to test that community member’s blood alcohol concentration (“BAC”). A Breathalyzer® test will be conducted in the presence of a second Campus Safety Officer, when possible, or in the case of a student, in the presence of a Student Life staff member.

This policy describes when a Breathalyzer® test can be used at the Lowell campus. BAC is a measure of the amount of alcohol in a person’s bloodstream, commonly expressed in percentage terms. For example, having a BAC of 0.08 percent means that the person has 8 parts alcohol per 10,000 parts blood. The Breathalyzer® is one tool of evaluation and can be used in conjunction with a series of field sobriety tests and according to Campus Safety’s standard operating procedures. Any failure to take a Breathalyzer® shall be considered insubordination by an Employee and a violation of the Alcohol Policy by a Student. Regis may call medical professionals for consultation if any community member registers a BAC of .08 or higher, displays severely intoxicated or impaired behavior, is suspected of ingesting a controlled substance, or refuses to be tested. The cost of medical professionals and any emergency medical transportation will be borne by the community member who is intoxicated or impaired. All sobriety or drug use assessments conducted by Campus Safety will be documented in an incident report. Regis University is not required to monitor or care for any individual who is determined to be under the influence of drugs or alcohol.

Any non-student employee (“employee”) who displays symptoms of either being impaired by the influence of alcohol or using drugs may be removed from the campus. When an employee displays symptoms of being impaired by the influence of alcohol or drug use, a Breathalyzer® test may be conducted. However, regardless of impairment, an on duty employee charged with operation of potentially dangerous equipment or other safety-sensitive or customer related duties may also be subjected to a Breathalyzer® test and if that employee registers any BAC or appears to have used drugs, he/she will be removed from duties. If an on or off duty employee registers a BAC of .04 or higher he or she shall be considered impaired by alcohol and he/she may be removed from campus by Campus Safety and shall be discouraged from operating a motor vehicle. The cost of a taxi in such a case will be borne by the employee who is intoxicated or impaired. For any employee removed from campus due to use of drugs or alcohol, Campus Safety shall submit an incident report to Human Resources; however the report will be kept separate from the employee’s personnel file.

Any guest who displays symptoms of either being impaired by the influence of alcohol or using drugs may be removed from the campus. When a guest displays symptoms of being impaired by the influence of alcohol or drug use, a Breathalyzer® test may be conducted. If a guest registers a BAC of .04 or higher, he/she shall be considered impaired by alcohol and he/she may be removed from campus by Campus Safety and shall be discouraged from operating a motor vehicle. The cost of a taxi in such a case will be borne by the guest who is intoxicated or impaired.
When a student displays symptoms of using or otherwise being under the influence of drugs or alcohol, a Student Life member and Campus Safety will be called for consultation and the Campus Safety officer may conduct a Breathalyzer® test. If a non-resident student registers a BAC of .04 or higher, he/she shall be considered impaired by alcohol and he/she may be removed from campus and shall be discouraged from operating a motor vehicle. Any student in violation of either the Alcohol Policy or the University Standards of Conduct outlined in the Regis University Student Handbook will be referred to the student conduct process for adjudication.

Only a Regis University Breathalyzer® may be used for testing purposes by Regis employees and may only be used by those individuals who have been trained in its proper use and care. A Breathalyzer® may not be used arbitrarily or without reason to believe that the community member has used or is displaying symptoms of being under the influence of drugs or alcohol. The Department of Campus Safety will maintain the Breathalyzer’s® calibration information.

Campus Safety Officers are not expected to test or stop any individual driving a vehicle on campus who displays symptoms of being under the influence of drugs or alcohol. Any potential DUI or DWAI may be referred to local police departments for assessment.

Policy for Student Complaints of Faculty

If students have complaints regarding a DCFT faculty member, they should follow the following policy to address their concerns:

1. Email the faculty member outlining student concerns and request to set up an in person meeting with the faculty member to discuss these concerns. This email contact must be initiated by the student within 30 days of the end of the semester in which the incident prompting the complaint occurred.

2. The student can request that another faculty member be present at this meeting.

3. If the concern is not alleviated after the in person meeting, the student should send a detailed email to the Program Chair (or Assistant Dean, if the complaint is against the Chair) This email should include:
   a. all correspondence with the faculty member that pertains to this concern,
   b. the student’s account of his or her concerns regarding the faculty member,
   c. the student’s account of the face to face meeting,
   d. and what continues to concern the student. This email must be submitted to the program chair within 10 days of the in person meeting.

4. At that point, the Program Chair (or Assistant Dean) determines the course of action. The Chair (or Assistant Dean) will communicate this decision via email to the student within 14 days.

Student Interest Groups

Within the Division of Counseling and Family Therapy students may form Student Interest Groups by following the University’s guidelines and filling out the Student Organization Form found at the below link. All student groups require a faculty sponsor.
Graduation/Commencement at Regis University

Registration for graduation is required for degree seeking students. Deadlines are early in the semester the student intends to graduate. In addition, post-master’s certificate students must apply for graduation in order for their post-master’s degree certificate to be posted on their diploma as complete. Students are responsible for applying for graduation and commencement ceremonies through the Regis University website: http://www.regis.edu/About-Regis-University/University-Offices-and-Services/Academic-Records-and-Registration/Graduation-and-Commencement.aspx.

MAC Clinical Requirements

MAC Practicum

Practicum is the initial applied clinical experience completed at the Regis Center for Counseling and Family Therapy. Internship is the intensive clinical experience completed at an approved placement site that follows the completion of the Practicum. Practicum most often begins in the later portion of the second year of course work. Students are required to apply for practicum in advance of participation.

Practicum is taken following completion of MCPY 636 Techniques II and MCPY 630 Groups. Additional coursework is needed for students who plan to work with children or adolescents (see the degree requirements above). Practicum consists of two concurrent courses for a total of 6 credits, MCPY 692 combined with MCPY 693. Students are involved in three components of practicum:

1. Providing counseling to clients at the Regis clinic, The Center for Counseling and Family Therapy, located either at the Interlocken-Broomfield campus or the Colorado Springs Campus.
2. Participating in individual, triadic, and group supervision with an MAC Faculty Supervisor. Counseling and supervision are both held at the campus based clinic.
3. Facilitating or co-facilitating group(s) counseling at an approved community counseling agency. The group practicum experience also includes attending supervision and training at the off-campus site. Students can reference a list of approved clinical sites for placement by logging into Insite and visiting the following link:
   https://in2.regis.edu/sites/DCFT/studentportal/Clinical%20Site%20Information/Forms/AllItems.aspx

Students are provided with significant supervision, feedback, and evaluated for their performance during practicum. Successful completion of practicum results in eligibility to participate in the final portion of the applied clinical phase of the program, Internship.

MAC Internship

Following the successful completion of practicum, students complete their internship by working approximately 15-20 hours per week at an internship site such as a counseling agency, non-profit, or mental health organization. In addition to providing counseling, interns will attend supervision, meetings, and trainings offered at their internship site, as well as attend bi-weekly with a small group for supervision with a
Regis Faculty Supervisor at a designated Regis campus. The CAPSTONE project, the final major assignment prior to graduation from the program is completed during the final semester of internship (see CAPSTONE) for more details).

Internship is typically completed over the course of two semesters, MCPY 698 Internship A and MCPY 698 Internship B. In some cases internship may take longer depending on the hours completed, or due to internship requirements at the off-site internship site. This may resulting in students attending an additional semester in the course MCPY 698 Internship C. Fifteen to twenty hours a week are recommended during Internship semesters. Students will apply to their internship sites according to specific deadlines outlined in the MAC Clinical Manual.

Please see the MAC Clinical Manual for full details for applying for Practicum and Internship experiences.

http://www.regis.edu/RHCHP/Schools/Counseling-and-Family-Therapy/CFT-Current-Student-Resources.aspx

Clinical Policies

PERSONAL PSYCHOTHERAPY

In addition to the academic and clinical knowledge required in counseling and family therapy, self-awareness is also essential. To facilitate this personal exploration the DCFT faculty strongly recommend that each student complete a minimum of 20 hours individual, couples or group psychotherapy sessions with a licensed mental health psychotherapist or an unlicensed psychotherapist under supervision of a licensed practitioner. Up to 50 hours of psychotherapy hours done anytime while students are in the program can count towards the indirect hour requirements of practicum and internship.

It is strongly recommended that psychotherapy hours be initiated prior to or at the beginning of the clinical practicum and internship experiences. The faculty believes that the first requirement for becoming a competent therapist is maintaining your psychological health and well-being. A list of affordable counseling and family therapy options is available on the DCFT InSite webpage: https://in2.regis.edu/sites/DCFT/studentportal/default.aspx and are given out to students during program orientation.

CAPSTONE PRESENTATION

The Division of Counseling and Family Therapy Capstone Project consists of two parts.

- The first is a **written clinical case presentation**.
- The second is an **oral presentation** based on the clinical case description.

In their fieldwork, students will have an opportunity to work with many different clients. For the Clinical Presentation, a student should focus on a specific case that he/she found to be a challenging and interesting. It should be a case that the student believes enhanced their clinical learning and skills. In addition, students are encouraged to choose a case that has completed treatment or is near termination. Child, adolescent, adult, geriatric, family or couples cases are all acceptable for this presentation. The case should involve a therapy
case, not just crisis intervention or an intake assessment, with which the student has had ongoing involvement during their training.

The design and presentation of the clinical case will be strongly influenced by the therapeutic approach and treatment modality that was used. The structure of the oral and written presentations is described in the following pages.

The capstone project serves as the student’s master’s research project in a clinical case study format. Students should be aware that they must protect client confidentiality during this project as informed by the following codes of ethics:

The ACA Code of Ethics:

Counselors do not disclose confidential information that reasonably could lead to the identification of a research participant unless they have obtained the prior consent of the person. Use of data derived from counseling relationships for purposes of training, research, or publication is confined to content that is disguised to ensure the anonymity of the individuals involved (ACA Code of Ethics, 2005, section B.7.d. Disclosure of Research Information).

This capstone project will be a part of the student’s academic record and could potentially be viewed by clinical faculty, and other Regis University designees who have a need to review student files for academic purposes. It is the responsibility of the student to protect the confidentiality and disguise information that could lead to identification of clients.

A student’s written case description and oral presentation will be reviewed and evaluated by a faculty member at the student’s oral presentation at a Counseling seminar and by the student’s faculty advisor. Other students in the Counseling program will also observe the oral presentation. Students will be notified whether they passed or not within two weeks following the oral presentation. A No Pass on the Capstone Project will require a student to meet with their faculty advisor to discuss how to improve the presentation and make needed revisions. A grade of Pass is required for completion of the Counseling degree. All written capstone projects must be submitted electronically to the program’s Administrative Assistant and are included as part of the students academic record.

For more information about the Capstone Presentation, please refer to the Clinical Manual.

HIPAA Privacy & Security Reminder

The goals for maintaining rigorous adherence to HIPAA compliance requirements within all Regis University-sponsored programs, projects and activities are designed to:

- Ensure the security and confidentiality of PHI and ePHI as covered by HIPAA;
- Protect against any anticipated threats or hazards to the security or integrity of such information, and
- Protect against unauthorized access, use or disclosure of such information.

Each student should have completed the necessary training on how to comply with the policies and procedures for maintaining HIPAA compliance. If you have not received or completed your HIPAA training at Regis University, you must inform your instructor.

Reminders
Protected health information is any information that allows you associate a person's identity with their health care information. This applies to all forms of media including: paper documents, electronic files and data, course notes, research papers, video and sound recordings, photos, charts, etc. As it pertains to Regis University-sponsored programs, project and activities, the following are reminders of common privacy and security practices for protected health information that must be followed:

- Any personal documents and notes in any form that contains individually identifiable health information on patients you come into contact with as a result of Regis University-sponsored training must be properly protected and its confidentiality must be maintained.
- Regis University students who are training at partner health provider organizations are prohibited from removing documents that contain individually identifiable health information without a written and signed authorization from the health care provider’s Health Information Management (HIM) Department or authorized representative and the proper patient authorization.
  
  *Special note on minors—in most cases, minors cannot legally consent or authorize the release of their protected health information. In these cases, parental or guardian consent would be required.*
- Regis University students participating in Regis University-sponsored health care training and research activities must only use de-identified information or limited data sets in any presentations or publications outside of the health care provider organization. (See Appendix A on ‘How to de-identify individual health information’.)
- For Regis University students participating in Regis University-sponsored health care training and research activities, the following activities involving individually identifiable health information are explicitly prohibited:
  - Sending such information through unsecure email,
  - Posting such information on any social networking site—regardless of the user account used by the Regis University student, faculty or staff to post the information, and
  - Disclosing such information during classroom discussions and/or presentation.

**Policy compliance and sanctions**

It is the responsibility of each student to review all aspects of the course syllabus including the Regis University HIPAA Privacy & Security Reminders. In doing so, the student acknowledges that he or she agrees to adhere to these practices. Furthermore, the student agrees not to divulge the contents or to provide access of any examination or assignment to another student in this or ensuing semesters.

All violations of the Regis University HIPAA privacy and security policies and practices are taken very seriously. All violations will be reported to the Regis University HIPAA Privacy & Security Committee for review to determine the extent of the violation and the appropriate sanctions to be applied, where necessary.

Sanctions may include notification of the student’s advisor with a note in the student’s advising file, reductions in the grade for the course up to and including failure, and remedial action as directed by the Regis University HIPAA Privacy & Security Committee.

**Reporting requirements**

In the event that any Regis University staff, faculty or student becomes aware of the unauthorized use or disclosure of PHI or ePHI that is under the control and protection of Regis University, the incident must be reported within 5 days of discovery to:

Sheila Carlon, HSA Division Director
Regis University
3333 Regis Blvd.
Denver, CO 80221
Appendix A: How to de-identify individual health information

Health information must be stripped of all of the following elements that identifies the individual, his or her relatives, employers, or other household members:

- Names;
- Social Security numbers;
- Telephone numbers;
- All specific geographic location information such as subdivisions smaller than a State, including street address, city, county, precinct, zip code, and their equivalent geocodes, except for the initial three digits of a zip code, if, according to the current publicly available data from the Bureau of the Census: (1) The geographic unit formed by combining all zip codes with the same three initial digits contains more than 20,000 people; and (2) The initial three digits of a zip code for all such geographic units containing 20,000 or fewer people is changed to 000;
- All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older;
- Fax numbers;
- Electronic mail addresses;
- Medical record numbers;
- Health plan beneficiary numbers;
- Account numbers;
- Certificate/license numbers;
- Vehicle identifiers and serial numbers, including license plate numbers;
- Device identifiers and serial numbers;
- Web Universal Resource Locators (URLs);
- Internet Protocol (IP) address numbers;
- Biometric identifiers, including finger and voice prints;
- Full face photographic images and any comparable images; and
- Any other unique identifying number, characteristic, or code (note this does not mean the unique code assigned by the investigator to code the research data).
Post-Graduate Certificates

Post-Graduate Certificate in Counseling Children and Adolescents

Offered on-campus, the post-graduate certificate in Counseling Children and Adolescents (CCA) is developed for community professionals with a master’s degree in counseling or closely related area of clinical psychotherapy who meet the requirements for admission to the certificate program. Current graduate students in the Master of Arts in Counseling and Master of Arts in Marriage and Family Therapy programs may also be admitted to the CCA certificate program concurrently during their master’s degree coursework. The CCA certificate cannot be awarded to current students until the semester following graduation from the master’s degree program and upon completion of the certificate coursework.

The Regis University Center for Family Counseling and Play Therapy is a designated Approved Center of Play Therapy Education by the Association for Play Therapy (APT). Therefore students completing the CCA certificate program meet the academic requirements for the Registered Play Therapy (RPT) national certification through the APT. The certificate is a planned program of study which includes 18-credit hours (six courses). CCA certificate courses are offered in weekend and intensive formats so that students may accommodate work schedules and complete the coursework within one calendar year.

MFT 650 Family Origins and Life Cycles (3.00)
An in-depth study of family life cycle including adult development. The impact of transitions such as career, marriage, divorce, and death at different stages of the family life cycle as guides to therapeutic understanding.

MCPY 678 Introduction to Play Therapy (3.00)
Includes a historical and theoretical basis of play therapy. Emphasizes various theoretical approaches and philosophical foundations regarding the process of play therapy. Experiential methods, role-plays, and supervision of non-clinical play therapy cases are incorporated.
Pre-requisite: MCPY/MFT*635

MCPY 670 Adv. Play Therapy: Grief/Abuse/Trauma (3.00)
Explores interdisciplinary theories of creativity and expressive arts as well as their therapeutic practices in the use of imagery, storytelling, dance, music, psychodrama, poetry, writing, movement, dream work & visual arts.
Pre-requisites: MCPY/MFT*635 AND MCPY*678

MCPY/MFT 668 Play in Family Therapy (3.00)
Examines theoretical foundations and the utilization of play in family therapy. Explores filial therapy techniques as well as other models of parent-child relational therapy with families from diverse populations and various presenting issues. Pre-requisite: MCPY/MFT*635

MCPY 677 Counseling Pre-Adolescents & Adolescents (3.00)
Examines theories and techniques specific to developmental needs of pre-adolescents and adolescents (ages 11-18). Emphasizes individual and systemic approaches to prevention, assessment, counseling techniques, and consultation skills that pertain to pre-adolescents and adolescents.
Pre-requisite: MCPY/MFT*635

MCPY 679 Sandtray Therapy Techniques (3.00)
Introduces the use of Sandtray techniques for use with individuals and families. Exploration of theory, applications, stages, and ethical issues. Emphasizes depth, Humanistic and Relational/Cultural approaches. Didactic and experiential methods used. NOTE: MACP Program students only.
Pre-requisite: MCPY/MFT*635

For more information contact Dr. Teresa Christensen, Coordinator, CCA Post-Graduate Certificate  tchrste@regis.edu or (303) 964-5386
Post-Graduate Certificate in Depth Psychotherapy

Offered on-campus, the post-graduate certificate in Depth Psychotherapy (DP) evaluates issues of meaning, values and a just existence from an individual, community and cultural perspective. The DP courses highlight the communal nature of the world and the powerful influences of both inherited and evolving cultural and ecological realities and narratives. The stories that shape us and the stories we create directly impact the psychological wellbeing of individuals, families and communities. The DP curriculum looks to human imagination, feeling, intuition and community dialog as essentials in addressing the basic mental health needs of our times.

The certificate is a planned program of study which includes 18 graduate credits (six courses). Certificate course work is offered in evening or weekend intensive formats so that students may complete the course work within one calendar year. This certificate is designed for community professionals with a master’s degree in counseling or closely related area of clinical psychotherapy who meet the requirements for admission to the certificate program.

Current graduate students in the Master of Arts in Counseling and Master of Arts in Marriage and Family Therapy programs may also be admitted to the DP certificate program concurrently during their master’s degree coursework. The DP certificate cannot be awarded to current students until the semester following graduation from the master’s degree program and completion of the certificate coursework.

MCPY 674 Grief Therapy and Life Transitions (3 credits)
Explores life transitions and grief therapy as necessary psychological experiences for personal and communal transformation. Examines various clinical approaches and techniques through primary texts, demonstrations, case study and role play.

MCPY 676 Ecopsychology: A Transformative Perspective (3 credits)

MCPY 686 The Psychotherapeutic Relationship: A Depth Perspective (3 credits)
Explores the dynamics and effective use of the therapeutic relationship to bring about transformation. Particular emphasis is placed on understanding transference and counter-transference and the distinct and shared experiences of client and therapist in the therapeutic process.

MCPY 682 Personal Mythology and Narrative (3 credits)
Examines how the personal life story gives symbolic form to a person's core values and meaning. Emphasizes the relationship between personal stories, myths and therapeutic, transformative processes.

MCPY 683 Approaches to Dream Work (3 credits)
Explores the value that dream images, symbols, and motifs have for clinical practice and for personal, cultural, and ecological transformation. Examines Jungian, Freudian, and Archetypal theories and applications of dream work.

MCPY 687 Cultural Narratives: Literature, Myths, and Fairy Tales (3 credits)
Explores the role of imagination in fashioning the narrative and transformative patterns of our daily lives. Identifies traditional and universal themes which appear in cultural, political, ecological and personal texts.

For more information contact Dr. Annamarie Fidel-Rice, Coordinator, DP Post-Graduate Certificate afidelri@regis.edu or (303) 964-5759
Post-Graduate Certificate in Counseling Military Families

The Post-Graduate Certificate in Counseling Military Families is an 18-credit program (6 courses) for master’s level clinicians who desire specialized training in counseling the military population, beyond their coursework in Clinical Mental Health Counseling or Marriage and Family Therapy. The coursework is offered in weekend intensive and evening formats, so students may complete the plan in approximately one year.

Current graduate students in the MAC or the MAMFT program may also be admitted to the CMF certificate. CMF certificate courses may be taken concurrently during their Master’s degree coursework. The CMF certificate will not be awarded to current students until the semester following graduation from the MAC or the MAMFT program.

**CFT 650 FAMILY ORIGINS AND LIFE CYCLES (3.00)**
An in-depth study of family life cycle including adult development, nontraditional family structures and special populations. The impact of transitions such as career, marriage, divorce, military deployment, and death at different stages of the family life cycle as guides to therapeutic understanding.

**CFT 660 SUBSTANCE ABUSE TREATMENT (3.00)**
Examines the psychological, spiritual, and behavioral effects of substance abuse in individuals and families; reviews assessment techniques and approaches to treatment of this population.

**CFT 662 COUNSELING MILITARY COUPLES (3.00)**
Explores couple relationship dynamics within the military couple focusing on enhanced cognitive behavioral couple therapy, solution-focused therapy, EFT, and Gottman method couple therapy. Addresses issues of TBI, PTSD, IPV, and infidelity.

**CFT 663 COUNSELING MILITARY FAMILIES (3.00 credits).**
Impact of military culture on the family, cycle of deployment, post-deployment, and integration into the community. Special emphasis on counseling spouse and children including: secondary trauma, substance abuse, domestic violence, attachment & intimacy.

**CFT 672 CRISIS, TRAUMA, AND LOSS (3.00).**

**CFT 667 COUPLES THERAPY (3.00) (Effective SU2016 will no longer be part of the certificate plan)**
Provides an overview of theories of couples therapy, focusing on the components of the marital system, covering premarital factors, dysfunctional marital styles, the developmental cycle of marriage, marital crisis, and the therapeutic process and interventions. Pre-requisite MCPY635

**CFT 673 Approaches to Trauma Therapy (3.00) (Effective SU2016)**
Addresses approaches to treating symptoms of combat stress reaction, acute stress disorder, posttraumatic stress disorder, acquired brain injuries, and adjustment disorders in military members and their families.

For more information contact Dr. Jim Ungvarsky, Coordinator, CMF Post-Graduate Certificate jungvars@regis.edu or (719) 264-7032
Post-Graduate Certificate in Marriage and Family Therapy

Post-Graduate Certificates in counseling specializations are intended for psychotherapy professionals in the community already having a Master’s degree in Counseling and/or those who practice as psychotherapists in Colorado:

- Unlicensed State Registered Psychotherapists with a completed Master’s Degree in Counseling or a closely related psychotherapy field;
- Licensed Professional Counselors;
- Licensed Psychologists, or
- Licensed Clinical Social Workers

Current graduate students in the MAC program may also be admitted to the MFT certificate program after completion of MCPY/MFT 635 Counseling Techniques I. MFT certificate courses may be taken concurrently during the Master’s degree coursework, with the exception of MFT 699A Supervised MFT Internship, which should be completed Post-Master’s. The MFT certificate will not be awarded to current students until the semester following graduation from the MAC program, following successful completion of MFT 699A Supervised Internship.

The Post-Graduate Certificate in Marriage and Family Therapy is an 18-graduate credit program (6 courses) for counselors who desire specialized training in counseling couples and families, beyond their coursework in Clinical Mental Health Counseling. Much of the coursework is offered in weekend intensive and evening formats, so students may complete the plan in approximately one year. The post-graduate certificate in MFT must include 18 credit hours in addition to the credits taken for the master’s degree. Students who take certificate courses as part of their degree may transfer up to 6 credits for the certificate. This certificate grants co-equivalency for LMFT licensure when combined with the MAC degree.

**MFT 610 THEORIES OF FAMILY THERAPY (3.00)**
This course explores the historical development of theories of family therapy which have grown out of the paradigmatic shift from focusing on the individual to focusing on influences of the family system and larger social contexts.

**MFT 650 FAMILY ORIGINS AND LIFE CYCLES (3.00)**
An in-depth study of family life cycle including adult development. The impact of transitions such as career, marriage, divorce, and death at different stages of the family life cycle as guides to therapeutic understanding.

**MFT 665 GENDER DEVELOPMENT AND SEXUALITY (3.00)**
Explores the physical, psychological, social, cultural, and ethical aspects of human sexuality and gender development. Male and female gender roles, sexual expression, sexual misconceptions, variations in gendered or sexual behavior, and common sexual and relationship concerns are applied to theories and techniques of sexuality counseling. Pre-requisite MFT *635

**MFT 667 COUPLE THERAPY (3.00)**
Provides an overview of theories of couple’s therapy, focusing on the components of the marital system, covering premarital factors, dysfunctional marital styles, the developmental cycle of marriage, marital crises, and the therapeutic process and interventions. Pre-requisite MFT *635

**MFT 690 PRACTICUM: THE PRACTICE OF FAMILY THERAPY (3.00)**
Focuses on the practice and techniques of various approached used to treat couples and families in therapy. Systemic/relational therapies will be explored through role-playing and videotaping. Pre-requisites MFT*635, MFT*665 and MFT*667

**MFT 699A SUPERVISED MFT INTERNSHIP (3.00)**
Clinical supervision of individual, couple, and family counseling focusing on the principles and practice of Marriage and Family Therapy. Prerequisites: Admission to MAC program and completion and permission of MAC Clinical Coordinator. Pre-requisite MFT*690

For more information contact Dr. Hector Luis Vargas, Coordinator, MFT Post-Graduate Certificate, hvargas@regis.edu or (303) 458-4963
Post-Graduate Certificate in Addictions Counseling Levels I & II

The Graduate Certificate in Addictions Counseling Levels I & II is intended for counseling and marriage and family therapy professionals in the community already having a Master’s degree in Counseling or Marriage and Family Therapy, and those who practice as psychotherapists in Colorado:

- State Registered Psychotherapists with a completed Master’s Degree in Counseling or a closely related psychotherapy field;
- Marriage and Family Therapists;
- Licensed Professional Counselors;
- Licensed Psychologists or Licensed Clinical Social Workers

Certificate plans are available to current students who are admitted to the MAC or MAMFT degree programs who wish to enhance their clinical expertise and training in Addictions counseling beyond their degree requirements. The Addictions Certificate Level I provides the academic requirements required for eligibility to be CAC II certified by the Colorado Office of Behavioral Health (OBH). Additional supervised hours and an exam are required by OBH for CAC II certification. The Addictions Certificate Level II provides practitioners who have a clinical master’s degree and CAC II certification with the academic requirements to be eligible for CACIII and/or LAC; additional supervised hours and an exam are required by the state for MAC and/or LAC certification. The Graduate Certificate in Addictions Counseling Level I is an 18-graduate credit program (6 courses) for counselors who desire specialized training in addictions counseling, beyond their coursework in MAC or MAMFT. Much of the coursework is offered in weekend intensive and evening formats, so students may complete the plan in approximately one year.

Current graduate students in the MAC or MAMFT program may be admitted to the Addictions certificate program by applying for the certificate after taking MCPY 660 Substance Abuse Counseling. Addictions certificate Level I courses may be taken concurrently during the Master’s degree coursework. Addictions Certificate Level II courses must be completed Post-Master’s. A student may only apply for graduation from the certificate once (Addictions Certificate Level I, Addictions Certificate Level I & II or Addictions Certificate Level II). The Addictions Certificate Level I cannot be awarded to current students until the semester they are graduating from the MAC or MAMFT program.

Level I Course Requirements:

**MCPY 630 GROUPS: PROCESS AND COUNSELING (3.00)**
Studies theories of group counseling including group dynamics and leadership. Includes different types of groups and group composition. Experiential learning methods are employed. Prerequisite(s): MCPY 635. May take concurrently with MCPY 636.

**MCPY/MFT 660 SUBSTANCE ABUSE TREATMENT (3.00)**
Examines the psychological, spiritual, and behavioral effects of substance abuse in individuals and families; reviews assessment techniques and approaches to treatment of this population.

**CFT 601 CO-OCCURRING DISORDERS AND TRAUMA INFORMED CARE (3.00)**
Differential diagnosis and models of treatment of substance use and co-occurring behavioral health disorders will be covered. In addition, the study and treatment of Trauma Informed Care for Diverse Populations will be addressed.

**CFT 602 PHARMACOLOGY AND INFECTIOUS DISEASES (3.00)**
This course outlines the intricate relationship between drugs of choice, lifestyle, and physiological health. Also included is standard physiology and anatomy of human body in relation to understanding both infectious diseases and pharmacological effects.
CFT 603 MOTIVATIONAL INTERVIEWING (3.00)
This course focuses on the techniques and theories Motivational Interviewing, and the Model of Stages of Change. The most recent protocols and trends for client record management within the field of substance use will be covered.

CFT 604 PROCESS ADDICTIONS AND CLIENT RECORD MANAGEMENT (3.00)
Students will complete 400 clinical hours working at a community site with substance using populations with a CAC approved supervisor and attend clinical supervision with a Regis instructor.

Level II Course Requirements:
CFT 701 ADVANCED MOTIVATIONAL INTERVIEWING (3.00)
The course will provide advanced Motivational Interviewing skills and a multitude of professional interactions, including the importance of supervisory. The course includes the topics of coaching and MIA: STEP (Motivational Interviewing Assessment: Supervisory Tools for Enhancing Proficiency).

CFT 700 CLINICAL SUPERVISION AND PROFESSIONAL PRACTICE (3.00)
This course covers the models, techniques and standards of supervisory practice, while exploring state-mandated, legal, multicultural, crisis intervention, and other concerns that may arise within the supervision of addictions counselors.

For more information contact Dr. Betsy Hall, Coordinator, Addictions Post-Graduate Certificate ehall@regis.edu or (3603) 964-5749

Admission to Post-Graduate Academic Certificate Programs

Post-Graduate Certificates in counseling specializations are intended for psychotherapy professionals in the community already having a Master’s degree in Counseling and/or those who practice as psychotherapists in Colorado:

- Unlicensed State Registered Psychotherapists with a completed Master’s Degree in Counseling or a closely related psychotherapy field;
- Licensed Professional Counselors;
- Licensed Marriage and Family Therapists;
- Licensed Psychologists, or
- Licensed Clinical Social Workers

Certificate plans are also available to current students admitted to the Division of Counseling and Family Therapy who wish to enhance their clinical expertise and training beyond the degree requirements.

Certificate Admission Requirements

Current students may apply to the Post-Graduate Certificates using the application provided below and submit them to:

- Dr. Teresa Christensen, Child and Adolescent Certificate Coordinator
- Dr. Annamarie Fidel-Rice, Depth Psychotherapy Certificate Applications
- Dr. Jim Ungvarsky, Counseling Military Families Certificate Coordinator
- Dr. Betsy Hall, Addictions Certificate

Certificates must be completed within six years of being accepted.
Application
Post-Master’s Certificate (current DCFT students only)

Legal Name

Last
First
Middle

Previous Name(s)
Student ID #
Date of Birth

Permanent Address

Street
City
State
Zip

Home Phone
Work Phone
Cell

Email Address
Preferred Start Term

Current number of courses completed in the Regis Graduate Counseling or Family Therapy program

Please check the program you are applying for:

____ Post-Master’s Certificate in Marriage and Family Therapy
____ Post-Master’s Certificate in Counseling Children and Adolescents
____ Post-Master’s Certificate in Depth Psychotherapy (formerly Transformative Certificate)
____ Post-Master’s Certificate in Counseling Military Families
____ Post Master’s Certificate in Addictions

Comments:

_________________________________________________________________________________

“I hereby certify that to the best of my knowledge, the information furnished on this application is true and complete without evasion or misrepresentation. I understand that if found otherwise, it is sufficient cause for rejection or dismissal. I further authorize Regis University to make appropriate inquiries when necessary to certify the accuracy of my records.”

Applicant’s Signature
Date

Certificate Coordinator’s Signature
Date

Please return this form to Sarah Mikkelsen, Administrative Coordinator, at the Interlocken Broomfield Campus or email to shorn@regis.edu.

Regis University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and does not discriminate on the basis of race, age, religion, color, national origin, handicap, or sex.

(Revised 1/15)
STUDENT PERFORMANCE EVALUATION

The MAC program recognizes its obligation to ensure the scholastic, professional skill-based, ethical preparation and intellectual competencies of its students. In addition, emotional maturity should be demonstrated in interactions with others. Consequently, we are committed to consistently evaluating students in all of these areas. Faculty members, liaisons and supervisors using professional judgment are responsible for evaluating the performance and progress of counseling students. These evaluations will be made formally and informally from observations in classroom situations and in fieldwork placements throughout the course of the program.

The Student Performance Evaluation is completed by the instructor at the end of Counseling Techniques. They will also be used at the discretion of any faculty member who deems it valuable to give this form of evaluative feedback to a student and to the program core faculty. These evaluations will be shared with the student and then forwarded to the faculty advisor and the program chair. Unsatisfactory progress as demonstrated by scores of one or less on the Student Performance Evaluation will be discussed by the advisor and the student. If the advisor and/or faculty remains concerned about the student meeting program standards, the student will be informed and referred to the program Remediation & Support Committee. At this point, a meeting with the Remediation & Support Committee, the student and other involved parties may be convened at the request of the student or faculty member.

Within 10 days of this meeting, a decision will be conveyed to the student as follows:

- No further action,
- A written remediation support plan with a plan to support for retention includes remedial work, special restrictions and a time line for student completion,
- A recommendation for dismissal from the program to the Program Chair.
# Student Performance Evaluation

**Student** ______________________________________  
**Semester/Year** ______________________

**Faculty** ______________________________________  
**Course Number** ______________

<table>
<thead>
<tr>
<th>Rating Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>N - No Opportunity to observe</td>
</tr>
<tr>
<td>0 - Does not meet criteria for program level</td>
</tr>
</tbody>
</table>

## Communication Skills and Abilities

1. The student demonstrates the ability to establish relationships in such a manner that a working alliance can be created  
   
   N 0 1 2

2. The student demonstrates effective communication skills including:

   a. Creating appropriate structure - setting the boundaries of the helping frame and maintaining boundaries throughout the work such as setting parameters for meeting time and place, maintaining the time limits, e
   
   N 0 1 2

   b. Understanding content - understanding the primary elements of the conversation
   
   N 0 1 2

   c. Understanding context - understanding the uniqueness of the conversation elements and their underlying meanings
   
   N 0 1 2

   d. Responding to feelings - identifying affect and addressing those feelings in an empathetic manner
   
   N 0 1 2

   e. Congruence - genuineness; external behavior consistent with internal affect
   
   N 0 1 2

   f. Establishing and communicating empathy - taking the perspective of the individual without over-identifying, and communicating this experience to the individual
   
   N 0 1 2

   g. Non-verbal communication - demonstrates effective use of head, eyes, hands, feet, posture, voice, attire, etc.
   
   N 0 1 2

   h. Immediacy – communicating by staying in the here and now
   
   N 0 1 2

   i. Timing - responding at the optimal moment
   
   N 0 1 2

   j. Intentionality - responding with a clear understanding of the outcomes desired
   
   N 0 1 2

   k. Self-disclosure - skillful and carefully-considered for a specific strategic purpose
   
   N 0 1 2

3. The student demonstrates awareness of power differences in a relationship and manages these differences effectively
   
   N 0 1 2

4. The student collaborates with an individual to establish clear strategic goals
   
   N 0 1 2

5. The student facilitates movement toward the individual’s goals
   
   N 0 1 2

6. The student demonstrates the capacity to match appropriate interventions to the presenting problem in a consistent manner
   
   N 0 1 2

7. The student creates a safe environment
   
   N 0 1 2

8. The student demonstrates analysis and resolution of ethical dilemmas.
   
   N 0 1 2

## Professional Responsibility

1. The student conducts self in an ethical manner so as to promote confidence in the profession.
   
   N 0 1 2

2. The student relates to peers, professors, and others in a manner consistent with stated professional standards
   
   N 0 1 2

3. The student demonstrates sensitivity to real and ascribed differences in power between themselves and others, and does not exploit or mislead other people during or after professional relationships
   
   N 0 1 2

4. The student demonstrates application of legal requirements relevant to professional training and practice
   
   N 0 1 2

## Competence

1. The student recognizes the boundaries of her/his particular competencies and the limitations of her/his expertise.
   
   N 0 1 2

2. The student takes responsibility for compensating for her/his deficiencies.
   
   N 0 1 2

3. The student takes responsibility for assuring other’s welfare when encountering the boundaries of her/his expertise.
   
   N 0 1 2

4. The student provides only those services and applies only those techniques for which she/he is qualified by education, training and experience.
   
   N 0 1 2
### Student Performance Evaluation (page 2)

**Rating Scale**

- N - No Opportunity to observe
- 0 - Does not meet criteria for program level
- 1 - Meets criteria minimally or inconsistently for program level
- 2 - Meets criteria consistently at this program level

<table>
<thead>
<tr>
<th>5.  The student demonstrates basic cognitive, affective, sensory, and motor capacities to respond to others</th>
<th>N 0 1 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Maturity</strong></td>
<td></td>
</tr>
<tr>
<td>1. The student demonstrates appropriate self-control (such as anger control, impulse control) in interpersonal relationships with faculty, peers, and others.</td>
<td>N 0 1 2</td>
</tr>
<tr>
<td>2. The student demonstrates honesty, fairness, and respect for others</td>
<td>N 0 1 2</td>
</tr>
<tr>
<td>3. The student demonstrates an awareness of his/her own belief systems, values, needs and limitations and the effect of these on his/her work.</td>
<td>N 0 1 2</td>
</tr>
<tr>
<td>4. The student demonstrates the ability to receive, integrate and utilize feedback from peers, teachers, and supervisors</td>
<td>N 0 1 2</td>
</tr>
<tr>
<td>5. The student exhibits appropriate levels of self-assurance, confidence, and trust in own ability.</td>
<td>N 0 1 2</td>
</tr>
<tr>
<td>6. The student follows professionally recognized conflict resolution processes, seeking to informally address the issue first with the individual(s) with whom the conflict exists.</td>
<td>N 0 1 2</td>
</tr>
<tr>
<td><strong>Integrity</strong></td>
<td></td>
</tr>
<tr>
<td>1. The student refrains from making statements which are false, misleading or deceptive.</td>
<td>N 0 1 2</td>
</tr>
<tr>
<td>2. The student avoids improper and potentially harmful dual relationships.</td>
<td>N 0 1 2</td>
</tr>
<tr>
<td>3. The student respects the fundamental rights, dignity and worth of all people.</td>
<td>N 0 1 2</td>
</tr>
<tr>
<td>4. The student respects the rights of individuals to privacy, confidentiality, and choices regarding self-determination and autonomy.</td>
<td>N 0 1 2</td>
</tr>
<tr>
<td>5. The student respects cultural, individual, and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, and socioeconomic status.</td>
<td>N 0 1 2</td>
</tr>
<tr>
<td><strong>ACADEMIC</strong></td>
<td></td>
</tr>
<tr>
<td>1. The student writes with good grammar, form and organization.</td>
<td>N 0 1 2</td>
</tr>
<tr>
<td>2. In formal papers, APA style is used in the paper and reference section.</td>
<td>N 0 1 2</td>
</tr>
<tr>
<td>3. In experiential or clinical papers, suitable and expressive descriptive approaches are utilized.</td>
<td>N 0 1 2</td>
</tr>
<tr>
<td>4. The writing is focused on the topic and demonstrates an awareness of the cogent, related research.</td>
<td>N 0 1 2</td>
</tr>
<tr>
<td>5. The student demonstrates an understanding of the different relevant opinions concerning the topic and critically analyzes these perspectives including relevant social and cultural contexts.</td>
<td>N 0 1 2</td>
</tr>
<tr>
<td>6. Taking into consideration related research, the student states his/her opinion and rationale about the topic.</td>
<td>N 0 1 2</td>
</tr>
<tr>
<td>7. The student participates in class and interacts appropriately.</td>
<td>N 0 1 2</td>
</tr>
<tr>
<td>8. The student submits written work in a timely fashion.</td>
<td>N 0 1 2</td>
</tr>
</tbody>
</table>

**COMMENTS:** (Include recommended areas for professional growth and development)

<table>
<thead>
<tr>
<th>Student</th>
<th>Faculty</th>
<th>Date</th>
</tr>
</thead>
</table>
PROGRAM RESOURCES

The Division of Counseling and Family Therapy has faculty members that specialize in various areas of counseling psychology and education. They come from a variety of backgrounds and, in addition, have experience and expertise in counseling practice.

The full-time program faculty also serves as faculty advisors, sit on the program Remediation & Support Committee and supervise the academic and clinical components of the MAC program. Currently, Dr. Linda Osterlund is the Assistant Dean, Dr. Betsy Hall is the Associate Dean, Dr. Tom Lonneman-Doroff is Community Counseling Chair.

Affiliate faculty, liaisons and course consultants are mental health professionals and academicians who are active in their profession in the community. They bring their understanding of the current practices, constraints and opportunities that exist in Colorado. They, too, come from a variety of backgrounds and offer rich and diverse perspectives about counseling theory and practice.
### Program Faculty & Advisors

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Arman, Ph.D., LPC</td>
<td>MAC Internship Chair</td>
<td><a href="mailto:jarman@regis.edu">jarman@regis.edu</a></td>
</tr>
<tr>
<td>Steve Bennett, Ph.D., LPC</td>
<td></td>
<td><a href="mailto:sbennett@regis.edu">sbennett@regis.edu</a></td>
</tr>
<tr>
<td>Jennifer Cates, Ph.D.</td>
<td>MFT Chair</td>
<td><a href="mailto:jcates001@regis.edu">jcates001@regis.edu</a></td>
</tr>
<tr>
<td>Terry Christensen, Ph.D., LPC</td>
<td>Counseling Children Certificate Coordinator</td>
<td><a href="mailto:tchrise@regis.edu">tchrise@regis.edu</a></td>
</tr>
<tr>
<td>Camille DeBell, Ph.D., LPC</td>
<td>Remediation Coordinator/Taskstream</td>
<td><a href="mailto:cdebell@regis.edu">cdebell@regis.edu</a></td>
</tr>
<tr>
<td>Lindsay Edwards, Ph.D.,LMFT</td>
<td>MFT Internship Coordinator</td>
<td><a href="mailto:ledwards002@regis.edu">ledwards002@regis.edu</a></td>
</tr>
<tr>
<td>Annamarie Fidel-Rice, Ph.D., LPC</td>
<td>Depth Psychotherapy Certificate Coordinator</td>
<td><a href="mailto:afidelri@regis.edu">afidelri@regis.edu</a></td>
</tr>
<tr>
<td>Betsy Hall, Ph.D., LCSW</td>
<td>Assistant Dean &amp; Addictions Certificate Coordinator</td>
<td><a href="mailto:ehall@regis.edu">ehall@regis.edu</a></td>
</tr>
<tr>
<td>Jody Huntington</td>
<td>Student Affairs Coordinator &amp; CS Coordinator</td>
<td><a href="mailto:jhunting@regis.edu">jhunting@regis.edu</a></td>
</tr>
<tr>
<td>Tom Lonneman-Doroff, Ph.D., LPC</td>
<td>MA Counseling Program Director-Chair</td>
<td><a href="mailto:tlonnema@regis.edu">tlonnema@regis.edu</a></td>
</tr>
<tr>
<td>Bobbi Miller, Ph.D.</td>
<td>COAMFTE Coordinator/Scheduling Coordinator</td>
<td><a href="mailto:bmiller004@regis.edu">bmiller004@regis.edu</a></td>
</tr>
<tr>
<td>Marty Munoz, Ph.D., LPC</td>
<td></td>
<td><a href="mailto:mmunoz@regis.edu">mmunoz@regis.edu</a></td>
</tr>
<tr>
<td>Linda Osterlund, Ph.D., LPC</td>
<td>Associate Dean</td>
<td><a href="mailto:loserla@regis.edu">loserla@regis.edu</a></td>
</tr>
<tr>
<td>JoLynne Reynolds, Ph.D., LPC</td>
<td>Practicum Coordinator &amp; CACREP Coordinator</td>
<td><a href="mailto:jlreyol@regis.edu">jlreyol@regis.edu</a></td>
</tr>
<tr>
<td>Pat Sablatura, Ph.D., LPC</td>
<td></td>
<td><a href="mailto:psablatu@regis.edu">psablatu@regis.edu</a></td>
</tr>
<tr>
<td>Joanna Stratton, Ph.D., LPC</td>
<td>Affiliate Faculty Coordinator</td>
<td><a href="mailto:jstratton@regis.edu">jstratton@regis.edu</a></td>
</tr>
<tr>
<td>Jim Ungvarsky, Ph.D.</td>
<td>CMF Certificate Coordinator &amp; CS Coordinator</td>
<td><a href="mailto:jungvars@regis.edu">jungvars@regis.edu</a></td>
</tr>
<tr>
<td>Luis Vargas, Ph.D.</td>
<td></td>
<td><a href="mailto:hvargas@regis.edu">hvargas@regis.edu</a></td>
</tr>
</tbody>
</table>

**NOTE: Please email to schedule appointments with faculty**

For a list of the all Faculty and Affiliate Faculty, including descriptions of their expertise, academic backgrounds and credentials, and contact information visit [www.regis.edu](http://www.regis.edu)

---

Appendix C: List of Faculty and Other Resources
REGIS WEBSITE

The Regis Website is a central location for information about the University in general, the Library, various academic resources and specific information about the MAC Program. It is located at http://www.regis.edu/ Click Current Students to access current program information including forms, syllabi, book lists, course schedules, approved fieldwork placement sites and a list of affiliate faculty.

UNIVERSITY ADDRESS:

Regis University
3333 Regis Boulevard
Denver, CO  80221-1099
1-800-388-2366

Regis University
Division of Counseling & Family Therapy
Mail Code P-20
11001 W. 120th Ave
Broomfield, CO  80021
1-800-388-2366, ext. 5101

Regis University
Division of Counseling & Family Therapy
7450 Campus Drive, Suite 100
Colorado Springs, CO 80920
1-800-388-2366, ext. 5023

RESOURCES LIST

Sarah Mikkelsen
Administrative Coordinator
303-964-6421
shorn@regis.edu

Tricia Middleton
Administrative Assistant
303-458-4313
tbaker@regis.edu

Meghan Kepler
Broomfield Clinical Administrative Coordinator
303-964-6386
keple452@regis.edu

Patti Diffee
CS Clinical Administrative Coordinator
719-264-7025
diffe886@regis.edu

Financial Aid
303-458-4126

Accounts Payable
303-458-4130

Campus Safety
303-458-4122

Campus Weather Line
303-458-1818

Course information, registration, transcripts, general information for
Broomfield
303-458-4126 ext. 5101

Course information, registration, transcripts, general information for
Colorado Springs
303-458-4126 ext. 5023

Graduation and diploma questions
303.458.4366

Information Technology Services
303-458-4050

Dayton Memorial Library
303-458-4030

Regis Center for Counseling & Family Therapy
11001 W. 120th Ave.
303-964-5786

Regis Center for Counseling & Family Therapy
7450 Campus Drive
Colorado Springs, CO  80920
719-264-7027
First: Check the Regis Website: [www.regis.edu/](http://www.regis.edu/)

For the RHCHP General Catalog (information on RHCHP programs, grade appeals, disciplinary actions): [http://www.regis.edu/~media/Files/University/Academic/Course%20Catalog/2013-14%20Catalog/RHGeneral.ashx](http://www.regis.edu/~media/Files/University/Academic/Course%20Catalog/2013-14%20Catalog/RHGeneral.ashx)

For the Regis University Bulletin, please see: [http://regis.edu/Academics/Course%20Catalog.aspx](http://regis.edu/Academics/Course%20Catalog.aspx).

**STUDENT RESOURCES**

**Rueckert Hartman College for Health Professions Student Services**  
[http://www.regis.edu/RHCHP/RHCHP-Student-Portal/Rueckert-Hartman-College-for-Health-Professions.aspx](http://www.regis.edu/RHCHP/RHCHP-Student-Portal/Rueckert-Hartman-College-for-Health-Professions.aspx)

**RegisNet**  
A RegisNET Account allows students to use and access Regis University web-based resources. RegisNET provides access to SHAREPOINT, ™SMARTTHINKING, free email, course modules and syllabi, Dayton Memorial Library Databases, computer labs, presentation equipment, etc. To register for a RegisNET account, go to INsite (http://insite.regis.edu/). Select “RegisNET Account”. You will be required to post either your social security number or student ID.

**Dayton Memorial Library**  
The Regis University Libraries are dedicated to providing a full range of library services and resources to Regis students, without regard to their geographic location. The reference desk can be accessed by the link on the website or at 303-458-4031, 1-800-388-2366 Ext. 4031. [http://www.regis.edu/library/htm](http://www.regis.edu/library/htm)

**Smarthinking**  
Smarthinking is an online tutoring service which offers both asynchronous and live tutoring and writing assistance. Regis University provides 10 hours of FREE tutoring or writing assistance per year for all students through Smarthinking. The tutoring year is January 1 – December 31.

To access Smarthinking,  
[http://www.regis.edu/Academics/Learning-Commons/Tutoring/Smarthinking.aspx#.UidY0n-wWjC](http://www.regis.edu/Academics/Learning-Commons/Tutoring/Smarthinking.aspx#.UidY0n-wWjC)
Questions to ask advisor:
✓ Grading policies for a course
✓ Coursework to be transferred in Degree Plan
✓ Academic advising questions- course rotation, order, etc.
✓ Future career questions, interests
✓ Questions about the Capstone Project
✓ Concerns about instructors, faculty supervisor, clinical placement, supervisor, etc.
✓ Concerns about academic progress and grades
✓ Problems completing a course (speak to instructor first)
✓ Problems concerning a course (speak to instructor first)

Questions to ask instructors:
✓ Questions that help to clarify expectations, assignments or other course criteria
✓ Problems completing a course (also speak to advisor)
✓ Problems concerning a course
✓ Questions about grading
✓ Academic questions about a course

Questions to ask internship faculty:
✓ Specific questions about a training site for internship
✓ Questions about the suitability of a site
✓ Concerns about a site or supervisor
✓ Concerns about not getting enough supervision

Available on the Regis website and WebAdvisor
DCFT approved clinical sites and related forms
Academic calendar
Graduation Application
Change of name or address - call 303-458-4126
List of current textbooks and syllabi
Getting a phone number – call 303-458-4126
Form and process for incomplete
Appendix D: MAC Professional Affiliation

MA COUNSELING PROFESSIONAL AFFILIATION

You are highly encouraged to join a professional counseling association at any time. Professional associations include memberships of thousands of professional counselors, students, counselor educators, and counselor supervisors who develop common standards for practice, share resources, share ideas for practice, promote the profession, advocate for the counseling needs of clients, and advocate for the profession. Professional associations are our “voice” and provide a community where we can live our professional identity and further develop our Counseling career.

MA Counseling is most closely associated with the American Counseling Association (ACA), as well as locally through the Colorado Counseling Association (CCA). Students receive reduced membership fees, and have the privileges of resources, learning, reduced conference fees, lobbying for legislative change, and practice insurance.

American Counseling Association (ACA)

https://www.counseling.org/ 1-800-437-6647

ACA Code of Ethics and Standards of Practice

Students enrolled in The Division of Counseling and Family Therapy are required uphold all ethical and legal guidelines of the profession as outlined in the American Counseling Association (ACA) Code of Ethics

http://www.counseling.org/resources/aca-code-of-ethics.pdf

Colorado Counseling Association

http://www.coloradocounselingassociation.org/cca/default.asp

Colorado Department of Regulatory Agencies (DORA)

Standards of Practice and the Colorado Mental Health Statute and the Colorado Board of Licensed Professional Counselor Examiner Rules. These laws and rules can be obtained by contacting the board at the following address: State Board of Licensed Professional Counselor Examiners 1560 Broadway, Suite 1350, Denver, CO 80202, or online at: www.dora.state.us.co

Council for Accreditation of Counseling and Related Educational Programs (CACREP)

CACREP accredits masters and doctoral degree programs in counseling and its specialties that are offered by colleges and universities in the United States and throughout the world. CACREP PROGRAM STANDARDS may be obtained through the Division of Counseling and Family Therapy or at: http://www.cacrep.org/
National Board for Certified Counselors

The National Board for Certified Counselors (NBCC) is associated with CACREP and acts as a certifying body for Counselors. The NBCC provides licensure standards in direct line with CACREP Program Standards. Upon taking the National Counselor Exam (NCE) through a state licensing board, you may be eligible to become a National Certified Counselor (NCC). The (NCC) shows colleagues and the public that you have voluntarily met national standards for the general practice of counseling. More information may be obtained at: http://www.nbcc.org/

State of Colorado: Licensed Professional Counselor (LPC) Examination

The Colorado State Board of Licensed Professional Counselor Examiners administers the Licensed Professional Counselor examination using the National Certified Counselor Examination (see NBCC above). Regis University does not administer the exam and does not award the Licensed Professional Counselor License. Students are encouraged to contact the State Licensing Board early in the program to acquire licensing information to assist in planning their course work and to assist in planning post-graduate experience. The information includes the Colorado Mental Health Statute, the Licensed Professional Counselor Examination Rules and Regulations and application forms. These materials are also available at the Counseling Program Seminars scheduled each semester. To acquire information, contact: State Board of Licensed Professional Counselor Examiners 1560 Broadway, Suite 1350 Denver, CO 80202, 303-894-7766. www.dora.state.us.co
Appendix E: Required Division Forms

REGIS UNIVERSITY
RUECKERT-HARTMAN COLLEGE FOR
HEALTH PROFESSIONS

Division of Counseling & Family Therapy

STUDENT INFORMED CONSENT CONTRACT

Description of Course Expectations and Program Experiences
The course content and experiential activities in the Division of Counseling and Family Therapy are designed to afford students the opportunity to advance their personal, intellectual, and professional development. Throughout the program of study, you will be expected to receive and integrate feedback concerning your personal, academic, and professional strengths, limitations, and performance in a manner in accordance with the professional standards. (Refer to the Student Performance Evaluation form for specific criteria regarding these standards.) This feedback will come from faculty, supervisors, peers, and clients. You will be expected to incorporate this feedback in a mature and professional manner.

The expectations of the counseling curriculum are that you will explore and recognize the effect that your personal beliefs, values, issues, emotions, and behaviors have on your ability to function as a counseling professional. The various methods courses, practicum, and internships, will require that you develop and demonstrate your counseling skills as you work with classmates in role-play scenarios and with clients in actual counseling sessions. You will be asked to examine your behaviors, beliefs, and emotions in relation to your counseling activities and experiences consistently and systematically.

The 1995 American Counseling Association Code of Ethics (Section F.3.a) states that faculty members:

…..assist students and supervisees in securing remedial assistance when needed, and dismiss from the training program supervisees who are unable to provide competent service due to academic or personal limitations. Counselors (faculty members) seek professional consultation and document their decisions to dismiss or refer students or supervisees for assistance. Counselors assure that students and supervisees have recourse to address decisions made to require them to seek assistance or to dismiss them.

If, in the professional judgment of a faculty member, a student’s behavior is deemed below minimum program standards, unethical, illegal, and/or professionally unbecoming at any time during the course of training, a student may be referred for faculty review. At that time the Program Remediation and Support Committee will be called to review the performance, record, and behavior of the student and to make recommendations to the Program Chair and Assistant Dean of the Division of Counseling and Family Therapy.

Division of Counseling and Family Therapy Formal Endorsement Policy

Program faculty endorsement is given only:

a) On the basis of demonstrated proficiency specific to the vocation and/or credentialing for which endorsement is sought;

b) After the candidate has completed a substantial portion of the program, necessarily including the practicum and internships during the Division of Counseling and Family Therapy at Regis University; and

c) For the professional credentials for which the candidate has been prepared, necessarily including appropriate coursework and practicum and internship placements.
I have read and understand that I must uphold the (check below):

___ ACA Code of Ethics and Standards of Practice (Appendix D for MAC Students)

I have read the (check below):

___ DCFT Student Manual (MAC) including the Student Performance Evaluation. I am willing to adhere to the principles and requirement as described. I have also read the description of course requirements and program experiences required in the curriculum. I will be willing to participate fully in the courses and requirements of the Division of Counseling and Family Therapy. I further understand that a course grade of B- or better must be obtained to progress in and graduate from the program and successful completion of the Capstone Project.

_____________________________________                   ___________
               Student Signature                                                      Date

_____________________________________
               Print Student Name
NO PRIVATE PRACTICE POLICY AGREEMENT AND PROCESS FOR APPLYING FOR AN EXCEPTION TO POLICY

Students shall not be permitted to operate a private practice while enrolled in the Division of Counseling and Family Therapy. During orientation, students will be required to sign a form (Appendix E) agreeing they will refrain from operating a private practice during their program of study. Students may request an exception to this policy by filling out the exception form, attaching all relevant materials, and submitting these to the chair of their respective program.

The request for an exception must include copies and/or links to all advertising materials, client disclosures, or any other materials promoting the student’s practice that describes his/her credentials and the services s/he provide within his/her private practice for approval by the Division. If the exception is approved, an exception form (Appendix E) will be completed and signed by the student and program director and placed in the student’s file. Students who receive exceptions are expected to submit any changes they make in advertising materials, client disclosures, or any other materials promoting their practice that describe their credentials and the services they provide for approval by the Division before making them publicly available. These materials should be submitted to the chair of their respective program.
Division of Counseling and Family Therapy
Private Practice Agreement

I _____________________ agree not to operate an independent private practice while
Print name
I am enrolled in the Division of Counseling and Family Therapy (MAC or MAMFT) at
Regis University.

I understand that in order to be ethical practitioners, “counselors practice only within the
boundaries of their competence, based on their education, training, supervised
experience, state and national professional credentials, and appropriate professional
experience” (ACA Code of Ethics, 2014, p. 8). In addition, “counselors claim or imply
only professional qualifications actually completed and correct any known
misrepresentations of their qualifications by others” (ACA Code of Ethics, 2014, p. 9).
Also, “marriage and family therapists do not diagnose, treat, or advise on problems
outside the recognized boundaries of their competencies” (AAMFT Code of Ethics, 2015,
Principle 3.10). In addition, “marriage and family therapists accurately represent their
competencies, education, training, and experience relevant to their practice of marriage
and family therapy in accordance with applicable laws” (AAMFT Code of Ethics, 2015,
Principle 9.1). I have read and understand this policy. I understand that violation of this
policy may result in remediation or dismissal from the Division of Counseling & Family
Therapy programs.

________________________________  ________________________
Student Signature                  Date

I am currently certified and/or practicing as a ________________________________
(e.g., Coach, CAC-I, Pastoral Counselor, Registered Psychotherapist)

In order to continue in this independent practice, I will seek approval and complete
required paperwork with the MAC or MFT program chair.
Division of Counseling and Family Therapy
Private Practice Exception Form

We, the Division of Counseling and Family Therapy grant an exception to the following student to continue to operate an independent practice, limited to the services outlined below.

I,________________________________________ (name of student), understand that I have been granted an exception to continue work within my independent practice, as outlined above, while I am enrolled in the Division of Counseling and Family Therapy (MAC or MAMFT program) at Regis University. I understand that I am not allowed to advertise that I am enrolled in a graduate program or have received training from the Regis University Division of Counseling and Family Therapy until my degree has been conferred.

This exception is contingent on my agreement to limit my independent practice as described below:

Limits to Practice:

In addition, I agree to submit any changes I make in advertising materials, client disclosures, or any other materials promoting my practice that describe my credentials and the services I provide within my private practice for approval by the Division before making them publicly available. I may need to provide additional documentation of my supervisor’s credentials and a supervisory contract, upon request.

I understand that violation of this agreement may result in an immediate void of this exception, as well as remediation and/or dismissal from the Division of Counseling and Family Therapy programs.

________________________________________________________________________

(Student Signature) (Date)

________________________________________________________________________

(Program Chair Signature) (Date)

COPY: Student’s File (imagenow)
### Honor Society

<table>
<thead>
<tr>
<th><strong>Chi Sigma Iota - Rho Upsilon Chi Chapter</strong></th>
<th><strong>Delta Kappa - Kappa Chapter</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mission:</strong> to promote scholarship, research, professionalism, leadership and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling.</td>
<td><strong>Mission:</strong> Delta Kappa, as the International Marriage and Family Therapy Honor Society, serves to further and complement the work being done by the AAMFT, the AFTA, and the IFTA. Delta Kappa, The International Marriage and Family Therapy Honor Society, has three primary aims. The first aim is to train emerging leaders in the field of marriage and family therapy to assume the mantle of leadership in the profession. The second aim is to provide a structure for developing scholarly forums that present cutting edge research and theory on marriage and family therapy to practitioners on an ongoing basis at the local, state, regional, national, and international level. The third aim is to recognize and promote the achievements of marriage and family therapy clinicians and scholars.</td>
</tr>
</tbody>
</table>
| **Membership**  
Chi Sigma Iota is open to all degree-seeking students in the Master of Arts in Counseling program or Master of Arts in Marriage and Family Therapy program at Regis. To become a member of CSI you must meet the following requirements:  
• Have completed a semester of course work at the graduate level  
• Maintain a GPA of 3.5 or higher  
• Participate on a Rho Upsilon Chi committee, in a service and/or advocacy project. | **Membership**  
Delta Kappa members must meet the following requirements:  
• Be students in an accredited marriage and family therapy program  
• Earned at least 12 credit hours  
• Have an average grade point average of 3.75 or higher |
| **How to Join**  
Please visit our website at: [www.csi-net.org/group/rho_upsilon_chи](http://www.csi-net.org/group/rho_upsilon_chи)  
Contact Dr. Huntington at jhunting@regis.edu or any executive officer at ruc.csi@gmail.com | **How to Join**  
Please visit our website at: [www.deltakappamft.org](http://www.deltakappamft.org)  
Contact Dr. Huntington at jhunting@regis.edu or any executive officer at deltakappakappamft@gmail.com |
| **Benefits of Membership**  
**Professionaism:** To develop your professional identity as a counselor or marriage and family therapist. Do not wait to involve yourself in your profession. People in the field recognize your membership as a mark of excellence that identifies you as exceptional.  
**Enrich your education:** Honor society membership can provide more insight into disciplines than can be gained through classroom experience alone. Honor society membership helps keep members current in their fields through publications and by means of local, state, regional, national and international meetings. Although this service may begin in graduate school it may continue beyond through our alumni program. This includes but is not limited to networking events, workshops, and advocacy events.  
**Recognition:** Recognition for the pursuit of personal excellence is a fundamental purpose of the Honor Societies. It is through the efforts of the individual members that the collective influence of the Society is realized. As a consequence, the Society seeks to identify and encourage all those who have made a commitment to excel in all that they do. |
Background Checks

In accordance with the ethical and legal demands of the fields of Counseling and Marriage and Family Therapy, students in the DCFT will be required to have a background check before enrolling in the program. It also is common practice for agencies and/or field placement sites to have policies requiring drug screening and/or criminal background checks for their employees, volunteers, and for students who are assigned to the facility. Therefore, students may be required to submit to another background check prior to Practicum or Internship.

Regis University will assist students with understanding and complying with the requirements. However, the responsibility for providing such information, and the associated costs, rests with the student and not with Regis University. Failure to submit to such testing or to provide such information as required as a condition of a clinical placement or internship may result in disqualification from further study at the University. Similarly, results from drug screening tests or criminal records may result in disqualification from further study at the University.

DISQUALIFYING OFFENSES

Convictions and deferred adjudications of the following offenses will automatically disqualify an applicant from admission to the MAC Program at Regis University:

- Crimes against persons (homicide, assaults, kidnapping, and unlawful sexual behavior) as defined in Title 18-3-101 through 18-3-405.5 C.R.S.
- Any crime of child abuse or incest, as defined in Title 18-6-401 and 18-6-301 C.R.S.
- Any act of domestic violence, as defined in Title 18-6-800.3 C.R.S.
- Any offense involving moral turpitude (prostitution, public lewdness, indecent exposure, etc.), unlawful sexual behavior as defined by Colorado law.
- Registered sex offenders.
- Any crimes of theft, burglary or robbery except misdemeanor shoplifting.
- Felony crimes of arson, criminal mischief, fraud or forgery.
- Any offense related to the unlawful possession, use, sale, manufacture, transfer or distribution of a schedule I, II, III, IV, or V controlled substance.
- Any offense related to the unlawful possession, use, sale, manufacture, transfer, or distribution or more than one ounce of marijuana or any amount of marijuana concentrate.
- Multiple DUI offenses or Driving with Ability Impaired (DWAI) offenses (The Admissions Committee will consider DUI and DWAI offenses on a case-by-case basis for review).

The University reserves the right to deny admission, services, continued enrollment and re-enrollment to any applicants, students or other persons whose personal history, medical history, background or behavior indicates that their presence in University facilities, programs, or activities, or use of University services would endanger themselves, the health, safety, welfare, well-being or property of the University, its employees, students, guests, or others, or would interfere with the orderly performance and conduct of the University’s or affiliated agencies’ functions.