Submit originals and one copy and electronic copy to Governance/Faculty Senate Office (email electronic copy to jbhavre@alaska.edu)

**PROGRAM/DEGREE REQUIREMENT CHANGE (MAJOR)**

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<tr>
<th>SUBMITTED BY:</th>
<th>College/School</th>
<th>School of Education</th>
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<tbody>
<tr>
<td>Department</td>
<td>Counseling</td>
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</tr>
<tr>
<td>Prepared by</td>
<td>Jane Monahan</td>
<td></td>
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<tr>
<td>Email Contact</td>
<td><a href="mailto:jmmonahan@alaska.edu">jmmonahan@alaska.edu</a></td>
<td>Christine Cook, <a href="mailto:crcook@alaska.edu">crcook@alaska.edu</a></td>
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<td>Susan Renes, <a href="mailto:srenes@alaska.edu">srenes@alaska.edu</a></td>
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See http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/ for a complete description of the rules governing curriculum & course changes.

**PROGRAM IDENTIFICATION:**

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>M. Ed. in Counseling</th>
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<tbody>
<tr>
<td>Degree Level: (i.e., Certificate, A.A., A.A.S., B.A., B.S., M.A., M.S., Ph.D.)</td>
<td>M. Ed.</td>
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</tbody>
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A. **CHANGE IN DEGREE REQUIREMENTS: (Brief statement of program/degree changes and objectives)**

- Add admissions requirement of a personal interview.
- Add requirement that all students must submit an annual disclosure form.
- Add requirement that students must pass a national background check prior to working with clients.
- Change the name of the Community Counseling concentration to “Clinical Mental Health Counseling”
- Add 6 elective credits to the Clinical Mental Health Counseling concentration to bring it to the required 60 credit total for CACREP (Council for Accreditation of Counseling & Related Educational Programs)
- List requirements for the option to complete both concentrations – “School Counseling” and “Clinical Mental Health Counseling.”
- Add that the national Counselor Preparation Comprehension Exam (CPCE), instead of department prepared comprehensive exam, will be used to satisfy the UAF requirement of a written comprehensive exam.

B. **CURRENT REQUIREMENTS AS IT APPEARS IN THE CATALOG:**

Counseling

School of Education
907-474-7341
www.uaf.edu/educ/graduate/

M.Ed. Degree

Downloadable PDF

Minimum Requirements for Degree: 48-54 credits School Counselor certification: 39 or 45 credits

The University of Alaska Graduate Counseling Program prepares students to become culturally responsive effective practitioners through course work and supervised internship experiences that emphasize an ecological perspective. Students who complete the School Counseling track, a 48 credit-hour program, are eligible to be licensed as professional school counselors in the state of Alaska. Students who complete the Community Counseling track, a 54 credit-hour program, are eligible for licensure as mental health counselors, with additional post-degree requirements. Students who complete this track are eligible to work in community/mental health agencies or as private clinicians once licensed.

Students who are completing either program track through distance education are required to complete COUN F634--Practicum in Individual Counseling and COUN F674--Group Counseling on the Fairbanks campus. These courses are offered in alternating summers.
M.Ed. Degree

1. Complete the following admission requirements:
   1. Applications will be reviewed on March 1 and October 1 for admission to the following semester.
   2. Admission requires a bachelor’s degree in a human service area such as education, social work, psychology, human services, etc. Suitability of other degrees will be considered on an individual basis by counseling faculty.
   3. Applicants must have a GPA of 3.0 or higher in their undergraduate degree or take the Graduate Record Exam.
2. Complete the general university requirements.
3. Complete the master’s degree requirements.
4. Complete internship placements appropriate to the student’s declared area of interest.
5. Complete the following:
   COUN F615--Foundations of Counseling--3 credits
   COUN F623--Counseling Theories and Applications I--3 credits
   COUN F627--Developmental Interventions* (3)
   or COUN F629--Counseling Interventions for Adults (3)--3 credits
   COUN F629--Child and Adolescent Development--3 credits
   COUN F632--Career Development--3 credits
   COUN F630--Appraisal for Counselors--3 credits
   COUN F634--Practicum in Individual Counseling--3 credits
   COUN F636--Internship I**--3 credits
   COUN F647--Professional Ethics--3 credits
   COUN F660--Cross-Cultural Counseling--3 credits
   COUN F674--Group Counseling--3 credits
   COUN F686--Internship II**--3 credits
   COUN F698--Non-thesis Research/Project (3-6)
   or COUN F699--Thesis (6)--3-6 credits
   ED F601--Introduction to Applied Social Science Research--3 credits
6. Complete the following classes for school counseling track:
   COUN F646--School Counseling--3 credits
   Elective credits--3 credits
7. Complete the following for K-12 school counseling track (elementary and secondary):
   COUN F646--School Counseling--3 credits
   COUN F687--Internship III**--3 credits
   COUN F688--Internship IV**--3 credits
8. Complete the following classes for community counseling track:
9. COUN F638--Adult Development--3 credits
   COUN F650--Cross Cultural Psychopathology--3 credits
   COUN F666--Family and Network Therapy--3 credits
   COUN F687--Internship III**--3 credits
10. Minimum credits required--48-54 credits

* School Counseling students must complete COUN F627--Developmental Interventions.

** Additional fee required. Charges are added to fee statements each semester.

Note: Courses assigned by the student’s graduate committee to remove deficiencies will not be allowed as part of the graduate program.

School Counselor Certification Program

1. Complete the following admission requirements:
   1. Application to the licensure only program follows the same admission requirements and procedures as for the M.Ed. in counseling.
   2. People who currently hold master’s degrees in education or one of several helping professions such as social work, psychology, or human services (as approved by counseling faculty) may apply.
2. Complete the following requirements for certification in one level (Elementary or Secondary):
COUN F615—Foundations of Counseling--3 credits
COUN F623—Counseling Theories and Applications I--3 credits
COUN F627—Developmental Interventions--3 credits
COUN F628—Child and Adolescent Development--3 credits
COUN F632—Career Development--3 credits
COUN F630—Appraisal for Counselors--3 credits
COUN F634—Practicum in Individual Counseling--3 credits
COUN F636—Internship I**--3 credits
COUN F646—School Counseling--3 credits
COUN F647—Professional Ethics--3 credits
COUN F660—Cross-Cultural Counseling--3 credits
COUN F674—Group Counseling--3 credits
COUN F686—Internship II**--3 credits
3. Complete the following additional classes for K-12 school counseling certification (Elementary and Secondary):
   COUN F687—Internship III**--3 credits
   COUN F688—Internship IV**--3 credits
4. Minimum credits required 39 or 45 credits

** Additional fee required. Charges are added to fee statements each semester.
Students must take 15 UAF credits. Up to 30 graduate transfer credits from a previous degree program may be
applied, as approved by the School of Education counseling program.

C. PROPOSED REQUIREMENTS AS IT WILL APPEAR IN THE CATALOG WITH THESE CHANGES:
(Underline new wording strike-through-old-wording and use complete catalog format)

Counseling

School of Education
907-474-7341
www.uaf.edu/educ/graduate/

M.Ed, Degree

Downloadable PDF

Minimum Requirements for Degree: 48-54 60 credits depending on concentration, School Counselor
certification: 39 – 45.

The University of Alaska Graduate Counseling Program prepares students to become culturally responsive
effective practitioners through course work and supervised internship experiences that emphasize an ecological
perspective. Students who complete the School Counseling track, a 48 credit-hour program, are eligible to be
licensed as professional school counselors in the state of Alaska. Students who complete the Community
Counseling track, a 54 Clinical Mental Health Counseling track a 60 credit-hour program, are eligible for
licensure as mental health counselors, with additional post-degree requirements. Students who complete this
track are eligible to work in community/mental health agencies or as private clinicians once licensed.

Students who are completing either program track through distance education are required to complete COUN
F634—Practicum in Individual Counseling and COUN F674—Group Counseling on the Fairbanks campus.
These courses are offered in alternating summers.

M.Ed. Degree

1. Complete the following admission requirements:
a. Applications will be reviewed on March 1 and October 1 for admission to the following semester.
b. Admission requires a bachelor’s degree in a human service area such as education, social
work, psychology, human services, etc. Suitability of other degrees will be considered on an
individual basis by counseling faculty.
c. Applicants must have a GPA of 3.0 or higher in their undergraduate degree or take the
Graduate Record Exam:

Admission Requirements

1. Application deadline: March 1 for admission to the following fall semester, October 1 for admission to the following spring semester.
2. Admission requires a bachelor's degree in a human service area such as education, social work, psychology, human services, etc. Suitability of other degrees will be considered on an individual basis by counseling faculty.
3. Applicants must have a GPA of 3.0 or higher in their undergraduate degree or take the Graduate Record Exam.
4. Statement of Academic Goals addressing applicant’s motivations, personal characteristics, experience, education and intentions for earning the counseling degree.
5. Professional resume including education, work, volunteer or life experience relevant to the field of counseling.
6. Three letters of references from professional, academic, or character sources.
7. All applicants will be required to interview with the counseling faculty as a part of the admissions process.

Graduation Requirements

1. Complete the general university requirements.
2. Complete the master's degree requirements.
3. Complete the program and additional requirements listed below:

Program Requirements

2. Complete internship placements appropriate to the student’s declared area of interest.

1. Complete the following core classes:
   COUN F615--Foundations of Counseling--3 credits
   COUN F623--Counseling Theories and Applications I--3 credits
   COUN F627--Developmental Interventions* (3)
   or COUN F629--Counseling Interventions for Adults (3)--3 credits
   COUN F628--Child and Adolescent Development--3 credits
   COUN F632--Career Development--3 credits
   COUN F630--Appraisal for Counselors--3 credits
   COUN F634--Practicum in Individual Counseling--3 credits
   COUN F636--Internship I**--3 credits
   COUN F647--Professional Ethics--3 credits
   COUN F660--Cross-Cultural Counseling--3 credits
   COUN F674--Group Counseling--3 credits
   COUN F686--Internship II**--3 credits
   COUN F698--Non-thesis Research/Project (3-6)
   or COUN F699--Thesis (6)--3-6 credits
   ED F601--Introduction to Applied Social Science Research--3 credits

2. Complete the following classes for school counseling concentration at one level (elementary OR secondary):
   COUN F646--School Counseling--3 credits
   Elective credits--3 credits

3. Complete the following for K-12 school counseling track concentration (elementary AND secondary):
   COUN F646--School Counseling--3 credits
   COUN F687--Internship III**--3 credits
   COUN F688--Internship IV**--3 credits

4. Complete the following classes for community counseling track clinical mental health concentration:
   COUN F638--Adult Development--3 credits
   COUN F650--Cross Cultural Psychopathology--3 credits
   COUN F666--Family and Network Therapy--3 credits
COUN F687--Internship III**--3 credits
Elective credits—6 credits

5. Complete the following classes for both clinical mental health concentration and school counseling concentration at one level (elementary OR secondary):
COUN 646—School Counseling – 3 credits
COUN F638—Adult Development--3 credits
COUN F650—Cross Cultural Psychopathology--3 credits
COUN F666—Family and Network Therapy--3 credits
COUN F636 – Internship I - Community**--3 credits
COUN F686 – Internship II--Community**-- 3 credits
COUN F687–Internship III--Community**--3 credits

6. Complete the following classes for both clinical mental health concentration and K-12 school counseling concentration (elementary AND secondary):
COUN 646—School Counseling – 3 credits
COUN F638—Adult Development--3 credits
COUN F650—Cross Cultural Psychopathology--3 credits
COUN F666—Family and Network Therapy--3 credits
COUN F636 – Internship I - Community**--3 credits
COUN F686 – Internship II--Community**-- 3 credits
COUN F687–Internship III--Community**--3 credits
COUN F687 – Internship III** – 3 credits
COUN F688 — Internship IV**--3 credits

5. Minimum credits required--48-54-60 credits

* School Counseling students must complete COUN F627--Developmental Interventions.

** Additional fee required. Charges are added to fee statements each semester.

Note: Courses assigned by the student’s graduate committee to remove deficiencies will not be allowed as part of the graduate program.

Additional Requirements

1. Submit a disclosure statement upon admission to the program. Resubmit annually.
   Note: The FBI criminal background check process takes up to 3 months.
3. Complete internship placements appropriate to the student’s declared area of interest.
4. Complete background check procedure required by the school or community internship placement. Procedure varies depending on placement.
5. Pass the Counselor Preparation Comprehensive Exam (CPCE).

School Counselor Certification Program

1. Complete the following admission requirements:
   1. Application to the licensure only program follows the same admission requirements and procedures as for the M.Ed. in counseling.
   2. People who currently hold master’s degrees in education or one of several helping professions such as social work, psychology, or human services (as approved by counseling faculty) may apply.

2. Complete the following requirements for certification in one level (Elementary or Secondary):
COUN F615--Foundations of Counseling--3 credits
COUN F623--Counseling Theories and Applications I--3 credits
COUN F627--Developmental Interventions--3 credits  
COUN F628--Child and Adolescent Development--3 credits  
COUN F632--Career Development--3 credits  
COUN F630--Appraisal for Counselors--3 credits  
COUN F634--Practicum in Individual Counseling--3 credits  
COUN F636--Internship I**--3 credits  
COUN F646--School Counseling--3 credits  
COUN F647--Professional Ethics--3 credits  
COUN F660--Cross-Cultural Counseling--3 credits  
COUN F674--Group Counseling--3 credits  
COUN F686--Internship II**--3 credits  

3. Complete the following additional classes for K-12 school counseling certification (Elementary and Secondary):  
COUN F687--Internship III**--3 credits  
COUN F688--Internship IV**--3 credits  

4. Minimum credits required 39 or 45 credits

Additional Requirements

1. Submit a disclosure statement upon admission to the program. Resubmit annually.
2. Submit a national-level criminal background check through the Federal Bureau of Investigation prior to seeing clients during COUN 634P, Practicum in Individual Counseling.  
Note: The FBI criminal background check process takes up to 3 months.
3. Complete internship placements appropriate to the student’s declared area of interest.
4. Complete background check procedure required by the school or community internship placement. Procedure varies depending on placement.
5. Pass the Counselor Preparation Comprehensive Exam (CPCE) if a comprehensive exam was not part of the applicant’s previous master’s program.

** Additional fee required. Charges are added to fee statements each semester.  
Students must take 15 UAF credits. Up to 30 graduate transfer credits from a previous degree program may be applied, as approved by the School of Education counseling program

D. ESTIMATED IMPACT

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

Adding an admissions interview will impact staff and faculty time. Applications for admission to the program will need to be reviewed quickly after the application deadline so students can be interviewed and admitted prior to the first day of registration (which is always our goal). Interviews will take time to schedule, conduct, and score.

Adding the requirement of the submission of a disclosure form and criminal background check impacts students (time and expense) and staff (time sending request for documents, collecting and storing documents). Disclosure forms and criminal background checks will be uploaded to Onbase.

Adding 6 additional elective credits to the clinical mental health concentration of the degree will increase student time in the program. Most students in this concentration will take 3 years to graduate but part time students will take longer. Adding addition credits to the program also increases the total cost for students. Students may choose elective classes from other education programs or departments in the university (psychology, special education, etc.) increasing the number of students in those classes.

Adding the Counselor Preparation Comprehensive Exam will impact students (expense for exam registration). The UAF testing center may be utilized for the exam. Alternatively proctors will need to be secured for both on campus and rural/distance students.

Adding the requirements to complete both concentrations (school and clinical mental health) will impact class sizes and length of time to completion for students who choose that option. Staff and faculty advisors, the graduate school and the graduation office will need to be aware of the option and monitor that students complete all requirements. The internship placement coordinator will have more
placements to arrange. Internship instructors will have more students to supervise. Schools and agencies will need to accommodate more interns.

E. IMPACTS ON PROGRAMS/DEPTS:

What programs/departments will be affected by this proposed action?
(Include information on the Programs/Departments contacted (e.g., email, memo))

Changes to the counseling program mostly impact students, faculty, and staff in the counseling program. Impacts described above.

F. IF MAJOR CHANGE - ASSESSMENT OF THE PROGRAM:

Description of the student learning outcomes assessment process.

Student learning outcomes in the counseling program will be based on CACREP standards. Instructors will align syllabi, assignments, and grading rubrics to these standards. A revised assessments system will be posted to the program assessment web site when complete.

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize program/degree change applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you drop a course, is it because the material is covered elsewhere? Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the program is not compromised as a result.

Many of the changes in this program change—interviews, program name change, additional credits, national counseling exam -- result from a plan to apply for accreditation with the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The UAF Counseling program is preparing a self-study for CACREP accreditation to be submitted by June 30, 2016. Changes to the program bring it into alignment with CACREP requirements. The decision to apply for CACREP accreditation is based on the following reasons:

1. CACREP Accreditation provides recognition that the content and quality of the program has been evaluated and meets standards set by the profession. The student, as a consumer, can be assured that appropriate knowledge and skill areas are included and that the program is stable, professionally and financially.

2. When a counseling program undertakes self-assessment, it indicates that the persons responsible for the program have articulated a clear direction or mission for the program and are taking the time to reflect on the means they are using to accomplish that mission. The mission, goals, and objective are openly stated and made available to prospective students, employers, and other educators. By making this information publicly available, the program demonstrates its desire to be held accountable for its educational activities and assists prospective students in selecting an appropriate counselor education program.

3. Military counseling centers will only hire graduates who come from a CACREP school. Fort Wainwright cannot hire our graduates. They have difficulty recruiting counselors from outside of Alaska to fill positions here and would like to hire UAF graduates.

4. Some internship placement sites in other states require students to come from a CACREP program. This impacts students who have begun their studies in Fairbanks but have moved out of state before completing the degree. We continue to work with students in this situation through graduation.

5. Graduates from the counseling program looking for positions in Alaska and in other states will have better hiring opportunities at school districts and counseling agencies with the CACREP label on their degrees.

In addition, graduates from the clinical mental health counseling concentration planning to pursue licensure as a professional counselor, need 60 total credits. Increasing the minimum number of credits needed for this concentration to 60, meets this requirement.

Adding the requirements of an admission interview, a yearly disclosure statement and submission of a criminal background check will help insure that the counseling program is admitting and training certificate/licensure eligible, quality candidates to enter the workplace.
Adding the requirements to complete both the school counseling concentration and the clinical mental health counseling concentration comes from multiple requests from students. Many of the graduates from the school counseling concentration would also like to pursue licensure as a Licensed Professional Counselor (LPC). These students need the coursework and internship experience of the Clinical Mental Health Counseling concentration. Putting the option to complete both concentrations allows both to be posted to the student transcript.

APPROVALS: SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

<table>
<thead>
<tr>
<th>Signature, Chair, Program/Department of:</th>
<th>School of Education, Counseling Program, Christine Cook</th>
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<tr>
<td>Date</td>
<td>10/1/15</td>
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<tr>
<th>Signature, Chair, College/School Curriculum Council for:</th>
<th>School of Education, Gary Jacobsen</th>
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<tr>
<td>Date</td>
<td>10/8/15</td>
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<tr>
<th>Signature, Dean, College/School of:</th>
<th>Stephen Atwater, Interim Dean</th>
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<tbody>
<tr>
<td>Date</td>
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CHAIR SIGNATURE OBTAINED FOLLOWING APPROVAL BY FACULTY SENATE COMMITTEE

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<tr>
<th>Signature, Chair, UAF Faculty Senate</th>
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___Curriculum Review Committee

___Graduate Academic and Advisory Committee