

M.A. Counseling Program Student Handbook

Spring 2021

**Department of Counseling
College of Education and Human Services
Montclair State University**

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Dear Counseling Students:

Congratulations and a warm welcome on your acceptance to the M.A. Counseling Program at Montclair State University! We are pleased that you have decided to pursue your education with us, and we are committed to helping you make this experience both professionally and personally rewarding.

Hopefully your time here at Montclair State will be a journey filled with personal and professional growth. This is just the first step in what will hopefully be a life-long pursuit of greater awareness, knowledge, and skills. The focus you place on your training during your tenure with us will be a beginning in your development as a professional counselor.

Graduate school is a wonderful time to meet individuals that can play an important part in your time here and beyond. We ask that you take the time to get to know your advisor, other faculty, and staff as we all will play an integral role in your education. Additionally, your colleagues within the program will become an important part of your education and we hope that you build lasting relationships in the Counseling Program and the Counseling Profession.

The information in this handbook is your responsibility. Please have a good understanding of what is in the handbook. We recommend that you retain this Handbook as a reference guide throughout your enrollment. You are also urged to maintain a file copy of the various forms and documents you submit as you progress through your program. Also note, the policies and procedures in the Handbook are subject to change during your time in the Program. Any updates to the Handbook will be shared via the Department website, listserv, and Canvas. In addition, the most recent edition of the Handbook will be posted on our [Program website](#) each semester and any time there is an update.

Basic program requirements and policies delineated in this guide will apply throughout your program and you are responsible for knowing and abiding by these. While we have made every attempt to include the most current information in this handbook, you are expected to keep yourself informed of any procedural changes that may be instituted since the date of your original admission. The Graduate School rules and regulations appear in the Graduate School Catalog as well as on the [Graduate School website](#). Also, when you are ready to file a particular form that is generated by the University, please obtain and print the most current copy of the forms, which can be obtained from the Registrar's website or the Graduate School's website.

Again, we are pleased that you have decided to join our learning community! We look forward to working with you.

With Warm Regards,

Department of Counseling Faculty and Staff

PROGRAM INTRODUCTION

The M.A. Counseling Programs at Montclair State University (MSU) are part of the Counseling Department (COUN), which is housed within the College of Education and Human Services (CEHS). Important personnel for you to know are:

Dean, CEHS: [Dr. Tamara Lucas](#)

Acting Chair, CEL: [Dr. Dana Heller Levitt](#)

Counseling Program Coordinators: [Drs. Muninder Kaur Ahluwalia](#) and [W. Matthew Shurts](#)

Department Administrator: Ms. [Lucille Gesualdi](#)

Clinical Specialist: Ms. [Kathleen Mangano](#)

Clinical Specialist: Ms. [Juliana Natiello](#)

Clinical Specialist: Ms. [Lisa Ellis](#)

Department Secretary: Ms. [Mary Andreoli](#)

The Department grants both master's and doctoral degrees in Counseling. In the [M.A. Counseling Programs](#), students are prepared to work with diverse populations of all ages in the following four areas: [Addictions Counseling](#), [Clinical Mental Health Counseling](#), [School Counseling](#), and [Student Affairs/Higher Education](#). The Council for the Accreditation of Counseling and Related Educational Programs (CACREP) is the primary accrediting body of the counseling profession. The curricula for our accredited programs follow the rigorous standards CACREP sets forth for quality counselor preparation. Our PhD in Counseling program and our M.A. program concentrations in Addictions Counseling, Clinical Mental Health Counseling, and School Counseling are CACREP-accredited.

The M.A. Counseling Programs include the following areas: core courses common to all concentrations; specialty courses which vary by concentration; a Practicum (3 SH), and one (1) or two (2) semesters of Internship (3-6 SH). Students must successfully complete a comprehensive examination. Specific programs of study can be reviewed in the appendices of the handbook.

In addition to offering master's and doctoral degrees, the department offers two post-master's programs for professional development; the [Advanced Counseling Certificate](#) to gain the requirements for [New Jersey Licensed Professional Counselor \(LAC/LPC\)](#), and the [School Counseling Certificate](#) leading directly toward [New Jersey State School Counselor Certification](#). The Counseling Program offers two additional certificate programs: [Student Assistance Coordinator Certification \(SAC, Post-Masters\)](#) and the [Certified Alcohol and Drug Counselor \(CADC\) Certificate](#).

[The Ph.D. in Counseling](#) prepares culturally responsive scholars, faculty, advanced practitioners, clinical supervisors, consultants, directors of counseling services in mental health and educational settings, and social justice counseling advocates to be leaders in maximizing the mental health and quality of life for individuals, families, communities, and educational organizations.

STATEMENT OF PHILOSOPHY

The Counseling Department acknowledges an obligation both to the students who will pursue professional preparation as counselors in a wider variety of settings and to the larger public who are served by our graduates.

We subscribe to a belief in the inherent worth and dignity of each person; the need to develop throughout the lifespan toward a greater sense of self-realization; a commitment to serving a diverse society; a commitment of service to others both for the prevention and remediation of life's problems; and the pursuit of the highest standards of excellence in the counseling profession.

We believe that only through commitment, service, and excellence can we make a difference to our students. Similarly, through these same qualities, our students can make a difference to the larger public they will serve. We believe that each individual can make a difference, and because of that potential, each of us shares a responsibility to our clients, our communities, and society to work toward the betterment of human life as we know it.

MISSION STATEMENT

The mission of the Counseling Department is to provide graduate education fostering professional behavior in counselors. Clients and students of all ages need assistance in developing skills in critical thinking, decision-making, and human relations. Qualified and trained professionals in counseling must possess a variety of skills, competencies, and insights in order to help students, clients, and colleagues function successfully, and establish positive collaborative relationships.

Specifically, the M.A. Counseling Programs focus on providing opportunities for professionals to develop skills and competencies in a variety of settings and areas to include: school counseling, individual/group clinical mental health counseling, student services in higher education, and addictions counseling. The Counseling Program is committed to preparing professionals who:

1. Apply critical thinking approaches and skills to their respective disciplines and exhibit both theoretical and practical application of these approaches and skills in their professional fields.
2. Use critical thinking to make sound, responsible judgments and decisions in working with clients, students, and other professionals in their respective fields.
3. Act with sound ethical principles when carrying out the role of counselor in each of the three areas, keeping in mind the key responsibility this professional has toward student and client.
4. Function as responsible professionals in their specialty field, seeking to promote the best interests of the clients and students to whom they serve.
5. Display an understanding of the political and social environment and the professional and personal roles each citizen must play in order to ensure that society remains a free and open democracy.
6. Commit to a professional life that will enhance the lives of others.
7. Engage in self-renewal and encourage others in the profession to seek careers devoted to the advancement of the principles and standards of their respective fields of interest.

COUNSELING PROGRAM OBJECTIVES

In the M.A. Counseling Programs, courses and fieldwork experience are designed to assist graduate students seeking positions in agencies, schools, corporations, and nonprofit organizations to :

1. Demonstrate the meaning and significance of fundamental counseling concepts, principles and theories.
2. Interact effectively with others (colleagues, parents, clients, students, and administrators).
3. Analyze individual behavior within group structures.
4. Interpret research and measurement results in light of social and psychological factors.
5. Interview and counseling on an individual basis.
6. Relate theories and principles of group dynamics, group practices, and facilitative skills to professional practice.
7. Assess the professional abilities and limitations, professionally and personally.
8. Write professionally and effectively (e.g. research proposals/reports, case studies).
9. Infuse and integrate diversity into professional practice to meet the needs of a pluralistic society.

Along with these objectives, the Counseling Program works with graduate students with respect to developing qualities outlined in the “Portrait of a Counselor” described below.

PORTRAIT OF A COUNSELOR

MSU’s M.A. Counseling Programs are committed to the training and development of professional counselors who actively engage in reflective, ethical, and culturally competent counseling practice that promotes the highest levels of personal growth, empowerment, and effectiveness in individuals, families, groups, and communities.

The “Portrait of a Counselor” outlined below is a model toward which students in the Program strive. The Program faculty is committed to the development of counselors who exemplify the attributes reflected in this portrait. Competent, professional counselors who:

- a) Conduct ongoing inquiries into the nature of counseling, learn about new developments, and reflect upon their own personal development and professional practice.
- b) Believe in the worth and potential for change of all persons and strive to ensure equal opportunities for all clients.
- c) Possess the literacy, critical thinking, and technological skills associated with the concept of an educated counseling professional and are committed to lifelong learning. They speak and write English fluently, communicate effectively, and possess the critical thinking skills needed to competently analyze and contribute to the professional literature.
- d) Have content knowledge of the theories, concepts, purposes and processes associated with counseling.
- e) Understand the effects of human development on the personal, social, and emotional growth of people and are committed to providing a nurturing, caring and accepting therapeutic environment for all clients.
- f) Possess the skills and attitudes necessary to establish and maintain a counseling environment that fosters trust, empowerment, and self-efficacy.

- g) Understand and are committed to moral, ethical, legal, and enculturation responsibilities within a democratic society.
- h) Model respect for individual and cultural differences and an appreciation of the basic worth of each individual. They select counseling interventions with sensitivity to issues of class, gender, race, ethnicity, sexual orientation, age, ability, and work to foster an appreciation of diversity among clients and colleagues.
- i) Possess the interpersonal skills and dispositions to work cooperatively with colleagues and to serve the community.
- j) Are committed to on-going supervision of and consultation about their practice throughout their professional careers.
- k) Are committed to and bound by the codes of ethics and standards of practice as put forth by the American Counseling Association and state regulatory agencies.

** Modified from "Portrait of a Teacher" developed by the Admissions and Retention Subcommittee of the Teacher Education Policy Committee, Montclair State University, Montclair, NJ.*

ACADEMIC TOOLS

Several websites are frequently used in the MSU student community. The following are some resources that are specific to graduate students and will be most commonly referred to throughout the duration of the program:

1. [The Graduate School Policy Manual](#)
2. [Academic Policies, Procedures and Guidelines](#)
3. [Forms](#)
4. [NEST](#)
5. [Canvas](#)

NEST (Network Engagement and Student/Staff Transactions)

[NEST](#) (Network Engagement and Student/Staff Transactions) is the primary web gateway for student and faculty/staff self-service. NEST provides single-sign-on access to many current and upcoming products including Self-Service Banner (SSB). Students should visit NEST frequently to check registration status, course schedules, academic standing, and financial accounts. A few important tasks you're able to do via NEST are:

1. Update personal and emergency contact information through the product Self Service Banner (SSB).
2. Review financial aid information:
3. View important announcements and news, including regarding registration
4. Access through web links in the top navigation section: Gmail, Canvas, Library website, University Directory

Canvas

[Canvas](#) is Montclair State University's learning management system (LMS). Canvas is a tool that allows students to manage their courses as well as interact with classmates and instructors. In the case of hybrid courses, Canvas will be used to supplement the days class does not meet, and Canvas also can be used for fully online instruction. It provides for dynamic interaction across features and easily integrates

multimedia technologies and social media applications. The user-interface design of Canvas is much simpler and more user-friendly, which reduces the learning curve for both faculty and students.

Technology Training and Support

To assist the University's faculty, staff, and student users successfully utilize Canvas and other programs, Information Technology's Technology Training and Integration Group (IT-TT&I) provides a set of [training classes/workshops](#), which include face-to-face, online and evening classes.

Additional Sites of Interest

1. [The Department of Counseling](#)
2. [American Counseling Association \(ACA\)](#)
3. [College of Education and Human Services](#)
4. [Harry A. Sprague Library](#)
5. [MSU Graduate Catalog](#)
6. [MSU website](#)
7. [Office of Graduate Admissions and Support Services](#)
8. [Student Services](#)

THE GRADUATE COUNSELING PROGRAM

The M.A. Counseling Programs prepare students to become multiculturally competent social justice counselors and advocates for work with diverse populations in a variety of settings. The concentration you choose upon entering the program indicates your population of interest within the counseling profession. The following is a brief description of each of the concentrations:

- The [Addictions Counseling](#) concentration prepares students to work as substance abuse counselors with populations who are in recovery for various addictions. Graduates are employed in addictions facilities, transition homes, in- and out-patient treatment centers, and other community facilities. The program meets the educational requirements for the Licensed Clinical Alcohol and Drug Counselor (LCDAC) and the Licensed Professional Counselor (LPC) credentials.
- The [Clinical Mental Health Counseling](#) concentration prepares students to work in multiple community-based settings, including inpatient and outpatient clinical mental health facilities, hospitals, community service agencies, and private practice. Graduates work in the settings listed above and with special issues such as family and couples work, eating disorders, mental health transition, and other related issues of developmental challenges. The program meets the academic requirements for initial counselor licensure (Licensed Associate Counselor, LAC) and eventually towards an independent license (Licensed Professional Counselor, LPC).
- The [School Counseling](#) concentration prepares students to work as school counselors, formerly referred to as guidance counselors, in pre-K-12 settings in both public and private schools. The program prepares students to work across grade levels and with diverse student populations. We teach students about comprehensive school counseling programs consistent with the American School Counselor Association (ASCA) National Model. Upon completion of the program, students are eligible for school counselor certification in New Jersey, a required credential for the profession.

- The [Student Affairs in Higher Education](#) concentration prepares professionals to work on college campuses in several student services capacities. Graduates work in career services, student affairs, academic advising, student activities, mediation, international programs, and other student-focused offices. The program has a strong emphasis on a counseling foundation to prepare professionals who maintain a developmental approach to their work with college/university students. There are no state licenses or certifications specific to this concentration.
- [Certificate programs](#) provide courses, meeting the requirements for state and/or national certification or for professional development opportunities.

PATH TO DEGREE: PROGRESSING THROUGH THE MASTER'S PROGRAM

Advising

After acceptance into the program, all counseling students will be assigned an advisor. Students should set up an appointment with their advisor in their first semester of classes. Your advisor will serve as a mentor throughout your graduate work at MSU. Your advisor will help you with your program of study to ensure that prerequisites and course sequencing are adhered to, discuss your development as a counselor, assist in any problems you may encounter, and guide your understanding of the profession beyond the classroom. Your welcome letter from the Program included the name and contact information of your advisor. If you are unsure of whom you have been assigned as an advisor, please contact the Department Administrator or Program Associate. **It is your responsibility to contact (usually at least once per semester) your assigned advisor regarding courses to be taken and overall progress in the program.**

Registering for Courses

During the first semester in the program, we recommend that students register for any of our core courses, such as COUN 552: Introduction to Professional and Ethical Issues*, COUN 577 (except for students in the Student Affairs/Higher Education concentration): Counseling Theories, COUN 588: Counseling Techniques, or EDFD 503: Methods of Research. If any of these courses are unavailable, we recommend registering for foundational counseling classes with no pre-requisites, such as COUN 595: Multicultural Counseling, or COUN 531: Counseling Across the Lifespan. If starting in the summer, we typically recommend only taking one (maximum of two) classes, regardless of student status, due to the condensed workload the Summer Sessions.

Students who plan on attending full-time starting in the Fall or Spring semester need to register for a minimum of three courses (9 credits) with a maximum of four courses (12 credits). We strongly recommend that new students take no more than three courses if they plan on attending full-time because of the focus on independent learning and increased workload as compared to undergraduate classes. If a student would like to take more than three courses, it's imperative that they meet with their assigned advisor to discuss their program of study. Students who plan on attending part-time need to register for a minimum of one course (3 credits) with a maximum of two courses (6 credits). Students can switch from full to part time or vice versa at any time, and there is no required paperwork. However, students should inform their advisor of such a change.

The Program reserves the right to reduce the course load of any student who registers for more than the above maximum credit hours without course overload approval. In addition, students' course loads

are subject to advisors and/or Graduate Program Coordinator (GPC) approval. Students can have their maximum course load limits reduced below the guidelines provided above, if such actions are deemed appropriate by the student's advisor and/or the GPC.

General Notes

- Holds: Check [NEST](#) to see if you have a hold on your account. You must resolve holds before you can register (e.g., if your [immunization records](#) are not up to date, have a balance due).
- Prerequisite Courses: Check to see if there are prerequisites for courses. Do not request a permit to override prerequisites; they will not be given.
- Restrictions: Some courses in the Counseling Department are restricted to students in certain concentration areas. Check for restrictions and pre-requisites by clicking on the link "View Catalog Entry" under the course listing in NEST.
- **Practicum and Internship:** You need a permit to enroll in any section of COUN 624, 654, or 674. The **Clinical Coordinator** is responsible for this permit process and will advise you of the procedure.
- Register as soon as possible to increase the likelihood of getting into preferred courses/sections.

Closed Classes/No Wait Lists

- If you are closed out of a class, please e-mail our [Department Administrator](#) and Department Secretary, so we can track the number of students interested in closed courses (and copy your advisor on the message). Although we do not keep formal waitlists, if there is enough demand, we can sometimes open additional sections.
- Do **NOT** email the instructor of the course.

Requesting Permits*

Unless otherwise instructed, send an email to the Department Administrator and the Department Secretary and the appropriate person noted below as well as your advisor:

- Copy [Dr. Shurts](#) (shurtsm@montclair.edu) about the following courses: COUN 539, 540, 590, 591, 604, 605, 640, 652, 666, 668, and HLTH 511.
- Copy [Dr. Ahluwalia](#) (ahluwaliam@montclair.edu) about the following courses: COUN 583, 586, and 589.
- Copy [Professor Ellis](#) (ellisli@montclair.edu) if you are in our CADC or SAC programs.
- Copy [Dr. Levitt](#) (levitttd@montclair.edu) if you are in our Advanced Counseling or Postmaster's School programs.
- Students do NOT need to request a permit for a course that is required or is an approved elective in their concentration area.

Permits for Other Departments.

To take a course listed on your Program of Study from another Department, once your registration window opens, please e-mail your name, CWID, desired course name, course # and section, and CRN# to the appropriate contact below:

- PSYC – [Jen Wilenta](#)
- SPED - <https://forms.gle/4kM3ZPoTtTqUkE3q6>
- HLTH 511— phpermit@montclair.edu
- EDFD - [Brenda Godbolt](#)
- Student Affairs Courses (ELAD520, ELAD670) – [Sherlene Ayala](#)

- CHAD permits - Nathaniel Aker - akern@montclair.edu

Student Timeline

1. Full acceptance as a graduate student in the Counseling Program.
2. Register for your first semester of classes. Refer to your welcome letter and consult with our Program Associate to determine appropriate initial coursework.
3. Attend the New Student Orientation during your first semester of classes (unless enrolled in summer session; then attend the fall orientation).
4. Meet with your advisor and review your program of study in your first semester.
5. Later in your Program, with advisor's approval, contact the Clinical Coordinator for permission to attend the Practicum Orientation one semester prior to when you intend to begin your fieldwork (Practicum).
6. After attending the Practicum Orientation, secure a placement for practicum before the deadline date established by the Clinical Coordinator. You must have all required paperwork submitted to the Clinical Coordinator, including the Placement Site Agreement, to receive a permit to enroll in Practicum.
7. Contact the Clinical Coordinator for permission to attend the Internship Orientation one semester prior to when you intend to begin your internship.
8. The semester prior to Internship I, attend the Internship Orientation meeting. After attending the Internship Orientation, secure a placement for internship before the deadline date established by the Clinical Coordinator. You must have all required paperwork submitted to the Clinical Coordinator, including the Placement Site Agreement, to receive a permit to enroll in Internship.
9. When appropriate and with the guidance of your advisor, register for the Comprehensive Examination before the deadline established by the Program.
10. You must apply for an audit of your coursework through the Office of the Registrar the semester before you plan to graduate. Following is the typical timeline for filing your audits: January Graduation: Apply between May 15th-November 1st, May Graduation: Apply between July 1st- December 21st, August Graduation: Apply between February 1st- August 1st. Note, however, that you need to check the dates posted by the [Office of the Registrar](#).

Field Work

Liability Insurance

All students are required to obtain liability insurance by the time they reach practicum. While lawsuits involving student counselors are relatively uncommon, any service provided to the public by a professional (or a professional in training) is vulnerable to the threat of lawsuit. Liability insurance is available to American Counseling Association (ACA) student members at no cost. Students can access the [ACA website](#) for both student membership and liability insurance.

Practicum

All students take COUN 624, Practicum in Counseling. The prerequisite courses for Practicum are: COUN 552, 577, 584, 588, 595, 584, and department approval.* Additionally, students must have a minimum GPA of 3.00 and have earned a minimum grade of B in COUN 588, Counseling Techniques, and COUN 584, Group Counseling.* It is the expectation of the counseling faculty that students have completed the majority of the coursework for the degree before starting fieldwork, so that students have as much

information and practice as possible before working with clients and students. For this reason, it is required that students complete a minimum of 24-27 credits in a 48-credit program or a minimum of 36-39 credits in a 60-credit program before beginning Practicum.

**Students in the Student Affairs/Higher Education concentration are not required to take COUN 577 or COUN 584.*

Practicum requires students to complete 100 hours of supervised fieldwork in counseling. This includes a minimum of 40 hours of direct client contact sessions and 60 hours of indirect work in the field at a placement site involving research on client issues and theoretical approaches to counseling, progress notes, case conceptualization, diagnosis and treatment planning. Of the 40 direct hours, students are required to complete a minimum of 25 hours of individual counseling and a minimum of eight (8) group hours. If group work is not offered, then this component must be satisfied during Internship. Please refer to the [Counseling Program Practicum and Internship Manual for additional details](#).

Students must meet with their advisors to receive approval to attend the Practicum Orientation session, facilitated by the Clinical Coordinator, the semester prior to starting Practicum. Many students remain at the same supervised site for Practicum, Internship I, and Internship II. The Clinical Coordinator sends an email via our student listserv each semester with the deadlines to apply for practicum. Students who do not submit the required paperwork by the deadline will have to reapply for the next semester.

Internship Requirements

Students in our M.A. Addictions, Clinical Mental Health, and School Counseling concentrations take two semesters (six credits) of Internship (COUN 654: Internship in Counseling I, and COUN 674: Internship in Counseling II). Students in the M.A. Student Affairs/Higher Education concentration are only required to take one semester on Internship (COUN 654 Internship in Counseling I). For each semester, 300 hours are completed in an appropriate internship site selected by the student and approved by the Clinical Coordinator. The site must be appropriate to the student's concentration and meet the program's requirements as an approved site.

Students must submit an Internship Placement Application to the Clinical Coordinator for approval to attend an Internship Orientation the semester prior to beginning Internship I, by the deadline noted in the email the Clinical Coordinator sends out each semester. The Clinical Coordinator must approve the internship site, even if the student is continuing at the chosen practicum site. Students should plan on spending approximately 20 hours per week at an internship site in order to complete internship hours each semester.

Students must complete a minimum of 120 direct hours of client contact per semester as described in the [Counseling Program Practicum and Internship Manual](#). The remaining 180 hours may be indirect service (see the *Manual*). Due to the demands of internship, a reduced workload or other life changes may be necessary to satisfy this requirement. Please note, however, that requirements for loans (Federal and non-federal) usually include that students are enrolled in a specific number of credits. Please see the information Federal Financial Aid under the section in this document on University Policies.

Students must meet the following requirements prior to being granted permission to attend the Internship orientation to be approved for registration in Internship:

- a) A minimum GPA of 3.00, and must be in "good standing" in the Counseling Program

- b) Successful completion of a minimum of 30 credits in a 48-credit program or a minimum of 42 credits in a 60 credit program, which must include all prerequisites and the required specialty courses in the selected concentration:
 - School Counseling: COUN 583, Counseling in Schools I*
 - Clinical Mental Health Counseling: COUN 604, Clinical Assessment and Diagnosis*
 - Addictions Counseling: COUN 604, Clinical Assessment and Diagnosis*
 - Student Affairs/Counseling in Higher Education: One of the concentration elective courses*
- c) A minimum grade of B in COUN 624, Practicum in Counseling
- d) Proof of professional liability insurance
- e) Written approval of potential internship site placement by the Clinical Coordinator
- f) Department Approval

Note: Successful completion (i.e., grade of B or better) is required in COUN 654: Internship in Counseling I before enrolling in COUN 674: Internship in Counseling II, and a grade of B or higher in Internship II is required for graduation. All practicum and internship requirements must be completed locally, or at a distance reasonable for faculty and supervisors to travel for consultation and in the event of emergencies. Students should familiarize themselves with [Counseling Program Practicum and Internship Manual](#) early in their program to best prepare for the fieldwork experience.

Comprehensive Examination

Addictions, Mental Health and School Counseling students may register for the Comprehensive Program Comprehensive Examination (CPCE) after completing a minimum of 33 semester hours, but we encourage students wait until later in their program to take the exam (next to last or last semester) because the exam covers material addressed in all the core required courses. Students should consult their advisor to determine the right time to register for the CPCE. Additional details about the exam can be found on the [Counseling Program website](#).

Student Affairs and Higher Education (SAHE) students may register for the essay based SAHE Comprehensive Exam after completing a minimum of 27 credits and COUN 592: Theories of College Student Development. The Comprehensive Examination is administered only during the Fall and Spring testing windows. Please see the section on Comprehensive Examination for additional information on the Comprehensive Examination.

PROGRAM PLANNING CONSIDERATIONS

Below you will find helpful information to consider in planning for progression through the master's program.

1. Students are responsible for: (a) becoming familiar with the procedures of the University (see The MSU Graduate Catalog and other materials available through the Graduate School); (b) knowing about and meeting deadlines for registration, fieldwork, add/drop, filing for graduation; and (c) meeting with their advisor and using that person for advice and counsel.
2. Out-of-class requirements. Many courses require time commitments beyond actual class meetings. For example, when taking COUN 588: Counseling Techniques, students will need to plan on reviewing video recordings of their sessions and this must be done in the Center for Clinical Services. Also, as previously noted in this document, during Practicum and Internship courses, students have a required number of hours that they must be on site. We encourage

students to talk with their advisors about such requirements and to plan accordingly to maximize their learning experiences.

3. Our normal course times are weekdays from 5:30-8:00 PM and 8:15-10:45 PM. We also have occasional 2:30-5:00 PM weekday courses, Saturday courses (9:00 AM-1:45 PM), hybrid (combinations of online and in-person), and online courses.
4. Prerequisites. Many courses in the Counseling Program have pre-requisite classes that provide foundational material. The prerequisites are required and must be completed before taking the next course. We do not waive these prerequisites. You can check for pre-requisites by clicking on the link "View Catalog Entry" under the course listing in NEST.
5. Closed classes. Please see Registering for Classes.
6. Courses listed are tentative. Please note that although we will try our best to offer courses as they are listed in this Handbook (See Appendix D for Course Rotations), there are times when courses may be canceled due to low enrollment. In addition, if the faculty decide to change the semester(s) in which courses listed, the Program Coordinators will notify students via our student listserv.

COMPREHENSIVE EXAMINATION

All students are required to successfully complete a [comprehensive examination](#). Students may register for the Comprehensive Examination after completing a minimum of 33 semester hours, but we strongly recommend that they consult with their advisors to determine the appropriate time to sit for the Exam. The Comprehensive Examination is administered in the Fall and Spring semesters. Students will be notified via the MSU counseling student listserv when the Comprehensive Examination will be given and of the deadline for registering for the examination. It is the student's responsibility to check for notices from the listserv and meet the registration deadline. If students miss the registration deadline, they must wait until the next testing window to register for the examination.

The Addictions, Clinical Mental Health, and School Counseling Programs utilize the Counselor Preparation Comprehensive Examination (CPCE), a standardized, computer-based multiple-choice exam used by graduate counseling programs nationally. It is developed by the Center for Credentialing and Education (CCE). The CCE is the same company that assists with credentialing and assessment for the National Board for Certified Counselors (NBCC).

Students in the 36-credit Student Affairs/Higher Education program complete an essay-based Comprehensive Exam created specifically for them that covers the relevant dimensions of training. This exam is written by the Counseling Program faculty, and students receive a grading rubric in advance of the test.

Students must pass their Program's Comprehensive Exam to graduate. If a student fails the Comprehensive Examination, they must contact their advisor to go over their results. Together the student and their advisor can identify needed areas of improvement and work toward preparing for the next exam attempt. If students fail the Comprehensive Examination during their final semester of classes, they cannot graduate and can retake the Comprehensive Examination on the next available testing window after speaking with their advisor. Students may take the Comprehensive Examination three (3) times. If a student fails the Comprehensive Examination three times, they are dismissed from the Counseling Program.

Additional information about the Comprehensive Exam, including testing windows, is available on the Department website and via the Department listserv. Any updates to the Comprehensive Exam testing process also will be posted on the Department website and shared via the Department listserv.

GRADUATION

It is the student's responsibility to complete the curriculum prescribed in the University catalog in effect, or as modified, when he/she matriculates. Students who will be completing their curriculum requirements for degrees, school personnel certification, or post-baccalaureate certificates must complete the [Application to Graduate](#) through their NEST account in order to be evaluated for completion of requirements and subsequently become eligible for degree conferment, certificate or recommendation for teacher certification.

You will receive an email at your Montclair State University email address prior to your final term. This email will direct you to review the "Notes" and the "Saved" audit to be found in your Degree Works audit available through NEST.

When you apply for graduation, you will be charged a one-time non-refundable \$85.00 University graduation fee will be assessed to degree candidates.

The Graduation Application deadlines are typically as follows: January Graduation: Apply between May 15th-November 1st, May Graduation: Apply between July 1st- December 21st, August Graduation: Apply between February 1st- August 1st. Note, however, that you need to check the dates posted by the [Office of the Registrar](#).

Commencement

Graduate students will have the option to participate in a University-wide Commencement ceremony—one is held in January (exclusively for students graduating in August and December) and another is held in May (exclusively for May graduates).

Convocations

Convocations are ceremonies held by the individual Colleges and Schools where students affiliated with one of our colleges/schools gather to celebrate their graduation achievement. Each College/School organizes its own convocation program. Information about individual convocation ceremonies will be available on each College/School website.

PROFESSIONAL ORGANIZATIONS

Students in the Counseling Program are encouraged to seek membership and active involvement in various professional organizations available at the university, state, regional, and national levels that are appropriate to their chosen areas of concentration. There are many benefits of membership in professional counseling organizations and counseling related organizations. For example, as a member of a professional organization, one:

- Receives the organization's publications;
- Is entitled to reduced membership rates for registration for professional meetings sponsored by the organization and usually reduced rates for resources such as books;

- Is afforded opportunities for leadership and service activities and involvement in activities pertinent to the counseling profession and consumers of our services;
- Is eligible for member services (e.g., professional liability insurance, legal defense funds, library resource use); and,
- Is provided with opportunities to network with other professionals who share interests and areas of expertise. In addition to the possibility of helping in job searches, networking may lead to forming research partnerships.

American Counseling Association

The primary national organization for professional counselors is the [American Counseling Association \(ACA\)](#). The ACA is a not-for-profit, professional and educational organization that is dedicated to the growth and enhancement of the counseling profession. Founded in 1952, ACA is the world's largest association exclusively representing professional counselors in various practice settings. Headquartered in Alexandria, VA, just outside Washington, DC, the ACA promotes public confidence and trust in the counseling profession so that professionals can further assist their clients and students in dealing with the challenges life presents. The ACA services professional counselors in the U.S. and 50 other countries including Europe, Latin America, the Philippines and the Virgin Islands. Also, the ACA is associated with a comprehensive network of 18 divisions and 56 branches. The primary state organizations for professional counselors are the [New Jersey Counseling Association](#) and the [New Jersey School Counselor Association](#). The ACA also collaborates with several corporate and related organizations to enhance member services.

Within the American Counseling Association, there are 18 divisions. These divisions enhance professional identity and are organized around specific interest and practice areas. The divisions provide professional strength and satisfy the diverse needs of the counseling community.

Chi Sigma Iota

[Chi Sigma Iota \(CSI\)](#) is an international academic and professional honor society of professional counseling. It was established for counselors-in-training, counselor educators, and professional counselors who are committed to research and service through professional counseling. Its mission is 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.

Our Program established the Chi Sigma Mu Chapter of CSI in 2006. Students are encouraged to apply for membership once they meet the credit and GPA criteria. To qualify for CSI membership, students must have a minimum GPA of 3.5 and have completed a minimum of nine credits from an MSU counseling program of study. In addition, students must receive faculty endorsement. Students eligible to apply for CSI membership will receive a formal invitation from the chapter.

OTHER PROGRAM INFORMATION & PROGRAM POLICIES

Policies outlined in this section are specific to the M.A. Counseling Program. The program is also governed by University Policies, some of which are outlined in the next section. Note that Departmental/Program policies will be developed throughout your program of study. You should constantly review your MSU email account to remain current with new policies. The following policies

are of present importance. The policies described below are provided in addition to the policies held by Montclair State University. In cases where the policies have differing standards, the Counseling Program policies are more restrictive, and they supersede the policies of the university.

Changing Concentrations

Students, with advisor approval, may change concentrations after being accepted to the M.A. Counseling Program. Students must complete a [Change of Concentration Application](#) and submit it to the Graduate Program Advisor ([Dr. Shurts](#) if requesting to change to Addictions or Clinical Mental Health Counseling and [Dr. Ahluwalia](#) if requesting to change to School Counseling or Student Affairs in Higher Education).

Graduate Assistantships

Students should complete the appropriate area on the graduate admission application if interested in a graduate assistantship. A separate application for a graduate assistantship does not exist. The term of the Assistantship is one full academic year, beginning September 1 and ending June 30. Graduate Assistants must be fully matriculated in a master's degree program at MSU, be a full-time student, maintain a minimum of nine (9) credits and a maximum of twelve (12) credits per semester, maintain at least a 3.00 GPA during each semester of the assistantship, and fulfill twenty hours of work per week for the assigned assistantship. Graduate Assistants receive a tuition and University-wide fee remission for up to 24 graduate credits per academic year. Fees that are specific to courses or to individual students are not included in the remission (e.g. supplies, parking and/or Health Insurance, etc.). Graduate Assistants also receive a stipend for the full 10-month appointment. The value of the tuition remission is non-taxable.

Liability Insurance

As noted previously, all students are required to obtain professional liability insurance when providing counseling services; this coverage would include semesters in which students are completing COUN 624: Practicum, COUN 654: Internship I, and COUN 674: Internship II. While lawsuits involving student counselors are relatively uncommon, any service provided to the public by a professional or a professional-in-training is vulnerable to the threat of lawsuit. Liability insurance is available to student members of ACA at no cost.

Code of Conduct and Academic Integrity

The Counseling Program is committed to developing a community of learners and scholars within an environment that fosters respect and integrity among all of its members. Students have the responsibility to know and observe all requirements of the [MSU Code of Conduct](#). Students are expected to know and adhere to the [MSU Academic Honesty Policy](#). Academic dishonesty at the University involves acts that may subvert or compromise the integrity of the educational process. Specifically, any act by which a student gains or attempts to gain academic advantage through misrepresentation of him/herself, or another person, by his/herself, or another person's work. These acts include but are not limited to: acts that interfere with the completion, submission, or evaluation of work; cheating; fabrication or falsification of information; multiple submissions of academic work; plagiarism; abuse of academic material; and, complicity in academic dishonesty. Do not plagiarize for any academic courses. Any suspected violation of the University Academic Honesty Policy will be immediately reported to the Office of the Dean of Students at MSU and could be grounds for Program dismissal.

Academic Standing for Program Retention

Students enrolled in the Counseling Program are required to maintain a minimum overall GPA of 3.0 and must not earn more than one C level grade (C+, C, or C-) throughout graduate course work. Students who earn two grades that are C level or below or who earn one F grade will be subject to dismissal. See "Clinical Courses" (#2) for additional information on requirements specific to academic grades for clinical courses. If a student receives a C level grade of in any required course in her/his counseling program (including electives), the following procedures must be followed:

- a. Meet with your advisor. Your advisor will work with you to determine which course(s) is most appropriate for continued registration after discussing the circumstances leading to the C level grade.
- b. Because we realize the seriousness to your academic progression and understanding of a major knowledge/skill area of the counseling profession, any student receiving a grade of "C" will be able to register for no more than one or two courses the following semester. The decision of taking one or two courses remains with the advisor, with input from the instructor of the course where the "C" was earned and signed off by the program coordinator and the department chair.
- c. A grade of B- or lower in clinical classes (COUN 588, 584, 624, 654, 674) requires formal remediation (see separate program policy on clinical course remediation).

Student Remediation

The members of the Counseling faculty endorse the American Counseling Association Code of Ethics (2014) that states that counselor educators have a responsibility to provide regular feedback to students and to dismiss students who are unable to render competent service due to academic or personal limitations. Faculty members also recognize their obligation to: consult with colleagues and document their decision to refer students for assistance or to request that students be put on probation or dismissed from the program; support students in obtaining remedial assistance; and, assure that students have adequate recourse to address decisions made.

If at any point in a student's program a serious form of unprofessional behavior has occurred, remediation may not be an option. Students can be removed from the program for unethical or unprofessional behavior, regardless of academic standing. If a student is believed to be in violation of ethical or professional behavior that threatens client and/or student welfare, the student will be prohibited from seeing clients and/or working with students. All persons involved with the student's practicum or internship will be immediately informed of the decision.

Faculty may work on an informal basis with students in their courses who are evidencing academic, clinical, or non-academic difficulties (e.g., personal issues are affecting a student's ability to work effectively) when circumstances indicate that this method may be productive. The faculty member and student will discuss the problem(s), review appropriate measures of correction, and establish a time line for change. In addition, the faculty member may consult with the faculty advisor and/or other program faculty. This should be done prior to initiating formal remediation procedures except when the severity of the problem does not allow for an informal method. In such incidences, formal remediation procedures may be implemented as delineated below.

Plan for Remediation of Clinical Work

A student must receive a grade of "B" or better in the following clinical courses: COUN 588 Counseling Techniques, COUN 584, Group Counseling, COUN 624 Practicum in Counseling, and COUN 654/674 Internship in Counseling I and II. If a student earns a grade of "B-" or lower in a clinical course, the following procedures will be followed:

- a. The instructor assigning the grade of "B-" or lower in a clinical course must notify the program coordinator who, in turn, will notify the Chair of the department. The student will also be notified at this time.
- b. A Review and Retention Committee (hereafter referred to as the Committee) made up of two faculty members will be assigned to develop a remediation plan. The Committee will meet with the student to review the circumstances leading to the grade. At that meeting, the instructor and the student's advisor may be present. The instructor who assigned the grade of "B-" or less will work with the Committee to develop a proposed remediation plan for the student. To continue enrollment in the next semester, a representative from the Committee will sign a form stating that the student met with the Committee about the remediation plan, and that the student has agreed to follow it.
- c. The student must earn a grade of "B" or better in the remediation, thus demonstrating mastery of the deficit skills, in order to continue in the program. If a student earns a grade of B- or less again, dismissal from the program will be recommended. The student must earn a grade of "B" or better in COUN 674, Internship II, in order to complete the program.
- d. The student may only take up to one other course with the required remediation plan; the additional course must be approved by the Committee, in consultation with the student's advisor.
- e. The program faculty may make the recommendation that a remediation plan is not advisable, and the student may be dismissed from the program. An example of this may occur if a student earns a grade of "F" in a clinical course.

Remediation Related to Professional and Ethical Issues

In circumstances where informal attempts for rectifying a situation have proven unsuccessful, formal procedures for consideration of remediation, probation, and/or enforced withdrawal from the program will be initiated. These procedures are followed to ensure that the rights of the student and the integrity of the program can be protected in the process.

When a determination is made by a faculty member that an educational or professional-related problem exists, which could not be resolved on an informal basis, the faculty member discusses this with the student and her or his advisor. In consultation with the Review and Retention Committee (R&R Committee), the faculty member will outline the issues at hand and provide recommendations for a remediation plan. The Committee will then develop the remediation plan in consultation with the faculty member and advisor. The Committee will then meet with the student to review the remediation plan. At that meeting, the instructor and the student's advisor may be present. This interaction process will allow the student an opportunity to discuss the information presented regarding a problem area. The following procedures will be followed in developing and carrying out the remediation plan:

- a. The faculty member will complete a Critical Incident Form detailing these concerns.
- b. The faculty member will meet with the student regarding concerns.

- c. The faculty member will forward the concerns to the student's advisor and the R&R Committee Chair.
- d. The advisor will meet with the student to discuss the stated concerns.
- e. The R&R Committee will meet with the student to discuss the stated concerns (advisor may attend).
- f. Based on all the information, the R&R Committee will develop a remediation plan.
- g. The student will receive the remediation plan via email, and must signify 1) acknowledgement of the plan and 2) agreement to the implementation of the plan.
- h. Students are subject to dismissal, probation, or continued remediation if they choose not to follow the plan or are unable to complete the requirements therein.
- i. The student will submit any required documents/products to the R&R Committee. The Committee reviews the documents and determines whether the plan is satisfactorily completed, then makes a recommendation to the Program Coordinator. The Program Coordinator will consult with the Department Chair over the results of the meeting and the remediation plan.
- j. The Program Coordinator will inform the student of the decision both verbally and in writing.

Whenever a student is required to complete a remediation plan, the written plan will include the following information:

- A description of the issue;
- Course of remediation;
- Criteria for completing the remediation or probationary status;
- Evaluation criteria;
- A specific time frame for meeting these criteria;
- A summary of the options available to the student (e.g., following the remediation plan, appeals, withdrawal from the program); and a description of the consequences of not meeting criteria within the timeframe.

The R&R Committee, working with the appropriate faculty members, will monitor the student's progress on the remediation plan. At the end of the specific remediation period, the R&R Committee will again meet to review the student's progress toward meeting the criteria for removal of the probationary status. A decision will be made:

- A. That the student has successfully completed all requirements;
- B. To continue a probationary or remediation status (which would necessitate preparation of another set of recommendations as specified above); or,
- C. To recommend that the student be dismissed from the program (enforced withdrawal).

Appeal of Decision

Students have the right to due process and may appeal charges or decisions that result from this process. Appeals are to be directed to the Department Chair, who will determine the appropriate course of action.

Student Impairment

In accordance with the [*ACA Code of Ethics \(2014\)*](#), faculty members must address student impairment. Student impairment impedes a student's ability to achieve the competence and professional behavior

expected of all counselors. Impairment is defined as an interference in professional functioning that is reflected in one or more of the following ways:

- Inability or unwillingness to acquire and integrate professional and ethical standards into one's repertoire of professional behavior;
- Inability to acquire professional skills and reach an accepted level of competency; or
- Inability to control personal stress, psychological dysfunction, or emotional reactions that may affect professional functioning.

If warranted, the Counseling faculty reserves the right to recommend entry into personal counseling or psychotherapy as a condition of continuation in the Program. Identification of impairment can result in remediation, suspension, or termination from the program.

Diversity Policy

In keeping with the guiding principles of Montclair State University, the faculty of the Counseling Program in the College of Education and Human Services is committed to the belief that it is everyone's responsibility to foster an atmosphere of respect, tolerance, understanding and good will among all members of our diverse student population. The Counseling Program supports the mission of the University that seeks to create an inclusive community and to oppose any form of racism, ethnocentrism, religious intolerance, sexism, ageism, heterosexism, harassment, and discrimination against those with disabling conditions.

The faculty of the Counseling Program at Montclair State University embraces diversity through learning and does not discriminate on the basis of race, color, gender, age, religion, sexual orientation, national origin, ancestry, marital status, and physical or mental disability (not interfering with counseling performances).

The Program actively seeks a diverse student population that is encouraged to share their experiences within the classroom and to learn from other differing worldviews. Students and faculty aspire to multicultural competency in beliefs, self-awareness, knowledge and skill. The Program will periodically review the student enrollment to determine underrepresented minority populations and actively recruit individuals from these communities. All classes will incorporate multicultural issues regarding beliefs, self-awareness, knowledge and clinical practice issues into the learning process. Students will also learn the role of the counselor as an advocate for social justice that fosters empowerment for all within the greater national and global society.

Faculty Endorsement

In compliance with the *ACA Code of Ethics* (2014), faculty members endorse students for practicum and internship only when students have successfully completed the prerequisite courses and if faculty members believe students are qualified to perform the duties associated with the practicum or internship. Upon successful completion of the program of studies and demonstration of the requisite competencies, faculty members endorse students for certification, licensure, and employment **in the student's specific area of specialization**. Regardless of academic qualifications, supervisors do not endorse students whom they believe to be impaired in any way that would interfere with the performance of the duties associated with the endorsement.

Enforced Dismissal Procedures

If the decision is to recommend that the student be dismissed from the program, this will be brought to the entire program faculty and a meeting of the faculty will be called. The faculty will vote to decide

whether to move forward on the recommendation or refer the matter back to the Review and Retention Committee. These actions require three quarters of the faculty at the meeting be in agreement. The Program Coordinator and/or other designated persons will inform the student of the decision both orally and in writing.

If the program faculty recommends a student for dismissal from the Counseling Program, the Program Coordinator, advisor, and Committee representative will meet with the student and provide both orally and in writing the following information:

- A. Specifications of the student behaviors that resulted in the recommendation for termination of her or his program of studies.
- B. A summary of the appeal options available to the student.

The termination recommendation will be forwarded by the GPC to the department chairperson and the Assistant Dean for student matters.

UNIVERSITY POLICIES

Appeal of Course Grades/Academic Grievance Procedures for Graduate Students

The Graduate School recognizes that there may be occasions when students, as a result of dissatisfaction with some aspect of their academic involvement, have a grievance. It is the declared objective of the University that such students have formal resolution of their personal academic grievances. Questions concerning a grade should first be addressed to the course instructor. If there is an error, the instructor can initiate action for a change or correction. If this proves unsatisfactory, students may then submit a written appeal to the chairperson of the appropriate department. The chairperson may rule on the material submitted or may arrange for a meeting with the student and the instructor. If still unsatisfied, students may submit a written appeal to the Dean of the appropriate school. Again, the Dean may rule on the material submitted, or may arrange for a meeting with the student and the instructor. If still unresolved, the student may submit a written appeal to the Provost's office.

Continuous Matriculation Requirements

Students must complete at least six credits in each academic year and must be continuously enrolled in the fall and spring semesters until completion of all requirements for graduation, including the semester in which they graduate. Students who do not register for a credit-bearing course or who have not been granted an approved leave of absence in either the Fall or Spring semesters must register for the Continuous Matriculation course (GRAD-MC1 for Master's/Certificate programs) in that semester and pay a continuous enrollment fee (\$50.00 for GRADMC-1).

Grades of Incomplete

Only for unusual circumstances will a grade of Incomplete (IN) be given for any course. When it has been determined by the instructor that such a grade is appropriate, the student must fill out a [Contract for an Incomplete form](#). This formal contract delineates conditions for removing the grade of IN. Students can carry no more than two IN grades at any time. Students who have two outstanding IN grades will not be allowed to register for courses until one or both have been completed.

For the IN grade to be removed, students are responsible for completing their work by the following dates:

Semester Incomplete was assigned	Deadline to complete coursework to remove Incomplete
Previous Fall and/or Winter semester	February 15
Previous Spring semester	June 30
Summer Session	October 15

Instructors submit a Change of Grade form once the student has completed all required work. If no change of grade form is submitted by the dates aforementioned, the grade of IN will become a grade of F. If there is reason to extend the deadline for an IN grade removal, it is the student's responsibility to submit a Request of Extension of an Incomplete Grade to the Office of the Registrar. This request must be signed by the instructor and appropriate Chairperson and Dean.

[Leave of Absence](#)

Students may request ONE leave of absence for the entire duration of the graduate program. A leave of absence is considered ONE semester. The leave of absence will be excluded from the time limit for completion of a graduate program. Requests for a leave of absence must be submitted to The Graduate School using online [Leave of Absence form](#) by the end of the Drop/Add period (the second week of the semester), and no requests will be granted retroactively. There will be no exceptions. If students are readmitted to a graduate program and have taken a leave of absence previously, they will not be granted an additional leave of absence. If you have any questions regarding the Leave of Absence, please contact The [Graduate School](#) at 973-655-5147.

[Time Limitations for Completion of Master's Degree Program](#)

Students have six (6) years from the date of matriculation, excluding any leaves of absence, to complete the M.A. in Counseling. Only under special extenuating circumstances is it possible to request and obtain an extension of time beyond this six-year limit. If a time extension is necessary, a request for the extension must be filed with The Graduate School. The Graduate School, in consultation with the GPCs (Graduate Program Coordinators), will review the student's progress. Following this review, a decision will be reached. The Graduate School will notify the student and the GPCs of the decision. The Program faculty will discuss students' progress and determine reasonableness of time to degree completion following Graduate School approval of extension requests.

[Title IX](#)

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private colleges, and universities receiving any federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

Through the policies and procedures outlined, Montclair State University seeks to comply with all Department of Education Title IX regulations. While the University cannot guarantee that campus individuals will always act with good judgment and with the best of intentions, the University can assure that it will endeavor to comply with these regulations while ensuring that students have "an environment as safe as possible."

As “responsible reporters” (defined by Title IX), faculty and staff are required to reveal any reports of sexual harassment and/or sexual violence. If you wish to report such an incident confidentially, then you may contact the University Health Center, CAPS, the Women’s Center, or campus clergy.

Transfer Credits

Up to two courses or six credit hours (which have not been credited towards another degree and are less than 10 years old) can be transferred towards the master’s degree. The grade in these transfer courses must be a "B" or higher and all transfer credits must be approved by the students' advisor after review of syllabi to determine equivalence to MSU courses, the Graduate Program Coordinator(s), and the Dean of the Graduate School upon receipt of the Transfer Credit form.

RESOURCES FOR PHYSICAL, PSYCHOLOGICAL, SOCIAL, & SPIRITUAL WELLNESS

[Books and Materials](#) (973) 655-5460, montclair@bkstr.com

The University Bookstore is located on lower level of the Student Center.

[The Center for Writing Excellence](#) 973-655-7442, cwe@mail.montclair.edu

The Center is available to all students. It is located in Bohn Hall (to the left of the main Bohn Hall entrance), and students may drop in or make appointments to consult about papers. Note that the staff will not proofread or edit papers, but they teach students how to do so.

[Career Services](#) 973-655-7866, cehscarer@mail.montclair.edu

CEHS Career Services offer graduate students a variety of services such as, but not limited to career advising, resume preparation and critique, job search and interview preparation. The CEHS Career Services office is located in Suite 3119 (the Student Success Center) in University Hall.

[The Campus Recreation Facility](#) 973-655-3340

The Recreation Facility features a six-lane swimming pool; a two-court gymnasium with an elevated running track; two racquetball courts; two-level fitness, strength and cardio training areas; space for aerobics and other fitness activities; and locker rooms.

[The University Health Center \(UHC\)](#) 973-655-4361, askanurse@montclair.edu (Medical questions)

The UHC is a comprehensive outpatient health care facility serving all registered students. The department functions in the same manner as a private medical office. Students enrolled at MSU pay a mandatory University Health fee which covers most services at UHC. Prescription medication and diagnostic testing are common additional costs. Call 973-655-4361

[Counseling and Psychological Services \(CAPS\)](#) 973-655-5211, Outreach Request Form

CAPS offers individual and group counseling to students, as well as a variety of educational and consultative services. Counselors, supervisors, and faculty who have self-insight are more effective in fulfilling their various roles and in reducing the likelihood of personal issues negatively impacting their work with clients, supervisees, or students. If you’re experiencing difficulties, CAPS (located on the 1st floor of Russ Hall) is one campus resource available to assist students. Services are free and confidential.

[Alcohol and Drug Issues](#) 973-655-5211

CAPS provides a number of services for students interested in better understanding their substance uses.

[The Disability Resource Center \(DRC\)](#) 973-655-5431

MSU is committed to the full inclusion of students with disabilities in all curricular and co-curricular activities as mandated by Section 504 of the Rehabilitation Act of 1973. It is faculty responsibility to provide appropriate services to all students, including those with documented disabilities. Please make an appointment with your instructors if you need to discuss individual accommodations. The DRC staff will assist you in receiving reasonable accommodations and services necessary to equalize access. The DRC provides assistance to students with physical, sensory, learning, psychological, neurological, and chronic medical disabilities.

[The Women's Center](#) 973-655-7130, womenscenter@montclair.edu

The Women's Center offers women and men from campus and surrounding communities an opportunity to explore topics of individual and collective importance to women in an open and comfortable atmosphere. Services offered are meant to support individuals in their search for personal development, their quest for self-esteem, and their achievement of individual and social empowerment. The Center is located in the Student Center Room 421.

[The Council for Faith and Spirituality](#) 973-655-7130, gardnersi@montclair.edu

The center is located in the Student Center Building, Suite 112. Their mission is to encourage faith-based collaboration, discussion, and exploration within an environment that promotes interfaith understanding. The Council offers a place for students to meditate as well as activities and events throughout the year that support all faith traditions.

[The Lesbian, Gay, Bisexual, Transgender, Queer \(LGBTQ\) Center](#) 973-655-7563

The center is located in room 110 of the Student Center, seeks to create an open, accepting, and affirming atmosphere for LGBTQ students, faculty, staff, and their allies at MSU. Through education, programming, and discussion groups, the LGBTQ Center allows for unique and important conversations to occur regarding LGBTQ issues. All members of the campus community are welcome.

[Leadership Development](#)

Weekly workshops are offered to students that deal with issues such as emotional intelligence, identifying values, stress management, public speaking and more. New workshop series are offered each semester around important topics relevant to participants' needs. These workshops are open to any member of the Montclair State University community. Stay connected with the Center on Twitter, Facebook, Instagram, LinkedIn, and HawkSync!

[Academic Success Center](#) (973) 655-5425/4476, asc@mail.montclair.edu

The Academic Success Center (ASC) offers learning support programs to assure high-quality services to Montclair State University students. The Center, certified by The College Reading and Learning Association (CRLA), provides tutoring, supplemental instruction and academic development services. Each semester, the Academic Success Center offers a variety of workshops designed to assist students with their academic and life skills, which are open to all students.

[MSU Cares](#) msucares@montclair.edu

Sometimes you may not feel that connection; you may feel alone, stressed, afraid. When you do, it's important to know that there is always someone on campus who CARES about you. Montclair State

offers a variety of resources and programs to support you as a student in your physical, emotional, social, and academic pursuits. MSU Cares is the page to connect you with all of these resources. Additional Student Services for Wellness. For additional resources and a review of all student services go to the new Student Services section on the MSU website at <http://www.montclair.edu/student-services/>

In case of emergencies call [University Police](#) at 973-655-5222.

APPENDIX A: COUNSELING PROGRAM FACULTY AND STAFF

Department Chair and Staff

Dana Levitt, Ph.D., Department Chair, The Department of Counseling
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Phone Number: (973) 655-7216
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Juliana Natiello, Clinical Specialist
Office: Center for Clinical Services
Phone Number: (973) 655-3407
Email: natielloj@montclair.edu

Lisa Ellis, Clinical Specialist
Office: University Hall, Room 2201
Phone Number: (973) 655-7267
Email: ellisli@montclair.edu

Counseling Program Faculty

Muninder Kaur Ahluwalia, Ph.D.* (M.A. Graduate Program Coordinator, School and Student Affairs)

Office: University Hall, Room 2178

Phone Number: (973) 655-7622

Email: ahluwaliam@montclair.edu

Professional Research/Interests: Multicultural Counseling and Training; Racism and Discrimination in higher education; the Sikh Community and Islamophobia; Methodological Issues in Qualitative Research.

Vanessa Alleyne, Ph.D.

Office: University Hall, Room 2199

Phone Number: (973) 655-6996

Email: alleynev@montclair.edu

Professional Research/Interests: Substance Use Disorders; Treatment Outcomes; Forensic Evaluation; Trauma Assessment and Exoneration.

Amanda L. Baden, Ph.D.*

Office: University Hall, Room 2169

Phone Number: (973) 655-7336

Email: badena@montclair.edu

Professional Research/Interests: Multicultural Counseling Competence, Racial and Cultural Identity, Counseling Adoption Triad Members, Transracial/International Adoption, Microaggressions.

Nancy Chae, Ph.D.

Office: University Hall, Room 2116

Phone Number: (973) 655-4388

Email: chaen@montclair.edu

Professional Research/Interests: School counseling training, practice, and supervision; equity and access issues in academic rigor; advocacy for underrepresented P-12 students and families; urban school counseling practice; International Baccalaureate programming.

Kathy A. Gainor, Ph.D.

Office: University Hall, Room 2127

Phone Number: (973) 655-7216

Email: gainork@montclair.edu

Professional Research/Interests: Multicultural Counseling; Career Counseling; Spirituality; Counselor Training and Pedagogy.

Michael D. Hannon, Ph.D.*

Office: University Hall, Room 2114

Phone Number: (973) 655-7611

Email: hannonmi@montclair.edu

Professional Research/Interests: Wellness of Racial/Ethnic Minority Fathers and Families of Children with Autism; Urban School Counseling.

Leslie Kooyman, Ph.D.* Doctoral Program Director, PhD Counseling Program

Office: University Hall, Room 2167

Phone Number: (973) 655-7182

Email: kooymanl@montclair.edu

Professional Research/Interests: High-risk Sexual Behavior of Gay Men and Men who Have Sex with Men (MSM); HIV/AIDS Prevention; Gay Men and Aging; Acculturative Stress of International Students; GLBT issues; Counselor Development.

Dana Heller Levitt, Ph.D.* Department Chair

Office: University Hall, Room 2116

Phone Number: (973) 655-2097

Email: levitttd@mail.montclair.edu

Professional Research/Interests: Ethics; Counselor Values and Dispositions; Pedagogy; Counselor Development; Religious/Cultural Issues in Counseling; Body image/Eating disorders; Gender Issues.

Edina Renfro-Michel, Ph.D.

Office: University Hall, Room 2165

Phone Number: (973) 655-5381

Email: renfromichee@montclair.edu

Professional Research/Interests: Counselor Supervision; Adult and Child Attachment; Technology in Counselor Education and Supervision; Accessibility.

Angela I. Sheely-Moore, Ph.D.*

Office: University Hall, Room 2163

Phone Number: (973) 655-7389

Email: sheelya@montclair.edu

Professional Research/Interests: School Counseling; University-School Partnerships; First Generation College Students; Multicultural Counseling; Play Therapy; Child Parent Relationship Therapy/Filial Therapy; Teaching and Learning in Counselor Education

W. Matthew Shurts, Ph.D.* (M.A. Graduate Program Coordinator, Addictions and Clinical Mental Health)

Office: University Hall, Room 2180

Phone Number: (973) 655-7190

Email: shurtsm@montclair.edu

Professional Research/Interests: Premarital Counseling; Romantic Relationship Development; Couples and Family Counseling; Infidelity; Divorce & Remarriage; Counselor Preparation and Supervision.

*These faculty have been granted doctoral faculty status.

Adjunct Faculty

Francesca Amato, LAC, Ed.D. Candidate
Michaela Ambrosius
Frank Andrisani, Ph.D., LAC
Sandy Aziz, Ph.D., LPC, NCC
William Baker, Ph.D., NCC, LAC
Carol A. Boyer, MA, LPC, NCC
Adela Caceres, MA
Anthony Cannella, Ph.D.
Maureen Chauncey, Ph.D. LPC, ACS
Nicole Christian, MA, NCC, LAC
Timothy Conway, MA, M.Ed., LPC, NCC, NCSC, ACS
Bette J. DaGiau, MA, M.Ed., LPC, NCC
Kathleen Dennis, MA, LPC, LCADC, NCC, MAC, SAP, ACS, CCS
Connie S. Ducaine, Ph.D., LPC, LCADC, ACS, NCC
Alfonso Ferguson, Ph.D., LMHC, NCC
Kelly Gentry, MA, NCC, LPC
Thomas Grace, D.Ed.
Clare Kajura, MS
Mark Kiang, M.Ed., Ph.D.
Patricia Lemmerman
Gary McClain, MS, Ph.D., LMHC, CEAP
Mary Beth McDonald, MA, LPC, LCADC, ACS
Cristina Montagna, M.Ed., Ed.D. Candidate
Tracie Morrison, MA
Dawn Norman, PhD, LPC, ACS, NCC
Cheryl Ann Notari, Ph.D.
Shanta Pamphile, MA, LPC, LMHC, NCC
Nicolette Salerno, Ed.D.
Sue Seidenfeld, MS/MPH, LCADC, CCS
Jessica Smedley, Ed.S., LPC
Adrienne Zangari-Feraco, MA, MA Ed Leadership, SAC

APPENDIX B: Academic Structure and Accreditation

University Organizational Structure

The M.A. in Counseling Program at Montclair State University (MSU) is part of the [Department of Counseling](#) within the [College of Education and Human Services \(CEHS\)](#). The Dean of the College is Dr. Tamara Lucas and the Acting Chair of The Counseling Department is [Dr. Dana Heller Levitt](#). The Master's Counseling Program Coordinators (GPC) are Drs. [Muninder K. Ahluwalia](#) and [W. Matthew Shurts](#); the Department Administrator is Ms. [Lucille Gesualdi](#); the Department Secretary is [Ms. Mary Andreoli](#); and the Clinical Coordinator is Ms. [Kathleen Mangano](#).

All programs that offer graduate degrees at MSU are coordinated by the [Graduate School](#). The Vice Provost for Research and Dean of the Graduate School is Dr. Scott Herness. The Graduate School sets university-wide policies and procedures for graduate programs in partnership with individual colleges.

The GPCs are charged with all administrative and academic responsibility of the master's program, in conjunction with the Chair of the Department. In order for the College, Department, and Master's Program to operate efficiently, all concerned must be aware of the procedures involved. These procedures are primarily addressed in documents posted on the [Graduate School website](#).

The Counseling Department also grants a Doctoral degree. In the [Ph.D. in Counseling program](#), students are prepared to work as faculty and administrators in colleges and universities; advanced clinicians and supervisors in mental health agencies and private practice; consultants; and school and agency leaders. [Dr. Leslie Kooyman](#) is the Doctoral Program Director (DPD) and [Dr. Susan Fuller](#) is the Doctoral Program Associate.

The Department also offers a number of post-Master's programs for the professional development of counselors. These programs of study allow students to: (a) gain requirements for New Jersey Licensed Professional Counselors; (b) meet requirements toward the New Jersey State School Counselor Certification; (c) meet requirements to become a New Jersey Clinical Supervisor (doctoral students take these courses as part of their doctoral program); and (d) meet requirements to become a Director of School Counseling Services.

LICENSURE AND CERTIFICATION

Licensure for the Professional Practice of Counseling

It is the responsibility of the student to remain informed about the process toward licensure as a Professional Counselor (LPC)/ Licensed Associate Counselor (LAC). The CACREP Accredited Clinical Mental Health Counseling Concentration at Montclair State University is a 60-semester hour program leading to a Masters of Arts in Professional Counseling with a concentration in Clinical Mental Health Counseling and eligibility to become a Licensed Associate Counselor (LAC), the first step towards becoming a Licensed Professional Counselor (LPC) in the state of New Jersey. Please see the information we have posted on the M.A. Counseling Community Canvas Page.

[New Jersey Office of the Attorney General](#)

[Division of Consumer Affairs](#)

State Board of Marriage and Family Therapy Examiners

Professional Counselor Examiners Committee

124 Halsey Street, 8th Floor, P.O. Box 45044

Newark, New Jersey 07101

(973) 504-6415, askconsumeraffairs@dca.lps.state.nj.us

The Licensed Clinical Alcohol and Drug Counselor Credential

It is the responsibility of the student to remain informed about the process toward licensure as a Licensed Clinical Alcohol and Drug Counselor (LCADC). The LCADC credential is granted by the Division of Consumer Affairs, State Board of Marriage and Family Therapy Examiners 'Alcohol and Drug Counselor Committee (the Committee). Please see the information we have posted on the M.A. Counseling Community Canvas Page.

[New Jersey Office of the Attorney General](#)

[Division of Consumer Affairs](#)

State Board of Marriage and Family Therapy Examiners

Alcohol and Drug Committee
124 Halsey Street, 8th Floor, P.O. Box 45044
Newark, New Jersey 07101
(973) 504-6369, askconsumeraffairs@dca.lps.state.nj.us

Certification as a School Counselor in the State of New Jersey

It is the responsibility of the student to remain informed about the process of becoming a Certified School Counselor in New Jersey. Students graduating from our current 48-credit M.A. School Counseling concentration meet the coursework requirements to be certified as a School Counselor through the New Jersey State Department of Education. For more information about certification as a school counselor, contact the State Department of Education directly. Please see the information we have posted on the M.A. Counseling Community Canvas Page.

[NJ Department of Education](#)
PO Box 500 Trenton, NJ 08625-0500
(609) 292-4469

APPENDIX C: Programs of Study

We are currently updating the Program of Study forms. They will be added to this document and posted to Canvas when completed.

APPENDIX D: Course Rotations

The following is a listing of the courses we typically offer during specific semesters for planning purposes. There will be additional courses in every semester (e.g., electives) based on Program need and student/faculty interest.

*Please note that although we will try our best to offer courses as they are listed in this Handbook, there are times when courses may be canceled due to low enrollment. In addition, if the faculty decides to change the semester(s) in which courses are listed, the Program Coordinators will notify students via our student listserv.

Fall Semester

COUN 531	Counseling Across the Lifespan
COUN 540	Introduction to Substance Abuse Counseling
COUN 552	Introduction to Professional and Ethical Issues in Counseling
COUN 564	Counseling Children and Adolescents (CNAC, CMHC, CNSC)
COUN 577	Counseling Theories (CNAC, CMHC, CNSC)
COUN 579	Appraisal of the Individual
COUN 582	Career Counseling
COUN 583	Counseling in Schools 1 (CNSC)
COUN 584	Group Counseling: Theory and Practice (CNAC, CMHC, CNSC)
COUN 586	Counseling in Schools 2 (CNSC)
COUN 588	Counseling Techniques
COUN 595	Multicultural Counseling and Development
COUN 604	Clinical Assessment and Diagnosis (CMHC, CNAC)
COUN 605	Community Mental Health Counseling (CMHC)
COUN 624	Counseling Practicum
COUN 640	Co-Occurring Disorders (CNAC)
COUN 652	Introduction to Marriage, Couples and Family Counseling (CNAC, CMHC, CNSC)

COUN 654	Internship in Counseling 1
COUN 666	Advanced Ethical and Legal Issues in Counseling (CNAC, CMHC, CNSC) -- Starting FA22
COUN 668	Supervision, Consultation and Leadership (CMHC)
COUN 674	Internship in Counseling 2
COUN XXX	Additional COUN Elective Options

EDFD 503	Methods of Research
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Winter Session

COUN 531	Counseling Across the Lifespan
COUN 605	Clinical Mental Health Counseling (CMHC)

HLTH 511*	Biomedical and Psychosocial Perspectives on Drugs (CNAC)
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Spring Semester

COUN 531	Counseling Across the Lifespan
COUN 539	Orientation to the Profession: Addictions Counseling (CNAC)
COUN 540	Introduction to Substance Abuse Counseling
COUN 552	Introduction to Professional and Ethical Issues in Counseling
COUN 577	Counseling Theories (CNAC, CMHC, CNSC)
COUN 579	Appraisal of the Individual
COUN 582	Career Counseling
COUN 583	Counseling in Schools 1 (CNSC)
COUN 584	Group Counseling: Theory and Practice (CNAC, CMHC, CNSC)
COUN 586	Counseling in Schools 2 (CNSC)
COUN 588	Counseling Techniques
COUN 589	Student Services in Higher Education (SAHE)
COUN 591	Family Seminar: Substance Abuse Counseling (CNAC)
COUN 592	Theories of College Student Development (SAHE)
COUN 595	Multicultural Counseling and Development
COUN 604	Clinical Assessment and Diagnosis (CMHC, CNAC)
COUN 605	Clinical Mental Health Counseling (CMHC)
COUN 624	Counseling Practicum
COUN 640	Co-Occurring Disorders (CNAC)
COUN 652	Introduction to Marriage and Family Counseling (CNAC, CMHC, CNSC)
COUN 654	Internship in Counseling 1
COUN 666	Advanced Ethical and Legal Issues in Counseling (CNAC, CMHC, CNSC)
COUN 674	Internship in Counseling 2
COUN XXX	Additional COUN Elective Options

EDFD 503	Methods of Research
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Summer Session

COUN 531	Counseling Across the Lifespan
COUN 540	Introduction to Substance Abuse Counseling
COUN 552	Introduction to Professional and Ethical Issues
COUN 577	Counseling Theories (CNAC, CMHC, CNSC)
COUN 579	Appraisal of the Individual
COUN 582	Career Counseling
COUN 583	Counseling in Schools 1 (CNSC)
COUN 584	Group Counseling: Theory and Practice (CNAC, CMHC, CNSC)
COUN 588	Counseling Techniques
COUN 590	Clinical Applications in Addictions Counseling (CNAC)
COUN 595	Multicultural Counseling and Development
COUN 604	Clinical Assessment and Diagnosis (CMHC, CNAC)
COUN 624	Counseling Practicum
COUN 654	Internship in Counseling 1
COUN 666	Advanced Ethical and Legal Issues in Counseling (CNAC, CMHC, CNSC)
COUN 674	Internship in Counseling 2
COUN XXX	Additional COUN Elective Options

EDFD 503	Methods of Research
HLTH 511	Biomedical and Psychosocial Perspectives on Drugs *Offered in pre-session (4W1)

Option Codes within the COUN Major

CNAC = Addictions Counseling

CMHC = Clinical Mental Health Counseling

SAHE = Counseling in Student Affairs

CNSC = School Counseling

Semester Offerings by Course**COUN 531:** Counseling Across the Lifespan – Fall, Winter, Spring, Summer**COUN 539:** Orientation to the Profession: Addictions Counseling – Spring**COUN 540:** Introduction to Substance Abuse Counseling – Fall, Spring, Summer**COUN 552:** Introduction to Professional and Ethical Issues in Counseling – Fall, Spring, Summer**COUN 564:** Counseling Children and Adolescents – Fall**COUN 577:** Counseling Theories – Fall, Spring, Summer

COUN 579: Appraisal of the Individual – Fall, Spring, Summer
COUN 582: Career Counseling – Fall, Spring, Summer
COUN 583: Counseling in Schools I – Fall, Spring, Summer
COUN 584: Group Counseling: Theory and Practice – Fall, Spring, Summer
COUN 586: Counseling in Schools II – Fall, Spring
COUN 588: Counseling Techniques – Fall, Spring, Summer
COUN 589: Student Services in Higher Education – Spring
COUN 590: Clinical Applications in Addictions Counseling – Summer
COUN 591: Family Seminar: Substance Abuse Counseling – Spring
COUN 592: Theories of College Student Development – Fall 2020, then Spring
COUN 595: Multicultural Counseling and Development – Fall, Spring, Summer
COUN 604: Clinical Assessment and Diagnosis – Fall, Spring, Summer
COUN 605: Clinical Mental Health Counseling – Fall (starting FA21), Winter, Spring
COUN 624: Counseling Practicum – Fall, Spring, Summer
COUN 640: Co-Occurring Disorders – Fall, Summer
COUN 652: Introduction to Marriage, Couples and Family Counseling – Fall, Spring
COUN 654: Internship in Counseling – Fall, Spring, Summer
COUN 666: Advanced Ethical and Legal Issues in Counseling – Spring, Fall (starting FA22)
COUN 668: Supervision, Consultation, and Leadership – Fall, Spring (beg. SP21)
COUN 674: Internship in Counseling II – Fall, Spring, Summer
COUN XXX: Additional COUN Elective Options – Fall, Spring, Summer

Required courses are offered by their respective departments. Permits may be required.

EDFD 503: Methods of Research – Fall, Spring, Summer
EDFD 582: Learning Theories
HLTH 511: Biomedical and Psychosocial Perspectives on Drugs – Winter, Summer (Pre-session)

Electives offered Fall, Spring, and Summer as determined by department faculty

†Listed as approved electives in program plans but have not been offered for years

COUN 564: Counseling Children and Adolescents
COUN 568: Theories of Consultation†
COUN 569: Treatment in the Context of the Family†
COUN 570: Counseling Adults†

COUN 651: Strategies in Gerontological Counseling†

COUN 653: Special Topics in Counseling

COUN 664: Independent Study

COUN 665: Ecotherapy: Applied Ecopsychology

COUN 667: Counseling the Adoption Triad

COUN 672: Counseling Older Adults†

COUN 673: Gender Issues in Counseling†

COUN 679: Spirituality in Counseling Practice

Courses we offer for other programs:

COUN 558: Consultation in Organizational Development (HELA?)

COUN 587: Administration and Supervision of Guidance Programs (DSC)

Approved electives offered by their respective departments. Permits may be required.

CHAD 521: Substance Abuse and Family Crisis

EDFD 540: Cultural and Social Aspects of Education

ELAD 542: Supervisory Skills for Education and Training Personnel

ELAD 549: Ethical and Legal Issues for Education and Training Personnel

ELAD 670: Selected Topics in Administration and Supervision

SPED 579: Special Education for Students with Disabilities

*Please note that although we will try our best to offer courses as they are listed in this Handbook, there are times when courses may be canceled due to low enrollment. In addition, if the faculty decide to change the semester(s) in which courses are listed, the Program Coordinators will notify students via our student listserv.