

# PROFESSIONAL COUNSELING

## Master of Science in Clinical Mental Health Counseling (M.S.)

The Master of Science in Mental Health Counseling is a sixty-credit program designed to provide students with the courses necessary to sit for licensing to engage in practice as a Professional Counselor. Graduates are prepared to work within mental health treatment agencies and eventually to practice privately. Courses are designed to satisfy criteria prescribed by the New Jersey State Board of Professional Counselor Examiners. In addition, because this sixty-credit degree is a CACREP-accredited program in Clinical Mental Health Counseling, it may satisfy the educational requirements for counselor licensure in other states. However, it is the student's responsibility to ensure acceptability by any licensing agency. PC-505 Mental Health Counseling (3 cr.) must be taken during the first term of study.

## Programs Masters

- M.S. in Clinical Mental Health Counseling (<https://catalog.monmouth.edu/graduate-catalog/wayne-d-mcmurray-humanities-social-science/professional-counseling/clinical-mental-health-counseling-ms/>)

## Faculty

**David Ford**, Associate Professor and Chair (Graduate Faculty). B.A., M.A., Wake Forest University; Ph.D., Old Dominion University. Professional interests are Black Greek life; multicultural issues; college students; African American males in higher education; career counseling; addictions counseling; supervision; group work; qualitative research; the LGBTQQIA community; Intersectionality; and persons living with HIV/AIDS.  
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**Joanne Jodry**, Associate Professor and Mental Health Counseling Program Director (Graduate Faculty). M.A., Monmouth University; Ed.D., Argosy University; D.M.H., Drew University. Specializations in professional mental health counseling with primary clinical interests in women's issues throughout the life span, life crisis, and existential issues. Areas of research interest include the interplay of counseling and religion (through a world religion perspective); the impact of therapeutic relationships on the counselor; and integrating feminist concepts into counseling.  
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**Matthew Tozzi**, Assistant Professor (Graduate Faculty). B.A., Rowan University; M.A., The College of New Jersey; Ph.D., University of Florida.  
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## Courses

### PC-CPE Professional Counseling Comprehensive Examination

**Credits: None**

Prerequisite(s): Forty-eight credits in Professional Counseling including PC-505, PC-506, PC-512, PC-515, PC-523, PC-525, PC-529, PC-550, PC-570, PC-595, and PC-603

Co-requisite(s): PC-680

Term Offered: All Terms

Course Type(s): None

This is the Counselor Preparation Comprehensive Examination required to graduate from the Professional Counseling Program. Must be taken during the final term of study in the MS in Clinical Mental Health Counseling Program. Limited to Professional Counseling majors. This is a pass/fail course.

### PC-502 Ecotherapy: Counseling and the Natural World

**Credits: 3**

Term Offered: Fall Term

Course Type(s): None

Ecotherapy is defined as contact with nature as a method or element of counseling and addresses the critical fact that as humans we are interwoven with the natural world. Ecotherapists seek to develop and understand ways of expanding the emotional connection between clients and the natural world within the counseling context, thereby assisting individuals with developing sustainable lifestyles and remedying alienation from nature. Ecotherapy includes a wide range of techniques such as wilderness therapy, forest bathing, equine therapy, animal-assisted therapy, horticultural therapy, biophilic design and green therapy. Students in this course will obtain a firm understanding of the theoretical constructs of Ecosychology, demonstrate a model of EcoWellness, and obtain applicable skills in Ecotherapy.

### PC-504 Adventure Based Ecotherapy

**Credits: 3**

Prerequisite(s): PC-502 or instructor approval

Term Offered: Summer Term

Course Type(s): None

Ecotherapy is defined as contact with the natural world as a method or element of therapy and addresses the critical fact that as humans we are interwoven with the natural world. Based upon the tenets of ecotherapy, this class explores adventure based counseling (ABC). Adventure therapy is a type of experiential therapy that uses challenging adventure activities to aid the therapeutic healing process. Adventure therapy helps promote healthy identity development, self-efficacy, and a growth mindset. The class will be conducted outside and include experiences such as low and high ropes courses, rock-climbing and an immersive overnight outdoor expedition (rafting and/or backpacking). Preference will be given to students in the Ecotherapy certification.

### PC-505 Mental Health Counseling

**Credits: 3**

Term Offered: All Terms

Course Type(s): None

This course is an overview of the profession of counseling, its ethical standards, literature and professional organizations. It allows the student to understand the knowledge, skills, personal development and abilities required for success in the mental health counseling field. This class will assist students in formulating a concept of the profession that will allow them to enhance their growth and professional identity as a counselor. The students will learn about the current local, state and national opportunities in the field. This course must be taken during the first term of study.

**PC-506 Testing and Assessment in Counseling****Credits: 3**

Term Offered: All Terms

Course Type(s): None

This course provides students an overview of many facets of assessments for individuals, couples, families, and community. Students will learn the skills of administering, evaluating, and reporting many types of assessments. Statistical concepts including the essentialness for reliability and validity will be examined. Throughout the course, students will learn to implement ethical and culturally relevant strategies with counseling assessments.

**PC-510 Community Mental Health & Social Advocacy****Credits: 3**

Term Offered: All Terms

Course Type(s): None

This course is an overview of mental health counseling and addiction resources within the community. This social advocacy course reviews the spectrum of prevention, mental health and addiction intervention resources, overall community needs assessments, as well as, program implementation and evaluation for mental health and addiction services. Client and social advocacy, governmental policies, obtaining funding, and other aspects of the delivery of human services are explored. There is a particular focus on the management, social advocacy and ethical standards of administrative systems and clinical counseling services related to mental health and addiction programs.

**PC-512 Psychopathology & Psychopharmacology****Credits: 3**

Term Offered: All Terms

Course Type(s): None

This course offers an intensive exploration of current thinking regarding development, etiology, biological basis, classifications and diagnosis of atypical behavior. Areas of study include clinical presentations, differential diagnoses, and pharmacological treatments as well as evidence-based practices.

**PC-515 Human Development Through the Life Span****Credits: 3**

Term Offered: All Terms

Course Type(s): None

This course provides students with an overview of human development, with comprehensive coverage of all major developmental stages (prenatal period and infancy, childhood, adolescence, early adulthood, middle adulthood, and late adulthood) and focuses on both normal and abnormal physical, mental health and social development. Emphasis on the interaction of biological, psychological and sociological forces that influence human development.

**PC-516 Counseling and Sexuality****Credits: 3**

Term Offered: Spring Term

Course Type(s): None

Introduction to human sexuality and related issues that counselors may encounter in their work. Students will learn about normal and abnormal sexual functioning. Aims to desensitize students and provide introspection about diverse expression of sexuality; not designed to train students as sex therapists.

**PC-517 Counseling and Religion****Credits: 3**

Term Offered: All Terms

Course Type(s): None

Counseling and Religion will explore the world religions with a focus on the religions as they function in the U.S. in a multi-cultural context. This will give the student a basic understanding and respect for religious differences when counseling clients who have different religious values than the counselor. A historical perspective on the relationship between psychology and religion will be traced to contemporary practice. The student will be given the opportunity to develop a theory of how he or she would like to integrate his or her knowledge into his or her work as a counselor. Limited to Professional Counseling majors.

**PC-521 Spirituality and Counseling****Credits: 3**

Course Type(s): None

Students are given a basic understanding of philosophical and practical ways to integrate existential, mystical, or other inexplicable issues into the counseling process. The student will look at different spiritual practices with a respectful, multicultural lens. Spiritual practices will be viewed as possible psychological techniques, pathology and/or cognitive distortions. The student will be given the opportunity to develop a personal spiritual theory of how he or she would like to integrate or not integrate, spirituality into his or her work as a counselor. Limited to Professional Counseling majors.

**PC-522 Self-Exploration: Body, Mind, Spirit****Credits: 3**

Course Type(s): None

This experiential course will take the student through a self-exploration that will allow the student to explore the motivation, unconscious drives, anxieties, and spiritual and existential meaning that led him or her to be a counselor. It will explore many aspects of the personality, such as need for power/control and compassion, which will allow the student to become more fully aware. Limited to Professional Counseling majors.

**PC-523 Introduction to Counseling Skills****Credits: 3**

Term Offered: All Terms

Course Type(s): None

This course is designed for students to learn and practice basic interviewing and counseling skills, learn the process of mental health counseling from intake to termination, evaluate risk assessments, and conduct mental status examinations. The importance of the therapeutic relationship, the influence of power and privilege with clients, and the counselor's self-development will also be emphasized.

**PC-524 Counseling Children and Adolescents: Theories and Techniques****Credits: 3**

Term Offered: All Terms

Course Type(s): None

An exploration of psychotherapeutic counseling theories and techniques used with children and adolescents within the developmental psychopathological framework. Focus on applications in counseling agencies as well as residential and educational settings. Limited to Professional Counseling majors.

**PC-525 Theories of Counseling****Credits: 3**

Term Offered: All Terms

Course Type(s): None

This course offers the mental health counseling student an understanding of historical and current core theoretical knowledge in counseling theories to inform conceptualization and best practices. The course includes a comprehensive exploration of affective, behavioral, and cognitive theories. Students will be expected to begin to develop a personal model of counseling based in theory that will be used in their field placements and to inform their future careers.

<p><b>PC-526 Case Conceptualization &amp; Advanced Techniques</b>      <b>Credits: 3</b>  Prerequisite(s): PC-505, PC-512, PC-523, and PC-525  Term Offered: All Terms  Course Type(s): None  This course allows the student to practice all aspects of case conceptualization while also developing advanced counseling techniques. Students will enter this class with the basic understanding of counseling theories, assessment, and psychopathology. Advanced techniques and approaches for counseling theories and differential diagnosis will be reviewed and practiced. With cultural sensitivity, students will be able to identify why and how an intervention is chosen based in theory. Students will demonstrate use of skills in person as well as telehealth.</p>	<p><b>PC-540 Introduction to Alcohol and Drug Abuse</b>      <b>Credits: 3</b>  Term Offered: All Terms  Course Type(s): None  This course will offer an overview of historical and current models of addiction: medical, socio-cultural, familial, and psychological. The student will learn the definitions and descriptions associated with addictions and be able to give diagnostic impressions and understand their implications. There will also be an overview of best practices and evidence-based treatment approaches.</p>
<p><b>PC-528 Family Counseling: Theory and Technique</b>      <b>Credits: 3</b>  Prerequisite(s): PC-525  Course Type(s): None  Enables students to examine the historical development, theoretical foundations, and contemporary conceptual directions in the field of family counseling. Clinical concerns are interwoven with theoretical literature and counseling techniques. Limited to Professional Counseling majors.</p>	<p><b>PC-542 Treatment of Alcohol and Drug Abuse</b>      <b>Credits: 3</b>  Prerequisite(s): PC-540  Term Offered: All Terms  Course Type(s): None  An examination of various treatment models within the alcohol and drug treatment field. The basics of individual, group, family, and couples counseling with alcoholic and addicted patients. Provides specific counseling techniques. This course can be used toward the Substance Awareness Coordinator Certificate.</p>
<p><b>PC-529 Multicultural Counseling</b>      <b>Credits: 3</b>  Term Offered: All Terms  Course Type(s): None  This course will examine the impact of culture, societal norms, and the influence that power and privilege have on the client and the therapeutic process. Theories and models of multicultural counseling and social justice will be studied. The counseling students will examine their own cultural identity development, worldviews and biases in order to raise personal awareness and understand potential impact on clients. Methods of advocacy will also be emphasized.</p>	<p><b>PC-544 Advanced Alcohol and Drug Counseling</b>      <b>Credits: 3</b>  Prerequisite(s): PC-540 and PC-542  Term Offered: All Terms  Course Type(s): None  Covers advanced topics that are introduced in PC-542 and is therefore dedicated to addiction counselor skill building. Advanced topics include skill building in areas of counselor ethics, motivational interviewing and motivational enhancement skills, group counseling skills, community and professional skills, counseling skills needed to work effectively with individuals impacted by HIV/AIDS, and counseling skills needed to work with those impacted by gambling addictions and clinical supervision skills. Limited to Professional Counseling majors.</p>
<p><b>PC-530 Crisis Intervention &amp; Trauma</b>      <b>Credits: 3</b>  Term Offered: All Terms  Course Type(s): None  This course reviews crisis intervention theories, techniques, and applications, as well most current trauma theories and best practice.</p>	<p><b>PC-546 Substance Awareness in the Schools</b>      <b>Credits: 3</b>  Prerequisite(s): PC-540  Term Offered: All Terms  Course Type(s): None  A comprehensive study of the role of the Substance Awareness Coordinator in the schools K-12. The areas that will be included for study will be a review of research-based awareness and prevention programs as related to Alcohol, Tobacco, and Other Drug (ATOD) as seen in the school systems. School law, regulations, and policies, as it relates to substance abuse in the schools, as well as how well/consistent it is followed based on the school culture and the dynamics in a particular district. Prevention and advocacy will be emphasized as a large part of the SAC position, as well as learning to work within the school culture. Curriculum planning and staff education and development in chemical health will be an essential part of the course. Negotiating the systems to maximize potential of the SAC position will be the main focus. Limited to Professional Counseling majors.</p>
<p><b>PC-532 Counseling for Grief and Loss</b>      <b>Credits: 3</b>  Prerequisite(s): PC-525  Course Type(s): None  Reviews the relevant knowledge and skill base needed to counsel individuals and families coping with a range of loss experiences including death, dying and bereavement. The grief process and factors relevant to work with grieving children, adolescents and adults are covered, and the assessment of complicated grief reactions and counselor's roles and tasks in facilitating the grief process are considered.</p>	<p><b>PC-550 Group Counseling</b>      <b>Credits: 3</b>  Prerequisite(s): PC-505 and PC-523  Term Offered: All Terms  Course Type(s): None  This didactic and experiential course introduces students to group dynamics and theories/techniques of group counseling. Didactic component reviews, group counseling theories/techniques, stages in group development, and salient characteristics of effective group facilitators. Experiential component facilitates understanding of one's own personality, biases and impact upon others in professional interactions. Legal and ethical issues relevant to group counseling are also examined.</p>
<p><b>PC-533 Couples Counseling</b>      <b>Credits: 3</b>  Prerequisite(s): PC-525  Term Offered: All Terms  Course Type(s): None  Students are provided with an overview of the historical development, theoretical framework, and conceptual directions in the field of marriage and couples counseling. Also provides students with methods of marital/couples assessment and counseling techniques related to various clinical issues that are often encountered in counseling settings. Limited to Professional Counseling majors.</p>	

**PC-570 Career Counseling****Credits: 3**

Term Offered: All Terms

Course Type(s): None

This course instructs students about the influence of career counseling and the counseling profession and forms the historical basis of the profession's emphasis on human development, decision-making, and assessment. Career theories, life-span development, and assessment instruments used in career counseling are reviewed. Strategies for assisting clients in finding satisfactory interrelationship between work and other aspects of their life is emphasized with gender and cultural sensitivity.

**PC-595 Professional Counseling Practicum****Credits: 3**

Prerequisite(s): PC-505, PC-512, PC-525, PC-526, PC-540, and PC-550 all passed with a grade of C+ or higher and PC-523 passed with a grade of B or higher

Term Offered: All Terms

Course Type(s): None

This course will allow students to integrate theory and practice in the counseling profession through a field placement practicum. In addition to the requirement of 100 hours of supervised field service in an approved counseling agency, students also attend class each week which consists of group supervision. During class the students also review relevant professional, ethical and legal issues in counseling (for example assessment procedures, treatment planning, best empirically proven interventions, confidentiality, etc.).

**PC-598 Special Topics in Professional Counseling****Credits: 3**

Term Offered: All Terms

Course Type(s): None

The subject matter varies with the interest of the students and the professor teaching the course. The exact nature of the topic covered in any given semester is indicated in the student's transcript. Limited to Professional Counseling majors only. If a prerequisite is required it will be announced in the course schedule.

**PC-599 Independent Study in Professional Counseling****Credits: 1-3**

Term Offered: All Terms

Course Type(s): None

Reading and research leading to significant written work under the direction of a faculty member. Limited to Professional Counseling majors only. Prior permission of the directing professor and department chair is required to take this course.

**PC-603 Research Methods in Counseling****Credits: 3**

Term Offered: All Terms

Course Type(s): None

This course includes techniques for assessing quality research and evidence-based practices in mental health counseling. Course topics include reviewing academic and other literature, hypothesis generation, naturalistic observation, survey, interview procedures, and experimental methods. Students learn to identify and conduct different types of research that will inform their future careers as professional counselors.

**PC-650 Transformational Travel for Counselors****Credits: 3**

Course Type(s): None

This course will allow the graduate professional counseling student to grow through an international experience personally and professionally. These various cultural experiences will allow the student to develop through service learning, multicultural immersion, and spiritual contemplations. The student will understand the political, religious, and traditional cultural values that interact with the human condition of psychic suffering and healing. This course intends to be a transformational experience to aid students decide their future worldviews and professional posture moving forward in their counseling careers. Students must apply to be in this elective class. Application process includes: 1) Attending information session; 2) Application through Global Education; 3) Essay of intention; 4) Possible interview. Students will be picked from this application process.

**PC-651 International Multicultural Experience****Credits: 3**

Prerequisite(s): Take PC-650

Course Type(s): None

This course will allow the graduate professional counseling student to further grow on a personal, professional, and existential level during a 2nd international experience. While experiencing this culture for a second time, the counseling student will be able to take their understanding of different cultures to another level by adding a leadership role to their experience and counseling skills. These various cultural leadership experiences will allow the student to grow through service learning, multicultural involvements, and spiritual journeys. The student will have international leadership experiences with peers while leading the students from the Transformational Travel in their growth processes. This course will require an application that will include: 1) Meeting with Professor to understand requirements; 2) application through Global Education; 3) Essay to discuss intention of the trip. The students will be picked through this application process.

**PC-672 Advanced Theory in Play Therapy****Credits: 3**

Term Offered: All Terms

Course Type(s): OL

Provides an in-depth understanding of the history and theories of play therapy. Emphasis is placed on the understanding of the roles of therapists and parents through the play process. Diversity and multicultural considerations for theoretical perspectives are highlighted. Also listed as EDC-672 and SW-672.

**PC-673 Advanced Techniques in Play Therapy****Credits: 3**

Term Offered: All Terms

Course Type(s): HY

Provides students with the opportunity to develop techniques and methods of play therapy. Emphasis is placed on working with children, adolescents, and adults through individual, group, and family play therapy. Major topics include group play therapy, family play therapy, short-term play therapy, and sand tray/sand play therapy. Additionally, diversity and multicultural considerations are highlighted. Also listed as EDC-673 and SW-673.

**PC-674 Play Therapy for Children at Risk****Credits: 3**

Term Offered: All Terms

Course Type(s): OL

Focus is on play therapy with vulnerable and high-risk children. Emphasis on working with children, adolescents, and adults using play therapy in trauma and crisis situations are highlighted. Special attention is given to social issues that can lead to or exacerbate trauma or crisis. Also listed as EDC-674 and SW-674.



**PC-680 Clinical Internship in Professional Counseling Credits: 3**

Prerequisite(s): PC-540 and PC-595

Term Offered: All Terms

Course Type(s): None

Designed to provide students intensive experience where they can integrate their academic learning during clinical experience. In addition to the requirement of 300 hours of supervised field service in an approved counseling agency, they also attend class each week. The weekly class consists of group supervision and a review of relevant professional, ethical and legal issues in counseling (for example assessment procedures, treatment planning, best empirically proven interventions, confidentiality, etc.). Limited to Professional Counseling majors who have completed at least thirty graduate credits. This is a pass/fail course. Registration is by special application, requiring the signature of the advisor and the Field Placement Coordinator.

**PC-699 Independent Study in Professional Counseling Credits: 3**

Term Offered: All Terms

Course Type(s): None

Provides students with the opportunity to develop techniques and methods of play therapy. Emphasis is placed on working with children, adolescents, and adults through individual, group, and family play therapy. Major topics include group play therapy, family play therapy, short term play therapy, and sand tray/sand play therapy. Additionally, diversity and multicultural considerations are highlighted.

## Policies

**Minimum Academic Standing**

Graduate students are required to maintain a cumulative grade point average (GPA) of 3.0 or better. Students who fail to maintain a minimum GPA of 3.0, or who accumulate as many as six credits of, "C+", "C", or "C-" or three credits of an "F" grade will be subject to review by the Academic Standards and Review Committee. Under no circumstances will more than six credits of "C+", "C" and "C-" grades accumulate toward degree credit. Students will not receive their degrees until all the policies on the number of "C" grades and GPA are met. Students must achieve a final grade above a "B" in PC 505, PC 523, PC 526, PC 529 and PC 550, or they must repeat the course and achieve a minimum of a "B" to move on in the program.

**Academic or Non-Academic Dismissal**

A student shall become subject to dismissal for any of the following conditions:

- 1) For failing to earn in three continuous semesters a cumulative grade point average of at least 3.0.
- 2) For accumulating nine credits of "C+", "C" and "C-".
- 3) For accumulating six credits of "F", or three credits of "F" and three credits of "B-", "C+", "C" and "C-".
- 4) For excessive course withdrawals. A student is considered to have withdrawn excessively if credits for those courses in which "W" grades have been received total more than 25% of the total number of credits attempted at Monmouth University. This policy affects all students after they have attempted at least 12 credits at Monmouth University.
- 5) For serious professional/ethical misconduct.
- 6) For failure to successfully implement the recommendations of the department's Professional Development Committee, or when

implementing the recommendations of the department's Professional Development Committee did not sufficiently resolve the original problem.

**Professional Development Process**

Counselor education programs are mandated to monitor the development of counseling students. The primary source for this mandate is the American Counseling Association's (ACA; 2014) *ACA Code of Ethics*. Section F.9.b of the *ACA Code of Ethics* states that counselor educators are to consistently monitor and address student deficiencies significant enough to impair their ability to provide counseling (ACA, 2014). Additionally, programs accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) must carry out comprehensive appraisals of student performance (CACREP 2009). Faculty who identify a student who is experiencing academic and/or non-academic concerns may refer that student to the department's Professional Development Committee. The Professional Development Committee (PDC) consists of three faculty members and is designed to assist students who are experiencing academic and/or non-academic difficulties through the implementation of a professional development plan agreement. Students are bound by this agreement, and failure to implement the agreement may result in dismissal from the program.

**Non-Academic Performance Requirements**

Students are also expected to meet various non-academic performance requirements. These include abiding by the code of behavior of the University (for example rules and policies regarding plagiarism, sexual harassment etc.), as well as the Ethical Code of the American Counseling Association. Violations of these codes, or poor fit with the skills and characteristics required for the counseling profession (provided in the Program Goals and Objectives ) can result in disciplinary action with consequences up to and including dismissal from the program. It is the responsibility of the students to familiarize themselves with these codes of behavior.

**Objectives**

To carry out its mission, the department has specified a set of objectives that are implemented through its programs.

**A. Personal Qualities**

- (1) Self-awareness, self-acceptance, self-objectivity
- (2) Empathy, other esteem, unconditional positive regard for others
- (3) Personal congruence/authenticity
- (4) Ability to interact constructively with diverse peoples
- (5) Personal commitment to professional ethical standards
- (6) Constructive professional relationships
- (7) Commitment to multicultural dimensions and identities
- (8) Respect for the dignity and worth of others
- (9) Maturity, open-mindedness, and receptivity to feedback
- (10) Commitment to personal and professional growth

**B. Understandings**

- (1) Development processes – typical and atypical
- (2) Personality and adjustment processes – adaptive and maladaptive

- (3) Diagnostic proficiency
- (4) Counseling processes – individual, group, and family
- (5) Group dynamics
- (6) Measurement and evaluation
- (7) Research methodology
- (8) Career development
- (9) Professional, ethical, and legal aspects of counseling
- (10) Multicultural and social justice issues

**C. Skills**

- (1) Interviewing techniques
- (2) Test administration and interpretation
- (3) Case conceptualization and communication
- (4) Individual counseling techniques
- (5) Group counseling techniques
- (6) Crisis and trauma interventions
- (7) Evaluating and using research findings
- (8) Responding to supervision and consultation
- (9) Understanding of biological-psychological-social interpretations
- (10) Diagnostic skills
- (11) Intra/inter personal skills

**Counselor Preparation Comprehensive Examination (CPCE)**

Students in the MS program must pass the CPCE to be able to graduate from the program. The CPCE was developed by the National Board for Certified Counselors (NBCC) and is used by the Professional Counseling department as an exit requirement for students to obtain their MS degree. Because the CPCE examines the same eight content areas as the National Counselor Exam (NCE), the CPCE also serves to prepare students for the NCE. The CPCE has 160 questions, with 20 questions in each of the eight content areas.

The CPCE is administered on the fourth Saturday after the start of classes every semester. Students are encouraged to begin preparing for the CPCE well in advance of the planned examination date.

Students are required to take the CPCE in their last semester of study as a capstone exam, and students must have completed a minimum of 48 credits prior to taking the CPCE. Students have a **maximum of three attempts** to pass the CPCE to graduate from the program. The CPCE is administered via computer, and students requiring accommodations must consult with the Department of Disability Services (DDS).

A student will have a maximum of three attempts to pass the CPCE. In the rare instance that a student fails the CPCE on the third attempt, the student will not graduate that semester. In consultation with the Department Chair, it may be determined if it is appropriate to develop a comprehensive plan (based on the results of the failed CPCE) that will enable the student to demonstrate mastery of the CORE material. If the Department Chair determines such a plan is appropriate, the

student must complete an independent study the next semester. The assignments and assessments of mastery are at the discretion of the faculty serving on the independent study and must be completed to the satisfaction of the faculty member and the Department Chair. Incomplete assignments in the timeframe given or unsatisfactory work that does not prove mastery may result in a termination from the program without graduation.