
**University of Mary Hardin-Baylor
Mayborn College of Health Sciences**

**MASTER OF ARTS IN
COUNSELING PROGRAM**

Student Handbook



**MAYBORN COLLEGE OF
HEALTH SCIENCES**

UNIVERSITY OF MARY HARDIN-BAYLOR

WELCOME FROM THE PROGRAM DIRECTOR

Master of Arts in Counseling Program Students,

On behalf of the faculty and staff of the Master of Arts in Counseling Program, it is my pleasure to welcome you into our program. We are excited about the journey that awaits you as you navigate this education experience. The Master of Arts in Counseling Program is a challenging program with high standards and expectations, and we have every confidence that each of you is capable of successfully completing the program.

We developed the Master of Arts in Counseling curriculum to reflect current counseling practices and to prepare entry-level counseling professionals. During the course of the program, you will experience a number of unique learning opportunities, including inter-professional interactions and learning activities, to facilitate engagement in the counseling profession and the community. We encourage you to make the most of the opportunities provided.

The Master of Arts in Counseling faculty developed this handbook to assist you in navigating through the program. Your faculty advisor will be a source of guidance for you, but it is important that you take personal responsibility for knowing and understanding the requirements.

We wish you the best of luck in your studies.

Ty Leonard

Harris Ty Leonard, Ph.D., LPC-S

Director and Professor

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PURPOSE OF THE MASTER OF ARTS IN COUNSELING PROGRAM STUDENT HANDBOOK

UMHB's Master of Arts in Counseling Program informs students of its rules, policies, and guidelines through this student handbook, the Master of Arts in Counseling Program website, course syllabi and other sources. This handbook serves as a supplement to other university rules, policies and guidelines found in the UMHB Graduate Catalog, UMHB Student Handbook, the program's Student Participation Agreement and other documents.

This handbook has been published for your benefit. Please read it in its entirety. Clarification and explanation should be sought from the program director if needed.

The handbook is available online from any computer with access to the university's website. It is the responsibility of the Master of Arts in Counseling student to obtain, read, and comprehend the purpose, policies, and procedures of the Master of Arts in Counseling Program and of UMHB.

The Master of Arts in Counseling Program and UMHB reserve the right at any time to create additional policies, or modify existing ones, as needs may dictate.

In the entirety of this handbook, the terms "university" or "UMHB" shall mean the University of Mary Hardin-Baylor, and the term "Program" or "program" shall mean the Master of Arts in Counseling Program.

STATEMENT OF NON-DISCRIMINATION

The University of Mary Hardin-Baylor (UMHB) admits qualified students of any race, color, sex, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not unlawfully discriminate on the basis of race, color, sex, religion, age, nationality, and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Furthermore, UMHB does not unlawfully discriminate on the basis of handicap in the recruitment and admission of students and the operation of any of its programs and activities, as specified by federal laws and regulations.

UMHB is authorized under federal law to enroll non-immigrant alien students. The university is a private institution and reserves the right to deny admission to an applicant for any lawful reason.

The University is required not to discriminate unlawfully on the basis of sex by Title IX of the Education Amendments Act of 1972 and its implementing regulations at 34 C.F.R. Part 106. This requirement extends to admissions. However, the University exercises its rights under Title IX to make undergraduate admission decisions on the basis of sex and to apply its religious tenets even if in conflict with provisions of Title IX.

The University has grievance procedures to provide students, employees, or applicants an opportunity to file a complaint of illegal discrimination of any kind. In order to file a grievance, contact the appropriate person below or see the grievance procedures published online.

A student or applicant with a question about the university's non-discrimination policies or who claims to have experienced unlawful discrimination in connection with any university program or activity should contact the designated coordinator for university compliance with nondiscrimination policies: [Susan Owens, Title IX Coordinator and non-discrimination compliance officer, Sanderford Administrative Complex, 900 College Street, Belton, Texas 76513, 254- 295-4527, \[susan.owens@umhb.edu\]\(mailto:susan.owens@umhb.edu\)](#).

COUNSELING FACULTY AND STAFF

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PROGRAM OVERVIEW

The Master of Arts in Counseling program prepares students from diverse backgrounds and cultural experiences to be master's level counselors or clinicians. We have an innovative and supportive faculty who, themselves, are clinicians and involved in all aspects of the counseling profession. Our curriculum provides students with opportunities to develop knowledge and competence in counseling skills, theory, assessment, empirically based research and personal growth, so that they may deliver professional counseling services in a variety of work settings. Our program and faculty embody the values of UMHB as a Christian institution.

The Master of Arts in Counseling Program is administratively located within the Mayborn College of Health Sciences, School of Health Professions.

Accreditation Statement

The University of Mary Hardin-Baylor is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award baccalaureate and master's degrees.

The Master of Art in Counseling Program, Clinical Mental Health Counseling track and the Marriage, Family, and Child Counseling track are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The accreditation runs through October 31, 2029.

Vision

The Master of Arts in Counseling Program at the University of Mary Hardin-Baylor aspires to be the program of choice for persons seeking development as viable, competent, effective, and ethical professional mental health and marriage and family counselors. Students and faculty collaboratively pursue knowledge, faith, compassion, justice and innovative ideas so that they may develop and provide counseling services to diverse community populations throughout the nation and abroad.

Mission

The Master of Arts in Counseling Program seeks to prepare students from diverse backgrounds and cultural experiences as master's level clinicians for the mental health and marriage and family fields. The program also equips students with skills needed to later continue their academic training at the doctoral level if they choose. This program gives students opportunities to develop knowledge and competence in counseling skills, theory, assessment, empirically based research and personal growth, so that they may deliver professional mental health services in a variety of work settings. Our mission embodies the values of UMHB as a Christian-based institution and the ethical principles of the mental health professions: autonomy, beneficence, non-maleficence, justice, fidelity, and veracity. The programs are designed to meet the standards of the Council for Accreditation of Counseling and Related Educational Programs (CACREP) and educational requirements for licensure by The Texas Behavioral Health Executive Council.

Goals and Objectives

Goal 1:

Prepare counselors to meet the needs of an increasingly diverse and changing society.

Objective 1. The Master of Arts in Counseling Program seeks to develop counselors firmly grounded in the practice of Multicultural Counseling Competencies with an understanding of the impact of heritage, attitudes, beliefs, understandings, and acculturative experiences on an individuals' views of others. (CACREP Common Core Area 2)

Objective 2. The Master of Arts in Counseling Program seeks to develop counselors with a broad knowledge of the internal and external factors that affect clients' human development, functioning, and behavior, and an ability to utilize this knowledge to competently serve clients. (CACREP Common Core Area 3)

Goal 2:

Prepare qualified counselors who are proficient in written and verbal communications.

Goal 3:

Prepare professional counselors to practice effectively in collaborative and interdisciplinary environments.

Objective 3. The Master of Arts in Counseling Program seeks to develop and train counselors who develop a base to grow a personal model of counseling based in sound theory and practice, and with the ability to assess and address crises, especially suicide (CACREP Common Core Area 5)

Objective 4. The Master of Arts in Counseling Program seeks to develop and train counselors in how to develop and provide group counseling based on effective therapeutic factors and characteristics. (CACREP Common Core Area 6)

Objective 5. The Master of Arts in Counseling Program seeks to develop counselors who understand concepts essential to understanding and administering assessments. (CACREP Common Core Area 7)

Objective 6. The Master of Arts in Counseling Program seeks to develop and train counselors who understand statistics and research methods used in counseling research, and how to use that data to more effectively serve clients. (CACREP Common Core Area 8)

Goal 4:

Promote the development of counselor professional identity and an understanding of professional ethical standards and the appropriate legal statutes.

Objective 7. The Master of Arts in Counseling Program seeks to develop and train counselors who understand the ethics of our professional counseling organizations and credentialing bodies, and they understand how to self-evaluate their own performance in relation to these ethical standards. (CACREP Common Core Area 1)

Goal 5:

Provide Master of Arts in Counseling Program students with the academic and practical experiences that satisfy the program accreditation standards set forth by the Council for the Accreditation of Counseling and Related Education Programs (CACREP) and satisfy the licensure requirements of the Texas State Board of Examiners of Professional Counselors.

Objective 8. The Master of Arts in Counseling Program seeks to develop and train counseling students who have a holistic understanding of career development and the multifaceted factors that affect the development of self and career. (CACREP Common Core Area 4)

Applications and Admissions

Applicants seeking enrollment in a Master of Arts in the Counseling Program must first be admitted to the University after which the applicant will be considered for admission to any of the Professional Counseling Programs. More information on Program admission can be found at <https://umhb.smartcatalogiq.com/2024-2025/graduate-catalog/> and at <https://www.umhb.edu/graduate/home>

Financial Assistance

The procedure for applying for financial aid can be found in the UMHB Graduate Catalog at <https://umhb.smartcatalogiq.com/2024-2025/graduate-catalog/>

Additional information can be obtained from the Student Financial Aid Office (<http://financialaid.umhb.edu/>).

PROGRAM TRACKS

The University of Mary Hardin-Baylor offers the following program tracks for the Master of Arts Degree in Counseling:

- Clinical Mental Health Counseling Track (CMHC) – 60 hours (CACREP accredited)
- Marriage, Family and Child Counseling Track (MFCC) – 60 hours (CACREP accredited)
- Non-Clinical Professional Studies in Counseling Track – 33 hours (does not lead to licensure or certification)

More information on admissions, student evaluation and degree requirements can be found in the university's Graduate Catalog at <https://umhb.smartcatalogiq.com/en/2024-2025/graduate-catalog/mayborn-college-of-health-sciences/counseling-programs/master-of-arts-in-counseling-ma/ma-clinical-mental-health-counseling-program/>

CLINICAL MENTAL HEALTH COUNSELING TRACK

Overview

The Clinical Mental Health Counseling (CMHC) track is designed for students who have an interest in working with individual clients in a variety of counseling and mental health settings and private practice. This track prepares students to meet the education eligibility criteria to apply for licensure as an LPC (Licensed Professional Counselor) in Texas.

The Clinical Mental Health Counseling program at the University of Mary Hardin-Baylor is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The Clinical Mental Health Counseling program is currently accredited under the 2016 standards.

Mission

The mission of the Clinical Mental Health Counseling track is to prepare students for licensure and certification as knowledgeable and ethical professional counselors, to meet the increasing demand for mental health services in a complex society with a diverse population by offering a curriculum that combines theory and concepts with skills development, and to meet the educational requirements as set forth by the Texas State Board of Examiners of Professional Counselors and the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

The Master of Arts in Counseling degree with Clinical Mental Health Counseling emphasis requires a minimum of 60 semester hours of academic preparation over a two-year and a half year period. The degree includes a required core curriculum of 51 academic hours and 9 hours of clinical experience, which meets the education eligibility criteria of the licensing exam for Texas Licensed Professional Counselors and National Board of Certified Counselors.

More information can be found at <https://umhb.smartcatalogiq.com/en/2024-2025/graduate-catalog/mayborn-college-of-health-sciences/counseling-programs/master-of-arts-in-counseling-ma/ma-clinical-mental-health-counseling-program/>

Goals and Objectives

CMHC Goal 1:

Prepare counselors to meet the needs of an increasingly diverse and changing society.

Objective 1. The Master of Arts in Counseling Program seeks to develop counselors firmly grounded in the practice of Multicultural Counseling Competencies with an understanding of the impact of heritage, attitudes, beliefs, understandings, and acculturative experiences on an individuals' views of others. (CACREP Common Core Area 2)

Objective 2. The Master of Arts in Counseling Program seeks to develop counselors with a broad knowledge of the internal and external factors that affect clients' human development, functioning, and behavior, and an ability to utilize this knowledge to competently serve clients. (CACREP Common Core Area 3)

CMHC Goal 2:

Prepare qualified counselors who are proficient in written and verbal communications.

CMHC Goal 3:

Prepare professional mental health counselors to practice effectively in collaborative and interdisciplinary environments.

Objective 3. The Master of Arts in Counseling Program seeks to develop and train counselors who develop a base to grow a personal model of counseling based in sound theory and practice, and with the ability to assess and address crises, especially suicide (CACREP Common Core Area 5)

Objective 4. The Master of Arts in Counseling Program seeks to develop and train counselors in how to develop and provide group counseling based on effective therapeutic factors and characteristics. (CACREP Common Core Area 6)

Objective 5. The Master of Arts in Counseling Program seeks to develop counselors who understand concepts essential to understanding and administering assessments. (CACREP Common Core Area 7)

Objective 6. The Master of Arts in Counseling Program seeks to develop and train counselors who understand statistics and research methods used in counseling research, and how to use that data to more effectively serve clients. (CACREP Common Core Area 8)

CMHC Goal 4:

Promote the development of counselor professional identity and an understanding of professional ethical standards and the appropriate legal statutes.

Objective 7. The Master of Arts in Counseling Program seeks to develop and train counselors who understand the ethics of our professional counseling organizations and credentialing bodies, and they understand how to self-evaluate their own performance in relation to these ethical standards. (CACREP Common Core Area 1)

CMHC Goal 5:

Provide the Master of Arts in Counseling Programs' students with the academic and practical experiences that satisfy the program accreditation standards set forth by the Council for the Accreditation of Counseling and Related Education Programs (CACREP) and satisfy the educational requirements of the Texas State Board of Examiners of Professional Counselors.

Objective 8. The Master of Arts in Counseling Program seeks to develop and train counseling students who have a holistic understanding of career development and the multifaceted factors that affect the development of self and career. (CACREP Common Core Area 4)

Curriculum

The Clinical Mental Health Counseling Program is a 60-semester credit hour program that can be completed in a minimum of two and a half academic years.

Counseling Core Courses (36 hours)

CNSL 6302 Career Development and Information Sources	3
CNSL 6308 Professional Orientation & Ethics	3
CNSL 6310 Lifespan Development Seminar	3
CNSL 6312 Group Processes	3
CNSL 6315 Abnormal Human Behavior	3
CNSL 6316 Applied Counseling Techniques in Individual & Family Counseling	3
CNSL 6318 Marriage and Family Theories in Counseling	3
CNSL 6320 Theories of Counseling	3
CNSL 6326 Counseling Assessment for Individuals & Families	3
CNSL 6345 Research and Statistical Methods	3
CNSL 6351 Diversity Issues	3
CNSL 6394 Pre-Practicum	3

Clinical Mental Health Counseling Specialized Courses (12 hours)

CNSL 6305 Addictions Counseling and Psychopharmacology	3
CNSL 6330 Trauma and Crisis Counseling with Individuals and Families	3
CNSL 6355 Advanced Psychopathology & Treatment Planning	3
CNSL 6370 Issues in Clinical Mental Health Counseling	3

Elective (3 credits from any of the following or other counseling courses with approval)

CNSL 6304 Couples Counseling	3
CNSL 6306 Counseling Children & Adolescents	3
CNSL 6352 Advanced Group Therapy	3
CNSL 6353 Consultation, Prevention, & Supervision	3
CNSL 6354 Human Sexuality	3
CNSL 6391 Seminar	3
CNSL 6392 Working with Family Issues	3
CNSL 6393 Advanced Marriage and Family Techniques	3

Clinical Instruction (9 hours)

CNSL 6395 Practicum	3
CNSL 6397 Internship I	3
CNSL 6398 Internship II	3

Comprehensive Examination (0 hours)

CNSL 6090 Comprehensive Examination	0
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Counselor Preparation Comprehensive Examination (CPCE). The policies and procedures for the administration and scoring of the comprehensive examination for each specialization are available through the Director of the Master of Art in Counseling Program.

Degree Plan*

This section identifies how the UMHB Clinical Mental Health Counseling Program meets the 10 academic content areas required in Rule §681.83 and §681.84 Academic Course Content of Title 22, Texas Administrative Code, Part 30, Chapter 681, effective February 28, 2019 for meeting the course requirements for licensure as a professional counselor in the State of Texas:

Human Growth and Development

CNSL 6310 Lifespan Development Seminar 3

Abnormal Human Behavior

CNSL 6305 Addictions Counseling and Psychopharmacology 3

CNSL 6315 Abnormal Human Behavior 3

CNSL 6355 Advanced Psychopathology & Treatment Planning 3

Appraisal or Assessment Techniques

CNSL 6326 Counseling Assessment for Individuals & Families 3

Counseling Theory

CNSL 6320 Theories of Counseling 3

Counseling Methods or Techniques

CNSL 6316 Applied Counseling Techniques in Individual & Family Counseling 3

CNSL 6394 Pre-Practicum 3

Theory and Types of Groups

CNSL 6312 Group Processes 3

Research

CNSL 6345 Research and Statistical Methods 3

Lifestyle and Career Development

CNSL 6302 Career Development and Information Sources 3

Social and Cultural and Family Issues

CNSL 6318 Marriage and Family Theories in Counseling 3

CNSL 6330 Trauma and Crisis Counseling with Individuals and Families 3

CNSL 6351 Diversity Issues 3

Professional Orientation & Ethics

CNSL 6308 Professional Orientation & Ethics 3

CNSL 6353 Consultation, Prevention & Supervision 3

CNSL 6370 Issues in Clinical Mental Health Counseling 3

Elective (3 credits from any of the following)

CNSL 6304 Couples Counseling 3

CNSL 6306 Counseling Children & Adolescents 3

CNSL 6352 Advanced Group Therapy	3
CNSL 6354 Human Sexuality	3
CNSL 6392 Working with Family Issues	3
CNSL 6391 Seminar	3
CNSL 6393 Advanced Marriage and Family Techniques	3

Practicum (Internship)*

CNSL 6395 Practicum	3
CNSL 6397 Internship I	3
CNSL 6398 Internship II	3

*NOTE: In addition to completing all degree requirements, students who want to become a Licensed Professional Counselor (LPC) in Texas must, after graduation, complete a 3000- clock-hour internship approved by the Texas State Board of Examiners of Professional Counselors. Prior to beginning this internship, graduates must apply to take the National Counselor Examination and apply to the Texas State Board of Examiners of Professional Counselors for a temporary license. Graduates must also take and pass the Jurisprudence Examination administered by the Texas State Board of Examiners of Professional Counselors.

MARRIAGE, FAMILY AND CHILD COUNSELING TRACK

Overview

The Marriage, Family & Child Counseling (MFCC) track is for students who want to work in a variety of public settings that serve individuals, couples and families in the community or in private practice. This track meets the education eligibility criteria to apply for licensure as an LMFT (Licensed Marriage & Family Therapist) in Texas.

The Marriage, Family, and Child Counseling track at the University of Mary Hardin- Baylor is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) under the 2016 standards. The course requirements for this degree is 60 hours. It will take approximately seven semesters to complete the degree if the student remains full-time in year-round enrollment.

Mission

The mission of the Marriage, Family, and Child Counseling track (MFCC) is to provide students with the academic knowledge, the therapeutic skills, and the ethical foundations necessary to practice in the field of marriage and family counseling. The Counseling Program faculty is committed to providing a program milieu that offers students the opportunity for professional and personal growth. This program prepares students through curriculum designed to meet the academic requirements set forth by Council for Accreditation of Counseling and Related Educational Programs (CACREP) and the Marriage and Family Therapy licensing exam (which would allow for LMFT licensure in Texas and several other states).

More information can be found at <https://umhb.smartcatalogiq.com/en/2024-2025/graduate-catalog/mayborn-college-of-health-sciences/counseling-programs/master-of-arts-in-counseling-ma/ma-marriage-family-and-child-counseling-program/>

Goals and Objectives

CMHC Goal 1:

Prepare counselors to meet the needs of an increasingly diverse and changing society.

Objective 1. The Master of Arts in Counseling Program seeks to develop counselors firmly grounded in the practice of Multicultural Counseling Competencies with an understanding of the impact of heritage, attitudes, beliefs, understandings, and acculturative experiences on an individuals' views of others. (CACREP Common Core Area 2)

Objective 2. The Master of Arts in Counseling Program seeks to develop counselors with a broad knowledge of the internal and external factors that affect clients' human development, functioning, and behavior, and an ability to utilize this knowledge to competently serve clients. (CACREP Common Core Area 3)

CMHC Goal 2:

Prepare qualified counselors who are proficient in written and verbal communications.

CMHC Goal 3:

Prepare professional mental health counselors to practice effectively in collaborative and interdisciplinary environments.

Objective 3. The Master of Arts in Counseling Program seeks to develop and train counselors who develop a base to grow a personal model of counseling based in sound theory and practice, and with the ability to assess and address crises, especially suicide (CACREP Common Core Area 5)

Objective 4. The Master of Arts in Counseling Program seeks to develop and train counselors in how to develop and provide group counseling based on effective therapeutic factors and characteristics. (CACREP Common Core Area 6)

Objective 5. The Master of Arts in Counseling Program seeks to develop counselors who understand concepts essential to understanding and administering assessments. (CACREP Common Core Area 7)

Objective 6. The Master of Arts in Counseling Program seeks to develop and train counselors who understand statistics and research methods used in counseling research, and how to use that data to more effectively serve clients. (CACREP Common Core Area 8)

CMHC Goal 4:

Promote the development of counselor professional identity and an understanding of professional ethical standards and the appropriate legal statutes.

Objective 7. The Master of Arts in Counseling Program seeks to develop and train counselors who understand the ethics of our professional counseling organizations and credentialing bodies, and they understand how to self-evaluate their own performance in relation to these ethical standards. (CACREP Common Core Area 1)

CMHC Goal 5:

Provide the Master of Arts in Counseling Programs' students with the academic and practical experiences that satisfy the program accreditation standards set forth by the Council for the Accreditation of Counseling and Related Education Programs (CACREP) and satisfy the educational requirements of the State of Texas's Board of Examiners of Licensed Marriage and Family Therapists.

Objective 8. The Master of Arts in Counseling Program seeks to develop and train counseling students who have a holistic understanding of career development and the multifaceted factors that affect the development of self and career. (CACREP Common Core Area 4)

In addition to completing all degree requirements, students who want to become a Licensed Marriage & Family Therapist (LMFT) in Texas must, after graduation, complete a 3000 clock hour internship approved by the Texas State Board of Examiners of Marriage & Family Therapists. Before beginning this internship, graduates must apply to take the Marriage & Family Therapist Licensure examination and apply to the Texas State Board of Examiners of Marriage and Family Therapists for a temporary license. Graduates must also take and pass the Jurisprudence Exam administered by the Texas State Board of Examiners of Marriage and Family Therapists.

Curriculum

Counseling Core Courses (36 hours)

CNSL 6302 Career Development and Information Sources	3
CNSL 6308 Professional Orientation & Ethics	3
CNSL 6310 Lifespan Development Seminar	3
CNSL 6312 Group Processes	3
CNSL 6315 Abnormal Human Behavior	3
CNSL 6316 Applied Counseling Techniques in Individual & Family Counseling	3
CNSL 6318 Marriage and Family Theories in Counseling	3
CNSL 6320 Theories of Counseling	3

CNSL 6326 Counseling Assessment for Individuals & Families	3
CNSL 6345 Research and Statistical Methods	3
CNSL 6351 Diversity Issues	3
CNSL 6394 Pre-Practicum	3

Marriage, Family, and Child Counseling Specialized Courses (12 hours)

CNSL 6304 Couples Counseling	3
CNSL 6306 Counseling Children & Adolescents	3
CNSL 6392 Working with Family Issues	3
CNSL 6393 Advanced Marriage and Family Techniques	3

Elective (3 credits from any of the following or other counseling courses with approval)

CNSL 6305 Addictions Counseling and Psychopharmacology	3
CNSL 6330 Trauma and Crisis Counseling with Individuals and Families	3
CNSL 6352 Advanced Group Therapy	3
CNSL 6353 Consultation, Prevention, & Supervision	3
CNSL 6354 Human Sexuality	3
CNSL 6370 Issues in Clinical Mental Health Counseling	3
CNSL 6391 Seminar	3

Clinical Instruction (9 hours) *

CNSL 6395 Practicum	3
CNSL 6397 Internship I	3
CNSL 6398 Internship II	3

Comprehensive Examination (0 hours)

MFCC 6090 Comprehensive Exam	0
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Marriage & Family Therapy Practice Examination. The policies and procedures for the administration and scoring of the comprehensive examination for each specialization are available through the Coordinator of the Marriage, Family, & Child Counseling track.

*NOTE: All students must carry professional liability insurance. This insurance is paid at the beginning of each fall semester and is purchased through the Master of Arts in Counseling Program.

Degree Plan*

This section identifies how the Marriage, Family and Child Counseling track meets the academic content areas required in Rule §801.113(d) and §801.114, Academic Course Content of Title 22, Texas Administrative Code, Part 35, Chapter 801, Subchapter F, effective March 7, 2019 for meeting the course requirements for licensure as a marriage and family therapist in the State of Texas.

Theoretical Foundations of Marriage and Family Therapy (1 course)

CNSL 6318 Marriage and Family Theories in Counseling	3
CNSL 6320 Theories of Counseling	3
CNSL 6394 Pre-Practicum	3

Assessment and Treatment in Marriage and Family Therapy (4 courses)

CNSL 6304 Couples Counseling	3
CNSL 6306 Counseling Children & Adolescents	3
CNSL 6316 Applied Counseling Techniques in Individual & Family Counseling	3
CNSL 6392 Working with Family Issues	3
CNSL 6393 Advanced Marriage and Family Techniques	3

Human Development, Gender, Multicultural Issues and Family Studies (2 courses)

CNSL 6310 Lifespan Development Seminar	3
CNSL 6351 Diversity Issues	3

Psychopathology (1 course)

CNSL 6315 Abnormal Human Behavior	3
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Professional Ethics (1 course)

CNSL 6308 Professional Orientation & Ethics	3
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Applied Professional Research (1 course)

CNSL 6345 Research and Statistical Methods	3
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Elective (3 credits-any of the following)

CNSL 6305 Addictions Counseling and Psychopharmacology	3
CNSL 6330 Trauma and Crisis Counseling with Individuals and Families	3
CNSL 6352 Advanced Group Therapy	3
CNSL 6353 Consultation, Prevention, & Supervision	3
CNSL 6354 Human Sexuality	3
CNSL 6370 Issues in Clinical Mental Health Counseling	3
CNSL 6391 Seminar	3

Supervised Clinical Practicum (12 months or 3 courses)

CNSL 6395 Practicum	3
CNSL 6397 Internship I	3
CNSL 6398 Internship II	3

In addition to completing all degree requirements, students who want to become Licensed Marriage and Family Therapist (LMFT) in Texas must, after graduation, complete a 3,000- clock-hour internship approved by the Texas State Board of Examiners of Marriage and Family Therapists. Prior to beginning this internship, graduates must apply to take the Marriage and Family Therapist Licensure examination and apply to the Texas State Board of Examiners of Marriage and Family Therapists for a temporary license. Graduates must also take and pass the Jurisprudence Exam administered by the Texas State Board of Examiners of Marriage and Family Therapists.

ACADEMIC SPECIALIZATION IN COUNSELING TRACK

Mission

The Academic Specialization in Counseling track is designed for students who need an advanced degree to pursue further academic study or to enhance professional development.

Goal

The goal of the Academic Specialization in Counseling track is to give students who wish to pursue graduate study for the purpose of furthering their knowledge and skills needed for professional development and career advancement. This is not a clinical degree and does not meet the educational qualifications for state or national professional licensure or certification in counseling.

Curriculum

ASC Core Courses (30 credit hours)

CNSL 6308 Professional Orientation and Ethics	3
CNSL 6310 Lifespan Development Seminar	3
CNSL 6312 Group Processes	3
CNSL 6315 Abnormal Human Behavior	3
CNSL 6316 Applied Counseling Techniques in Individual & Family Counseling	3
CNSL 6320 Theories of Counseling	3
CNSL 6326 Counseling Assessment for Individuals & Families	3
CNSL 6345 Research and Statistical Methods	3
CNSL 6351 Diversity Issues	3
CNSL 6394 Pre-Practicum	3

Electives (3 credit hours)

CNSL 6302 Career Development and Information Systems	3
CNSL 6304 Couples Counseling	3
CNSL 6305 Addictions Counseling and Psychopharmacology	3
CNSL 6306 Counseling Children & Adolescents	3
CNSL 6330 Trauma and Crisis Counseling with Individuals and Families	3
CNSL 6353 Consultation, Prevention, & Supervision	3
CNSL 6354 Human Sexuality	3
CNSL 6391 Seminar	3

Comprehensive Examination (0 credit hours)

CNSL 6090 Comprehensive Examination	0
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The Academic Specialization in Counseling Comprehensive Examination consists of an oral presentation to a selected group of faculty members. The policies and procedures for the administration and scoring of the comprehensive examination for each specialization are available through the Director of the Master of Arts in Counseling Program.

ENTERING STUDENTS

Student Information Forms

Each student will complete a Student Information Form during program orientation. This form is intended to keep the program informed about student demographics and up-to-date contact information. Please notify your program advisor or the program director immediately if any information on the form changes during the program. If you do not wish to have certain information released to your classmates, you may note this on the form. However, you must provide this information to the program.

Change of Name or Address

Students who change their local or home address after registration or change their name after enrollment are expected to notify the Registrar of this change immediately (registrar@umhb.edu or 254-295-4510). A legal document, such as a marriage license, divorce decree allowing a name change, or a court document is required for any name change. Any communication mailed from the university to the name and address on record in the Registrar's Office will be considered to have been properly delivered, and the student is responsible for the information contained therein. Additionally, students are required to notify the Program Director.

Employment While Participating in the Program

Enrollment in the program is a full-time commitment, and employment during the academic year must be preplanned around academic courses and requirements. If a student chooses to be employed while enrolled in the program, academic attendance, performance, and participation standards will not be altered in any way to accommodate employment. Students should be aware that the program will require evening classes, clinical experiences, and related activities.

Program Orientation

Students will be required to attend program orientation prior to the beginning of their first semester in the program (Fall Semester 1). During orientation, students are provided with an overview of the program, program policies and procedures, student support services, and program expectations. Students will also have an opportunity to meet with their faculty advisor. Each student admitted to the program will receive a copy of this program Student Handbook and must sign and submit the Program's Student Participation Agreement form at the back of the handbook.

Liability Insurance

Student professional liability insurance is provided by the University at no additional cost to the student. The insurance will cover students during assigned clinical experiences as part of required academic coursework. The insurance does not cover activities outside of enrollment or a course requirement, such as other volunteer or work activities.

Student Services

As part of the University fees students pay when registering for graduate courses at UMHB, many resources, services, and facilities are available. These include counseling services, disability services, Student Health Services Center, spiritual life services, Mayborn Campus Center, Dining Services, and Townsend Memorial Library. We invite you to participate in and take advantage of these opportunities. More information can be found in the [Graduate Catalog](#)

UMHB Campus

Information regarding academic, administrative, and other buildings, as well as athletic facilities and points of interest, can be found in the [UMHB Graduate Catalog](#).

Student Service	Contact Info
Bookstore (Bawcom Student Union)	(254) 295-4628
Bursar (Sanderford Administrative Complex.)	(254) 295-4533
Career Services (Mabee Student Success Ctr., Second Floor)	(254) 295-4691
Center for Academic Excellence (Mabee Student Success Ctr., Second Floor)	(254) 295-4475
Cru Card and Copy Services (Mabee Student Success Ctr., First Floor)	(254) 295-4218
Financial Aid (Sanderford Administrative Complex.)	(254) 295-4517
IT Help Desk	(254) 295-4658
Mayborn Campus Center	(254) 295-5576
Post Office (Mabee Student Success Ctr., First Floor)	(254) 295-5665
Registrar (Sanderford Administrative Complex)	(254) 295-4272
Spiritual Life (Bawcom Student Union)	(254) 295-4234
Student Counseling Health Services (Mabee Student Success Ctr., Third Floor)	(254) 295-4696
Student Disability and Testing Services (Mabee Student Success Ctr., Third Floor)	(254) 295-4731
Townsend Memorial Library	(254) 295-4637
University Police (Mabee Student Success, First Floor)	(254) 295-5555

Students With Special Needs (Disability Accommodations)

The University of Mary Hardin-Baylor does not discriminate based on disability in the recruitment and admission of students or in the operation of any of its programs and activities. The UMHB Disability Services Office assists students with disability-related issues, including reasonable accommodation under Section 504 of the Rehabilitation Act of 1973. However, it is the student's responsibility to request disability accommodations.

The [UMHB Student Handbook](#) and website provide specific information for students with special needs. Students who are otherwise qualified for a university program or course and who desire accommodation(s) for a disabling condition are responsible for providing acceptable documentation in a timely manner prior to the period of stated need. Contact Director of Student Counseling, Testing & Health Services, UMHB Box 8437, 900 College Street, Belton, Texas 76513, Office: (254) 295-4696, Fax: (254) 295-4196.

Students who have been granted disability accommodations by UMHB that are also needed for a clinical setting must present an approved UMHB Letter of Accommodation to the clinical facility. Students should be aware that many clinical facilities may not be able to provide the same accommodations that have been provided during the academic portion of the program.

It is the responsibility of a candidate or student with a disability or a candidate who develops a disability that requires accommodations to meet these technical standards and to self-disclose that disability to the Office of Disability Services and request accommodations.

Candidates or students who fail to register with the Office of Disability Services or who fail to provide the necessary documentation to the Office of Disability Services shall not be considered to be claiming the need for or receiving accommodations under the federal or state disability laws. Students are held to their performance, with or without accommodation. No candidate will be assumed to have a disability based on inadequate performance alone. Accommodations are not applied retroactively, and a disability-related explanation will not negate an unsatisfactory performance.

Requesting Disability Accommodations

Candidates or students are not obligated to self-disclose their disability to the Program's administration, other staff members, or faculty. Students with disabilities who wish to obtain accommodations, auxiliary aids, and/or services must, however, self-disclose that disability and direct their request(s) for accommodation(s) to the Office of Disability Services.

While students can disclose a disability to the Office of Disability Services and request an accommodation at any time during their enrollment, students are encouraged to disclose the need for accommodation(s) as soon as possible. Time for documentation review and accommodation arrangement (s) is necessary and may take several weeks. Accommodations are not retroactive.

While the program works in conjunction with the Office of Disability Services to coordinate reasonable accommodations, disability documentation and students' individual diagnoses remain confidential. For more information, visit the [UMHB Disability Services](#).

Resources for Pregnant Students

The University of Mary Hardin-Baylor provides equal access to its education programs to students during pregnancy and childbirth. Any student may meet with UMHB's Title IX Coordinator to learn how the university supports and encourages pregnant students in continuing their education. Depending on the circumstances, the university may be able to help students with excused absences, a leave of absence from school, or other reasonable alterations to academic programs to help students remain in school despite limitations that may be recommended by a health care provider.

Pregnant students who anticipate a need for assistance with their academic program are encouraged to contact the Title IX Coordinator rather than individual faculty members. The Title IX office will work with the student and with faculty as needed to develop an individualized education plan that will ensure equal access to the university's programs and provide pregnant students the best opportunity to complete their education. Contact: Susan Owens, Vice President for Human Resources, Title IX Coordinator and non-discrimination compliance officer, Sanderford Administrative Complex, 900 College Street, Belton, Texas 76513, Office (254) 295-4527, email to susan.owens@umhb.edu

Student Health Services

A vital component of the university experience for UMHB students is a healthy lifestyle. The goal of the Student Health Services Center is to educate students on health issues and encourage healthy lifestyles. Health fairs, wellness screenings, and health topic presentations are examples of UMHB's effort to educate and empower students to make informed decisions about their health.

A full-time registered nurse serves as Coordinator of the Student Health Services Center and provides a range of student health services, including first aid, nursing assessment for wellness and illness, immunizations, patient education, and referrals to local healthcare providers and community health resources needed.

The Student Health Services Center is available at no cost to UMHB students during regular business hours, with or without an appointment. The Student Health Services Center is located in the Mabee Student Success Center.

UMHB assumes no responsibility for medical expenses incurred by students. For more information about obtaining health insurance, visit the UMHB Health Services webpage.

Various health insurance applications are available for the student's convenience at the health center. It is up to the individual student to choose which healthcare plan best meets their needs. A recommended site for resources when a student becomes ill after hours is found on the UMHB Health Center Website.

Some medical insurance policies require students to use an approved network of doctors, hospitals, and clinics. Students should contact their insurance carrier for details and, if applicable, obtain a list of approved healthcare providers in the Belton/Temple area and determine what steps, if any, are necessary to change their point of service (POS) to this area. Belton's zip code is 76513. Students should have their medical insurance cards with them while attending UMHB.

Student Counseling Services

Professional and confidential clinical counseling services are available to students in need of assistance with a wide variety of issues. Crisis counseling, stress management, and a range of other emotional issues are addressed, as appropriate, on an individual and support group basis.

Free counseling services are offered to currently enrolled students on a short-term basis by appointment only. When appropriate, referrals are made to mental health providers in the local area. Confidentiality is maintained according to state regulations, and disclosure of the information is made only with the student's written consent unless required by law.

Please note: Due to ethical conflicts of interest, faculty and staff from the university departments of Psychology, Social Work, Master of Arts in Counseling program, Master of Science in Occupational Therapy, Doctor of Physical Therapy, Master of Science in Physician Assistant, Nursing, the Cru Community Clinic, Exercise and Sport Science, or Athletic Training do not provide student counseling or health services and are not affiliated with the UMHB Student Counseling and Health Center. Learn more about Student Counseling Services [here](#).

Help Desk

For assistance with any UMHB Information Technology services, contact the help desk at (254) 295-4658 or infotech@umhb.edu.

Network Access

The UMHB Information Technology department strives to provide students with the technology needed to succeed. Info-Tech offers wired and wireless internet in the residential and academic buildings, plus online access to registration, grades, and finances.

MyCampus

The online portal for courses, grades, registration, and finances can be accessed at MyCampus.

Identification Cards (CruCard Services)

The CruCard Office, located on the first floor of the Mabee Student Success Center, issues identification (ID) cards (CruCard) for all members of the campus community.

Each student is required to have a CruCard card which must be carried at all times. Students will use this card in the following ways:

- as a library card
- for photo identification to cash checks
- to gain admission to free activities on campus, most athletic events, and campus concerts
- to get student discounts to events
- to gain access to certain campus buildings after closing hours

Membership in Professional Organizations

Master of Arts in Counseling students are expected to join State and National Counseling organizations appropriate to their program of study, at their own expense. Student membership dues are usually less for students and the benefits are many, including professional newsletters, journals, and announcements of professional activities and job openings.

Recommended professional organizations are:

- American Counseling Association (ACA) (<https://www.counseling.org/>)
- Texas Counseling Association (TCA) (<https://www.txca.org/tca/default.asp>)
- Mid-Tex Counseling Association (MTCA) (<https://www.txca.org/tca/MTCA.asp>)
- American Mental Health Counselors Association (AMHCA) (<https://www.amhca.org/home>)

Professional organization applications will be made available to students at each semester orientation meeting as well as sent to the graduate students' UMHB email inboxes. Professional organization membership is vital to professional success. Student membership in a professional organization is considered in candidacy application review and again during oral comprehensive examination as relating to "professional orientation."

Professional Involvement and Networking

Meeting and working with peers, professors, and community and school mental health practitioners and as well as joining professional organizations are some of the best ways to participate in the graduate program and move into the profession. Networking is a reflection of a desire to learn and develop a professional orientation. Program students may have the opportunity to volunteer with state and national counseling associations at conventions and conferences. In addition to professional involvement, students are encouraged to volunteer locally at non-profit organizations that provide outreach counseling.

STUDENT EXPECTATIONS

Student Conduct Expectations

Students in the Master of Arts in Counseling Program are expected to demonstrate consistent professional and ethical conduct, attend all classes/clinical experiences punctually, participate in all laboratory and additional learning experiences, and complete/submit all assignments on time. Students will abide by the policies of the university and the program. Additional student conduct policies specific to academic conduct can be found in the Graduate Catalog at <https://umhb.smartcatalogiq.com/2024-2025/graduate-catalog/>

UMHB Code of Conduct

Professionalism is a term that encompasses interpersonal, behavioral, and academic/scholastic expectations. Students are expected to conduct all aspects of their lives with great intention, honor, respect, and integrity. This includes responsible actions towards themselves, others (fellow and future colleagues, faculty, staff, patients, and the university community), and the profession. Students are expected to conduct themselves professionally at all times, whether on or off-campus.

Communication Policy

Each student is responsible for reading all materials distributed electronically to his/her UMHB student email address or through Canvas notifications/announcements. These will be the principal means of communication regarding the program information. The university expects every student to read email and Canvas notifications on a frequent and consistent basis. A student's failure to receive and read university communications in a timely manner does not absolve that student from knowing and complying with the contents of such communications.

Attendance

Course attendance and punctuality are expected behaviors and contribute to determining readiness for clinical practice. Students are expected to attend all special and regularly scheduled lectures, and clinical sessions and be on time. If a student must miss class or be tardy due to extenuating circumstances, the student must notify the instructor prior to the start of class or clinical time. The instructor may be notified through email, voice mail on office phone, or voice mail. Texting another student and asking him/her to notify the instructor is not acceptable professional behavior.

Notification of the instructor does not excuse an absence or tardy. Please note that regular, on-time attendance in class and clinical experiences is an important component of professional behavior, and students may be penalized on the professionalism component of a course grade for being tardy or for non-participation in learning activities due to missing class.

Professional Appearance

Students should refer to the [UMHB Student Handbook](#) policy on dress code.

Faculty may specify that students dress in professional attire for special occasions, such as guest speakers, invited guests, or interaction with clients on campus.

Classroom Etiquette

Please be considerate of classmates by not coming in late, leaving early, or by allowing cell phones to ring during class. While in the classroom, please act respectfully towards classmates and the professor by focusing on the lecture or task at hand.

If a student wants to chat, read, surf the Internet, text message, or nap, s/he must do it somewhere else. Instructors reserve the right to ask anyone who is disruptive to leave.

The student must adhere to professional standards for behavior when communicating with faculty, staff, and fellow students in the classroom:

- Be respectful in all communications with everyone
- Arrive on time (or preferably early). Students who arrive late must ask permission to enter the classroom. Faculty have the right to refuse entrance until classes break to avoid disruption
- Students may eat or drink in class at the discretion of the instructor
- Students may not bring in guests, pets, or children to the classroom

Use of Personal Technology

Use of personal technology devices for anything other than academic purposes in the classroom, lab, or clinical setting during instructional or patient care time is prohibited. Students must refrain from using cell phones, tablets, laptops and similar devices for non-educational purposes (i.e. messaging, games, email, web browsing) during class and clinical time. A faculty member may instruct the student to put the device away, or may direct the student to leave the classroom. The faculty member may choose the action deemed most appropriate for the situation.

If a student is expecting an emergency phone call, the student must notify the faculty member prior to the beginning of class or clinical time. The student must step outside of the room before answering an emergency phone call, or wait until a more appropriate time to return the call.

Lecture Recording, Course Materials, and Photographs

Recording by audio, photograph, video or other technology, the voice or image of a member of the university's governing board, an administrator, faculty member, staff employee, or other student without first obtaining the recorded person's expressed, written permission is not permitted by any student at UMHB, unless the student has UMHB-approved disability accommodations that specifically allow recording of instructional lectures. Students may not copy or redistribute lecture materials without the express written permission of the course instructor. Violation of these policies may result in disciplinary action

Social Media

Students should refer to the [UMHB Student Handbook](#) policy on the use of social media.

Students in the program are expected to exercise discretion in the use of social media and respect the professional reputation of the student, faculty, and program. Students are not permitted to post any course related materials on any public website or social media or send such materials to another person within or outside of the program (e.g. students in the same or different cohort, clinical instructors, friends). Course materials include, but are not limited to, photos/videos of instructor lectures or demonstrations; photos/videos of faculty, students, volunteers or others during any type of learning activity; homework assignments, quizzes, or examinations; any materials related to research projects.

Discussion of tests and other course assessment techniques through these types of venues is also prohibited. Students who violate academic integrity standards through social media will be subject to appropriate sanctions under the Academic Integrity Policy.

Academic Integrity

As an institution committed to the Christian values of honesty and integrity, the University of Mary Hardin-Baylor expects all members of the learning community to commit themselves to high standards of academic integrity. Academic integrity is vital not only as we live out our Christian calling but also for our students' success in their future vocations.

To that end, students are expected to take responsibility for all the work they produce at the University and to ensure that it meets the University's standards for academic integrity. The entire policy is published in the university's graduate catalog.

<https://umhb.smartcatalogiq.com/2024-2025/graduate-catalog/>

Children in the Classroom or Clinical Settings

One of the advantages employees and students have at UMHB is the family atmosphere created by the small size of the UMHB classes and the value placed on people in our learning community. The value placed on people also makes it necessary for the university to provide employees and students a comfortable, safe, and non-distracting work, or study environment.

Students should not bring children into the classroom or clinical settings. Occasional needs or emergency situations should be discussed with students' instructors. This policy is designed to be people-sensitive both in emergencies and in the day-to-day function of the university.

Drug and Alcohol Use Policy

The university is committed to the spiritual, mental, social, and emotional development of students and believes that growth in these areas is greatly impaired by mind-altering substances. Education and learning are especially impaired by alcohol abuse and other drug use. It is the goal of the university to provide an alcohol and drug-free environment in which to live, work, and learn, to discourage the use of alcohol and drugs, and to promote sobriety. The UMHB community cares deeply about the health and safety of our students. Furthermore, UMHB recognizes the heightened dangers associated with alcohol and drug use. The consequences of life choices and decisions that students make extend far beyond the college experience. The university's drug and alcohol policy for students is located in the UMHB Student Handbook. Additionally, the Mayborn College of Health Sciences Drug and Alcohol policy is found at <https://www.umhb.edu/students/student-handbook>.

UMHB Smoking Policy

Smoking, the use of tobacco products and the use of electronic cigarettes (E-Cigarettes), or vaping devices are strictly prohibited:

- inside or within 50 feet of any university-owned building and residence
- while operating or riding in university-owned vehicles (including carts)
- in any other area designated by the university as tobacco/electronic cigarettes/smoke-free

Students must observe a clinical facility's rules regarding the use of tobacco products, electronic cigarettes, or vaping devices.

Violation of Program Policy

Students who violate the Master of Arts in Counseling program policies, rules and procedures will be subject to sanctions, remediation, dismissal from a clinical facility, and/or program dismissal.

Incidents of student misconduct as outlined in the UMHB Student Handbook will also be referred to the UMHB Dean of Students.

Available Drug or Alcohol Counseling and Rehabilitation Services

UMHB Student Counseling Services offer confidential and anonymous referral information regarding community substance abuse resources. UMHB Student Counseling, Services' Alcohol and Drug Education Program provides a variety of educational programs related to college students and the use of alcohol or other drugs. Printed information and confidential educational consultations are available to students to assist with alcohol and other drug-related questions or concerns. Call (254) 295-4696 or go to the UMHB Student Services office (8 a.m. to 5 p.m. weekdays) in the Mabee Student Success Center to obtain information, request assistance, or schedule an appointment. For more information, click [here](#).

ACADEMICS

Advising

Upon acceptance into the program, each student is assigned one or more faculty advisors. Students are required to meet with the faculty advisor each semester to discuss academic progress and overall performance in the program. Additional meetings should be scheduled if the student or faculty advisor has concerns about student performance in the program or a particular course.

If any student's advisor is not available, the Program Director will be the secondary advisor for all students.

Degree Plan

Each student will meet with his/her advisor to develop a formal degree plan for the student's master's degree program prior to the end of their first semester in the program. The degree plan lists all course work that must be completed to meet requirements for the selected degree.

Any student who desires to change his/her approved plan of study must submit a written request and gain approval from the Program Director. Any change must be requested and made prior to completing 24 hours in the program. After completing 24 hours of coursework, a student must reapply for admission to the program they wish to pursue and complete a new degree plan for that degree.

Student Evaluation

To obtain the Master of Arts degree, students must demonstrate a depth and breadth of knowledge within their chosen field, an understanding of self, and the promise of skilled performance in cognitive and affective areas. To ensure that program standards are high, students will be evaluated at the following points:

- **Upon admission** through a review of their writing sample, interview, academic credentials, and letters of recommendation.
- **Within each course:** Students are graded on academic knowledge, class participation and interpersonal skills, writing ability (both content and construct), speaking and presentation skills, independent research, professional orientation, and self-reflection and self-care. Appropriateness of classroom demeanor, behavior, and ethics is also evaluated. "A" work is considered above average performance; "B" work is considered average performance; "C" work is considered below average performance. A minimum grade point average (GPA) of 3.00, semester and cumulative, is required of all graduate students enrolled in a Master of Arts program.
- **Upon application for candidacy:** Students with a GPA of 3.00 or better must apply twice for admission to candidacy: after the completion of a minimum of 12 semester hours and a maximum of 18 semester hours and again after the completion of CNSL 6395 Practicum. The departmental graduate faculty committee evaluates each student on the student's overall performance in courses completed to determine if the student is qualified to be a candidate to receive the Master of Arts degree. Areas evaluated by the committee include academic knowledge, class participation and interpersonal skills, writing ability (both content and construct), speaking and presentation skills, independent research, self-reflection and self-care.

The committee may decide to accept the applicant with qualification pending completion of the first semester of practicum or reject the applicant. "Acceptance with qualification pending completion of the first semester of practicum" means that the student will make improvements in the areas that the faculty have commented on in the "candidacy letter" and will demonstrate good use of counseling knowledge, skills, and ethics in the first semester of practicum. Rejection for candidacy means that the student has consistently performed at an unacceptable level or has made few attempts to remedy deficiencies as recommended by a professor or the committee.

A student's application for candidacy may be deferred if the committee has some question regarding the student's appropriateness for candidacy. Acceptance for candidacy will be made by a three-fourths affirmative vote of the departmental graduate faculty committee, and rejection for or deferral of candidacy will be made by a one-half negative vote of the departmental graduate faculty committee. Students will be notified in writing ("candidacy letter") of the response to their application for candidacy and of any recommendations or requirements for improvement.

- **During clinical instruction:** Students must apply for and be approved to take clinical instruction classes before enrolling in these courses. Students are evaluated during Practicum and Internship by their Faculty Supervisor when working only at the Community Life Center or by their Faculty Supervisor and Site Supervisor when working at both the Community Life Center and an off- campus counseling site. All supervisors will use the Counseling Competencies Scales (CCS) to give their students evaluations at mid-term and at the end of the semester.
- **At various points in the Program.** The Program is both academic and experiential. Therefore, the student must demonstrate more than cognitive abilities. Evaluation using the Counselor Competencies Scales (CCS) will be made at various points throughout the program. The Professional Performance Evaluation (PPE) supersedes all other requirements for a class, and no credit for the class may be earned if a “0” (does not meet criteria for program level) is indicated. A copy of the PPE and CCS can be electronically accessed at <https://www.umhb.edu/graduate/counseling/home>.
- **Following administration of comprehensive examination:** Students accepted for candidacy must register for and complete a comprehensive examination conducted by the graduate counseling faculty during the students’ last semester of coursework before graduation. All comprehensive examinations cover materials presented in the courses required according to the degree specialization. The comprehensive exam in the two clinical programs is a standardized written examination. The comprehensive examination in the academic specialization is a written examination constructed by three or more faculty to represent the student’s individualized degree plan. The policies and procedures for the administration and scoring of the comprehensive examination for each specialization are available through the Program Director. If a student fails the comprehensive examination, they must meet with the faculty committee to complete an oral examination, in addition they will be provided with remedial recommendations, which should be completed before registering for their respective national licensure exam.

Clinical Supervision and Instruction

Clinical instruction, including supervised practicum and internship experiences, is the most critical experience component of the Master of Arts in Counseling Program. All preparations within the Clinical Mental Health Counseling Program and the Marriage, Family and Child Counseling Program train students to enter the workplace as mental health counselors. The faculty, including site supervisors, are committed to the preparation of professional counselors, the development of each student’s identity as a competent and ethical mental health counselor, and each student’s personal growth. The *Counseling Competencies Scale-R* is used to evaluate student performance in clinical instruction.

Practicum

A student’s first practical counseling experience begins after most coursework is completed. The practicum experience, completed over one semester, consists of a minimum of 100 hours of participation in closely supervised individual and group counseling and professional development activities. Practicum students will be required to complete practicum hours at the Community Life Counseling Center. The course includes one hour of individual supervision in ethics and standards of counseling practice per week plus one and one-half hours of group supervision per week.

All students are reviewed for their first candidacy the semester before enrolling in the Practicum course, CNSL 6395. The Candidacy forms may be found online on the Master of Arts in Counseling Programs website under the [Resources](#) tab.

All policies and procedures related the Practicum experience, including site selection and practice evaluation, are covered in the *Clinical Placement Manual*.

Internships

Only after completing 92.5% of direct hours for Internship I can a student begin working on hours toward second internship course, CNSL 6398, Internship II. The Internships in Counseling consists of a 600-hour, full-time experience

spanning two semesters in a setting approved by the Internship professor.

Students who are employed in the mental health field may obtain internship hours in that same employment setting provided their job role or assignment relates to their master's degree program and area of concentration. However, they must continue to do a portion of their direct hours at the Community Life Center. Internship hours obtained through an employment site or volunteer site must be completed under the supervision of a field site supervisor who meets supervisor qualifications as specified according to each student's area of professional concentration.

All policies and procedures related to the internship experience, including site selection and practice evaluation, are covered in the *Clinical Placement Manual*. This handbook will be given to each graduate student at the time they apply for CNSL 6395 Practicum.

Comprehensive Examination

The Master of Arts in Counseling Program requires all candidates for the clinical tracks to register for and successfully complete the Counselor Preparation Comprehensive Examination (CPCE) for the Clinical Mental Health Counseling Program, or the Association of Marital and Family Therapy Regulatory Board's Marital and Family Therapy National Examination for the Marriage, Family, and Child Counseling Program. The exams are administered during the student's last semester of course work prior to graduation.

CMHC students must make a combined score within one standard deviation from the national mean score on the CPCE exam. MFCC students must score a 66 or higher on the exam.

If a student fails the comprehensive exam, the student must take an oral exam and will receive recommendations for remediation in order to prepare themselves for the respective national exam required for state licensure.

Academic Success and Progression

Progression Time Limits

All requirements for the Master of Arts Degree in Counseling must be completed within a five-year period from the time of admission to the program.

Academic Success Resources

The Master of Arts in Counseling Program desires to see its degree candidates reach their goals. To this end, students will participate in ongoing self-evaluations and seek academic and self-care assistance as needed. Students will also participate in ongoing faculty evaluation using the standard UMHB-approved faculty evaluation forms.

Every effort is made to assist students having academic difficulty to improve their academic standing through individual meetings with the course professor, peer tutoring and counseling, and referral to library and external resources. No "extra credit" work will be given to graduate students to help raise their grades. Rather, students will be assisted in learning the required coursework. Students who are having academic difficulties should:

- Meet with the course professor, who may, in turn, refer them to library resources for additional reading and information, for tutoring or other student resources.

Academic Probation

Students with a semester or cumulative GPA of less than 3.00 will be placed on probation. Failure to correct the deficiency in the next semester of attendance will result in dismissal.

Dismissal from the Program

Students may be dismissed from the program for academic or non-academic reasons. Academic reasons include, but are not limited to, academic dishonesty, academic performance that does not meet program standards including Professional Behaviors, and student cumulative GPA falling below 3.0 for two consecutive semesters. Students may appeal academic decisions by following the Academic Appeal Process published in the university's graduate catalog.

Reasons for non-academic dismissal include, but are not limited to, student misconduct. The policies, expectations, and procedures which apply to matters of student conduct are contained in the UMHB Student Handbook and the Master of Arts in Counseling Student Participation Agreement.

Readmission to the Program

A student dismissed from the Master of Arts in Counseling program is not eligible to apply for readmission to the program.

Leave of Absence

Under extenuating circumstances, a leave of absence may be granted to a student in good standing with the program at the sole discretion of the university. Students should understand that a leave of absence will likely delay progression through or graduation from the program. If approved, a leave of absence will typically be granted for a maximum of 12 months. If a student wishes to request a leave of absence, he/she must submit the request in writing to the Program Director. Requests should be submitted within 30 days prior to the requested leave, or as soon as practicable. The university does not guarantee that the student's place in the cohort will be available upon return to the program.

The Program Director, in consultation with the Executive Dean and other appropriate faculty/staff, will review the request and will notify the student in writing of the decision as soon as possible, typically within 2 weeks of the request. All university policies regarding withdrawal, grades and refunds will apply.

Once a leave of absence is granted, a student must request reinstatement in writing to the Program Director as soon as is practicable. The Program Director will determine if program readmission is required.

If a leave of absence is granted for a contiguous period of time within a single semester, the amount of leave requested will be reviewed to determine if independent study format is a viable option. If the leave of absence is requested for an entire or significant portion of a semester or spanning more than one semester, the next opportunity for reinstatement will be the beginning of the next academic year's sequence.

Withdrawal

Students who wish to withdraw from the program should immediately contact the Program Director. The university's withdrawal policies are published in the graduate catalog.

If a student who takes leave either (1) did not request a leave of absence as outlined in this policy or (2) elected to take leave although the leave request was denied, the student will be required to reapply for program admission, which is not guaranteed.

Academic Appeal Process

Students may appeal any academic decision believed to be arbitrary, capricious, or unfair. A student's mere dissatisfaction with a grade or decision is not grounds for an appeal. For an appeal to have merit, there must be some evidence that the student has been treated inappropriately with regard to the administration of the university's policies and procedures. The [academic appeal process](#) is published and readily available to students prior to and upon matriculation in the [UMHB Graduate Catalog](#).

Reporting Discrimination (including harassment) to University Authorities

Any student who has experienced or observed unwelcome conduct which may constitute illegal discrimination is encouraged to report the matter. Students are encouraged to report such behavior before it becomes severe or pervasive. The university can take appropriate steps to prevent the situation from creating an environment that is hostile to education.

Some examples of matters, which are appropriate to report and file a complaint within this section include:

- A complaint of sex discrimination or sexual / gender harassment carried out by university employees, other students, or third parties
- A complaint of gender inequity in any program of the university
- A complaint of discrimination based on a disability or handicap
- A complaint of any violation of the university's Policy Against Discrimination or Harassment

Information is readily accessible prior to and upon matriculation:

- In the Non-Discrimination Statement located in this handbook
- On the university's [Title IX webpage](#).
- In the university's [Student Handbook](#).
- On the university's online [REPORT IT](#) website

Other Student Grievances and Concerns

For other types of student grievances and concerns, the university publishes specific processes in its [Student Handbook](#).

The university also provides a [Report It](#) link on the main webpage (in compliance with state law), which students can use to report concerns in various areas.

GRADUATION

Process

In order to be eligible for graduation students must complete the following:

1. Successful completion of all academic courses
2. Successful completion of Practicum including 40 direct client contact hours and 60 indirect clinical hours
3. Successful completion of Internship I and Internship II including 240 direct client contact hours and 360 indirect clinical hours.
4. Successful completion of Candidacy I and Candidacy II
5. Successful completion of the comprehensive exam process
6. Completion of requirements set forth by the registrar's office for graduation.

<https://go.umhb.edu/resources/registrar/graduation>

Ceremonies

Please visit the following websites regarding graduation ceremonies

<https://www.umhb.edu/resources/registrar/commencement#1845>

Licensure and Certification Application

Students completing the 60-hour **Clinical Mental Health Counseling track** will have the necessary coursework to sit for licensing exams for Texas Licensed Professional Counselor, LPC and/or National Certified Counselor, NCC (through National Board for Certified Counselors)

Texas Licensed Professional Counselor (LPC)

The Licensed Professional Counselor is a trained and experienced expert who holds a valid license issued under the Texas Licensed Professional Counselor Act. Licensure assures the public that counselors are legitimate mental health professionals and entitles counselors to establish private practices. The law requires that a person practicing counseling and claiming to be a professional counselor submit appropriate credentials for evaluation and take and pass an examination before counselor recognition is granted. Once granted a temporary license, a professional counselor must complete 3000 hours of supervised experience before a permanent license is granted. Applications and additional information on the LPC may be obtained by contacting:

Texas State Board of Examiners of Professional Counselors

Texas Department of State Health Services

P.O. Box 149347 Austin, Texas 78714-9347

Telephone: (512) 834-6658

www.bhec.texas.gov

www.dshs.texas.gov

National Board-Certified Counselor (NBCC)

Students who have completed the 60-hour Clinical Mental Health Counseling Program may want to apply for the NBCC counseling credential. To request an application for the NBCC credential, write or call:

National Board for Certified Counselors

3 Terrace Way

Greensboro, NC 27403-3660

Telephone: (336) 547-0607

Email: nbcc@nbcc.org

www.nbcc.org

Students completing the 60-hour **Marriage, Family and Child Counseling track** will have the necessary coursework to sit for the licensing exam for Texas Licensed Marriage & Family Therapist, LMFT

Texas Licensed Marriage and Family Therapist (LMFT)

Marriage and Family Therapists (MFTs) are mental health professionals trained in psychotherapy and family systems, and licensed to diagnose and treat mental and emotional disorders within the context of marriage, couples and family systems. They evaluate and treat mental and emotional disorders, other health and behavioral problems, and address a wide array of relationship issues within the context of the family system (www.aamft.org). Applications and additional information on the LMFT in the state of Texas may be obtained by contacting:

Texas State Board of Examiners of Marriage and Family Therapists
Texas Department of State Health Services
P.O. Box 149347
Austin, Texas 78714-9347
Telephone: (512) 834-6657
www.bhec.texas.gov
www.dshs.texas.gov

SAFETY, SECURITY, AND HEALTH

Annual Fire and Security Report (Clery Report)

In compliance with federal reporting requirements contained in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of Mary Hardin-Baylor Police Department publishes an Annual Security and Fire Safety Report. This report includes statistics for the previous three years concerning reported crimes and fires that occurred on-campus in certain off-campus buildings or property owned or controlled by UMHB and on public property within, or immediately adjacent to and accessible from the campus. This report also includes UMHB's policies concerning campus security and fire safety.

A copy of the University of Mary Hardin-Baylor Annual Campus Fire and Safety Report is available for your review. A printed copy of this report can be obtained by contacting the University of Mary Hardin-Baylor's Campus Police Department at (254) 295-5555 or at <https://www.umhb.edu/resources/police/policies-reports#1845>.

Each year, an e-mail notification that provides the web site containing this report is sent to the UMHB email address of all current students, faculty and staff. Additionally, all prospective students and prospective employees are entitled to request a copy of the University of Mary Hardin-Baylor Annual Campus Security and Fire Report. Printed copies of the report may also be obtained at the University Police Department located in suite 107 of the Mabee Student Success Center, by calling (254) 295-5555, by emailing police@umhb.edu or by writing to:

UMHB Police Department
UMHB Box 8350
900 College
Belton, Texas 76513

Daily Crime and Fire Log

The University Police Department maintains a combined Daily Crime and Fire Log. This log provides limited information pertaining to all crime and fire incidents reported to the Department. The University Police publishes the Daily Crime and Fire Log, Monday – Friday, when the University is opened. This log is available for inspection at the UMHB Police Department located at 905 Moore Ave, Belton Texas.

Alcohol and Other Dangerous Drugs Biennial Report.

The university also publishes an Alcohol and Other Dangerous Drugs Biennial Report. The purpose of this report is to comply with the Drug-Free Schools and Campuses Regulation (EDGAR Part 86). Institutions of Higher Education (IHE) receiving federal funds or financial assistance are required to maintain programs which prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. To comply with this regulation, IHE, such as the University of Mary Hardin-Baylor, are required to complete biennial reviews of their Alcohol and Other Drug (AOD) program to determine effectiveness and consistency of enforcement of sanctions, along with the number of alcohol and drug violations.

For a printed copy of either report, please contact the UMHB Police Department at (254) 295-5555, or visit in person at 905 Moore Avenue, Belton, Texas, 76513.

Sexual Assault or Sexual Violence

The University strives to create a campus environment that is free from sexual violence, sexual assault, sexual

harassment, or gender-based harassment, all of which are prohibited by university policy and by federal law. Detailed information about reporting crimes, sex offenses, or violations of the university's policies can be found in the Student Handbook at <https://www.umhb.edu/students/student-handbook>, the university's Title IX webpage at <http://www.umhb.edu/titleix> and UMHB's Annual Campus Crime and Fire Safety Report at <https://www.umhb.edu/resources/police/policies-reports#1845>. In accordance with state law, the university has an anonymous reporting portal on its homepage at <https://www.umhb.edu/>.

University Police

The University of Mary Hardin-Baylor Police Department operates under the authority given to private universities in section 51.212 of the Texas Education Code and section 2.12 of the Texas Code of Criminal Procedures. The University of Mary Hardin-Baylor Police Department functions as an organized police department within the State of Texas.

As part of the Campus Planning and Support Services Division, the department employs both full-time and part-time police officers. Each UMHB police officer is licensed and certified by the Texas Commission on Law Enforcement. Each of our officers are vested with all rights, powers, and privileges associated with the position of Peace Officer in the State of Texas and have arrest authority. In addition, UMHB officers are authorized to take enforcement action at off-campus locations as well as on property owned or controlled by the university. UMHB Officers work closely with their local, state, and federal counterparts and routinely share and receive information from these sources.

The UMHB Police Department is located on the first floor of the Mabee Student Success Center at 905 Moore in Belton, Texas. UPD administrative offices are open Monday to Friday, 8:00 a.m. to 5:00 p.m., excluding approved university holidays.

[Learn more about the University Police Department](#)

Inclement Weather and University Cancellation Notices

During inclement weather, university officials may use the CruAlert system and local news media outlets to disseminate information regarding changes to university class schedules, office operations, and/or special events. In addition, information pertaining to change in the university's normal schedule is available on the university's website.

Please do not contact the university police for routine schedule information during times of a weather emergency.

In the event of severe weather, the CruAlert system will provide information and instructions. This information may be sent using one or more of the following methods:

1. Text message to cell phone (automatically opted in)
2. Audio message to a cell phone or other telephone (including parents/guardians)
3. Email notification to UMHB email account
4. Outdoor mass notification system
5. Designated websites (www.umhb.edu)
6. Radio and TV alerts through local news media
7. Other emerging communications platforms (e.g., Twitter, Facebook, etc.)
8. The University's Website and the University Police Department's webpage are immediately accessible via computer by all employees, students, and guests.

When a TORNADO WARNING is issued, occupants should move to designated interior classrooms, offices, restrooms, locker rooms, or other secure locations. When possible, do not shelter in areas with windows or exterior walls/doors.

Mandatory make-up class time or additional work will be determined by the MAC program director. Typically, the class will be made up during regular gaps between classes. This may include earlier, later, or weekend hours. Students are expected to be present for make-up classes and responsible for any make-up work. If inclement weather occurs when a student is to report to a clinical practice site and the site is closed, the student is excused from clinical activities for that day only. However, the student must immediately inform the clinical director via email notification about the closure.

Learn more about the university's [CruAlert System](#).

Reporting a Crime or Emergency

The University is part of the Bell County 911 system. When summoning emergency assistance, individuals should:

First, call 911 directly:

1. To summon an ambulance to the UMHB campus for medical emergencies
2. To summon the Fire Department for on-campus fires
3. To report a crime in progress

In addition to dispatching medical and fire personnel, 911 dispatchers should also notify university police department.

When calling 911:

- First, provide the emergency dispatcher with your specific campus location (especially if you are calling from a cell phone).
- Second, as time and circumstances allow:
 - Call the University Police Department at (254) 295-5555 immediately after you disconnect from 911
 - Send a reliable person to watch for and guide emergency personnel to the scene.
- Third, as time and circumstances allow:
 - For MEDICAL EMERGENCIES: provide basic first responder care as needed (within the scope of your training) until emergency personnel arrive.
 - For FIRE: activate nearby alarms, evacuate the areas and assist others.
 - For CRIMES IN PROGRESS: evacuate or shelter in place, as appropriate to the situation.

For non-emergency situations on campus call the University Police Department directly at (254) 295-5555.

In addition, reports of suspected criminal activity or past fires may be made to an individual identified as a Campus Security Authority.

Fire Safety, Fire Drills and Fire Alarms

The university has adopted a number of procedures designed to prevent fires on campus, including prohibitions regarding open flames, cooking devices, space heaters, etc. Additional information is located in the [Guide to Campus Housing](#) for students who reside on campus.

If you discover a fire or any signs of a fire in a UMHB building, parking lot, or on the grounds of the campus, you should immediately call 911. If time allows, also call the UMHB Police Department at (254) 295-5555.

If you observe smoke or other signs of fire in a building, exit immediately. As you approach the exit, you will find a red fire alarm pull station. Follow the directions on the pull station to activate the building's fire alarm system.

If you find evidence of a fire that has already been extinguished and you are not sure whether the police department has responded, please notify the police department so they have the opportunity to investigate and document the incident.

Upon activation of any fire alarm system, all building occupants are required to evacuate and follow staff directions to the nearest assembly point. When evacuating a building you should:

1. Use the nearest unaffected exit.
2. Use stairs and not the elevator.
3. Use your hand to test the door for heat prior to attempting to open any closed door.
4. Stay low to the ground and proceed to the nearest exit or shelter in place if you encounter smoke.
5. Close all doors during the evacuation to limit the spread of fire and/or smoke.
6. Once you are safely away from the building, call 911. If time allows, call the UMHB Police Department at (254) 295-5555.

When a fire alarm is activated, the elevators in most buildings will be recalled to the first floor and stop automatically. If caught in the elevator, push the emergency phone button. The emergency elevator phones typically ring to the UMHB Police Department.

All alarm activations are investigated and documented by the UMHB Police Department. In addition to the police department's response, the City of Belton Fire Department responds to alarm activations upon requests.

Fire drills

Unless a drill has been announced, any fire alarm should be treated as an actual fire event. It is the responsibility of all occupants of university buildings to be familiar with building exits, and follow all instructions given during an evacuation.

Fire alarm locations

Residence Halls and UMHB facilities are equipped with a fire alarm system, which may be activated, by a:

- manual pull
- heat detector
- smoke detector
- sprinkler system
- standpipe system

Upon activation, an audio/visual warning device will alert the buildings occupants of a potential hazard.

Some of the university's apartments and houses are equipped with single-station automatic smoke detectors. These devices will sound an alarm at the device once smoke is detected.

All of the university's alarm systems are local alarm systems, and are not monitored at a remote location. In addition to fire detection equipment, all UMHB facilities have fire extinguishers located throughout the building. Use good judgment to determine your ability to extinguish a fire. Never attempt to extinguish a fire unless it is small and manageable and you have been trained to do so. Fire extinguishers are meant for small fires. Again, it is safer to evacuate the building than try to extinguish a fire if you are unfamiliar with how to properly use a fire extinguisher.

Automatic sprinkler systems are located in several buildings on campus.

All fire alarm systems and fire suppression systems are inspected on an annual basis by a licensed contractor. In addition, UPD personnel also inspect fire extinguishers on a routine basis.

“Never Walk Alone” CAMPUS Safety Escort

The UMHB Police Department provides safety escorts for any member of the university community from dusk to dawn. In addition, safety escorts during daylight hours may be provided when documented safety concerns exist. This service is limited to locations on the campus.

Clinical Facilities often have similar services. Students will be required to review a safety checklist with preceptors on the first day of SCPEs.

Weapons on Campus

UMHB prohibits the possession of:

1. any dangerous weapon as defined by [Chapter 46 of the Texas Penal Code](#) (either openly or in a concealed manner), or
2. facsimiles of dangerous weapons such as “hoax bombs”, water guns or toy guns and knives, on campus and at all University-sponsored events and trips.
3. Prohibited weapons include (but are not limited to) Clubs, Explosive Weapons, Handguns, Firearms, “location-restricted” Knives with a blade over 5 1/2 inches, Chemical dispensing devices (*other than a small chemical dispenser such as pepper spray sold commercially for personal protection*), and Conducted Energy Device - CED or “tasers” (*other than a small CED which is sold commercially for personal protection and does not resemble a firearm*).

Any personal protective device allowed on campus should not be displayed except when the need for self-defense can be reasonably anticipated.

If allowable personal protection devices or any object allowed on campus is displayed or otherwise misused by a person in a manner or circumstance that would reasonably be perceived as a threat, that conduct will be considered a violation of the university’s rules of conduct and also may constitute a crime under state or federal law.

Student-owned sporting firearms or other weapons (including all BB and pellet guns) are the responsibility of the owner and must be stored at an appropriate off-campus location.

As a private religious university, UMHB policy, as allowed by state law, prohibits the possession of firearms, explosives, weapons, or any item that may be construed as such, in any building or property under university control. **This prohibition applies regardless of whether a state license to carry a firearm has been issued to the possessor.** There are some limited exceptions to this policy including, but not limited to certified and licensed law enforcement personnel who are authorized to carry a firearm. Anyone found violating the university’s weapons policy shall be subject to the disciplinary policies and procedures applicable to students, as well as criminal prosecution.

University policy does not prohibit the storage or transportation of a firearm or ammunition in a locked, privately owned or leased motor vehicle by a person who is authorized to possess the firearm.

Emergency Preparedness and Alert Systems

In the event of an emergency on campus, the university will, to the best of its ability, activate its Mass Notification System. This system uses a variety of methods to provide information to the UMHB community.

The following means of communication comprise the mass notification system:

- Two outdoor sirens
- Telephone notification
- Text notification

- Email notification
- Intranet/internet notification
- UMHB TV and Public Broadcast Stations.

[Additional information is available here.](#)

It is the responsibility of each student to maintain updated and accurate contact information with the UMHB Registrar's Office

Timely Warnings

When a situation arises either on or off campus that, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat to the campus, a campus-wide warning may be issued.

Anyone with information warranting a timely warning should report the circumstances to the UMHB Police Department by phone at (254) 295-5555 or in person at the office located at 905 Moore Street in the Mabee Student Success Center.

Parking and Vehicle Rules

Purchasing a vehicle parking decal does not guarantee a parking place, nor does the absence of a parking space constitute a valid justification for violation of parking regulations. Also, the fact that a citation is not issued for an offense does not indicate the regulations have been modified to exclude that offense. The university's parking regulations are in effect 24 hours a day, 7 days a week, including holidays. Enforcement areas include all property owned and/or under the control of the university.

- Student parking spaces are marked with YELLOW lines.
- Students may not park in spaces marked with WHITE lines. These spaces are reserved for faculty, staff, handicapped parking or visitors.
- Certain parking lots are designated for commuter students ONLY.
- All vehicles parked on campus must be registered with the University Police Department.

A motor vehicle includes, but is not limited to, automobiles, trucks, mopeds, motorcycles, etc. Off-road vehicles, other than those operated by the university, are prohibited on campus. Students, faculty, and staff who park a vehicle on campus are required to have a valid parking decal properly displayed on their vehicle. Guests and vehicles driven on a temporary basis are issued visitor passes.

All individuals operating a vehicle on campus are expected to know and obey all university regulations and state law regarding the operation of a motor vehicle. [Information regarding university parking regulations is available here.](#)

The UMHB Police Department takes reasonable steps to provide protection for vehicles parked on campus. **However, UMHB assumes no responsibility for losses or damage.** When a vehicle is parked, it should be lock. Any valuables left within a locked vehicle should be locked in the glove compartment or trunk.

The operation of a motor vehicle on campus is a privilege granted by the university. Traffic and parking regulations are established by the university to assure university business is conducted in a safe and orderly manner, and to provide parking as conveniently as possible within the limits of space available.

By bringing a motor vehicle onto the university's private property, the operator of the vehicle consents for the university to inspect the motor vehicle, including the trunk and glove compartments, and to remove and dispose of, as appropriate, any items which are prohibited on campus including alcohol, drugs, or weapons.

Public Access to UMHB Campus

The University of Mary Hardin-Baylor private property, accessible to members of the public who have a legitimate need to visit the campus. The times in which campus buildings as well as recreational areas are closed will fluctuate throughout the year. Once a building is secured, access is restricted to authorized personnel only. Students needing access to “closed” buildings must provide the university police department with written authorization from their instructor or other authorized university administrator.

University buildings and facilities are open during normal business hours Monday-Friday and for limited hours on Saturday and Sunday. The campus is considered closed during university approved holidays and at other times designated by the university. Any individual found in or trying to enter a “closed” building is subject to disciplinary action and/or criminal prosecution.

Information regarding student and visitor access to residential buildings may be found in the [Guide to Campus Housing](#).

Students should notify the University Police Department for assistance regarding concerns about visitors on campus.

APPENDIX A: MAC STUDENT HANDBOOK ACKNOWLEDGMENT AND AGREEMENT

Master of Arts in Counseling Program POLICIES AND PROCEDURES STUDENT ACKNOWLEDGMENT FORM

In addition to the university and college policies, students are expected to read and comply with all MAC program policies. Because many of these policies are student-centric, you must read the MAC Student Handbook.

By signing below, I acknowledge that I have received information regarding the University of Mary Hardin-Baylor's MAC program policies and standards.

1. I understand that I am required to read the MAC Student Handbook and the University's Student Handbook (<https://www.umhb.edu/students/student-handbook>) in their entirety.
2. The University's Graduate Catalog contains policies, rules and procedures that I must follow: <https://www.umhb.edu/resources/registrar/catalog#1845>.
3. I understand that I am required to read other policies that may be furnished to me from time to time during my enrollment in the program.
4. I understand that I may request a written copy of each manual or policy from the MAC program director.

My signature further reflects my commitment to continuously comply with all policies and procedures of the MAC program and the university.

Print Name _____ UMHB Student ID # _____

Student Signature _____ Date _____

Original: Student's education record in the CNSL Program Copy: Student

APPENDIX B: STUDENT PARTICIPATION AGREEMENT

Master of Arts in Counseling Program STUDENT ACKNOWLEDGMENT AND AGREEMENT

PRINT STUDENT NAME:	
STUDENT UMHB ID #:	
AREA CODE & CELL PHONE #:	

Professionalism _____ Initials

1. I agree to conduct myself in a manner consistent with that of a professional counselor at all times. I agree to comply with all university policies, including but not limited to the rules published in the UMHB Student Handbook, the UMHB Graduate Course Catalog and other university publications, the American Counseling Association Code of Ethics, and the regulations published by the State of Texas Board of Examiners (as they apply to counseling, counselors, and counselors in training).
2. I agree that honesty and integrity are imperative characteristics in the field of professional counseling, and I will be honest and truthful with my peers, university faculty and staff, clients, and outside agencies/service providers with whom I interact throughout my graduate counseling program.

Confidentiality of Information _____ Initials

1. During the course of my participation in the MAC program, I understand that I will have access to, and be provided with, certain confidential information for educational purposes, including but not limited to: patient information obtained in a simulation or actual clinical experience.
2. I agree to maintain strict confidentiality about the details of simulated clinical experiences, including patient identification, the simulation scenarios, and the performance of any participant(s). I will not discuss my assignments, findings, or experiences in the simulation center or debriefing room until all students have completed the assignment. Doing so may compromise the learning experience for my peers.
3. During the course of my participation in this program, I may have access to medical information which UMHB may have a duty to treat as confidential. I agree that I will maintain strict confidentiality of records, documents, and all other information I have access to during and after my student participation in the MAC program. I understand that the intentional disclosure of the data to any unauthorized person could result in disciplinary action, including expulsion from the university and/or criminal or civil penalties.
4. I will not permit myself or any other person to copy or reproduce the MAC program or clinical facility documents other than what is required/allowed in the regular course of my academic studies. Furthermore, I will immediately report to the faculty or other university administrator any unauthorized use, alteration, duplication, or disclosure of information.
5. I agree to maintain strict confidentiality of client records, documents, and all student peer and/or client information to which I have access during and after my participation in this program, which may include practicum, internship and clinical experiences at outside agencies. I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by certain federal and state laws, university and agency policies. I understand that the intentional disclosure by me of the information to any unauthorized person could result in disciplinary action including expulsion from the program and/or the university, and/or criminal or civil penalties.

Participation in Class, Simulation Lab, Clinical and Other Educational Activities _____ Initials

- a) Simulated individual counseling, both in the counselor role and in the client role.

- b) A group counseling course.
- c) Other related experiential learning, projects and academic courses.
- d) Personal reflection, value assessment, and self-growth in all graduate counseling courses, recognizing that counselors can only help others to the extent that they understand themselves and have personally engaged in a self-assessment process. I understand that personal and professional growth can be complex and these experiences could potentially alter my personal relationships, career, or life goals.
 - 1. These program components are both academic and experiential and are designed to teach counseling and leadership skills, and to provide each student with an opportunity for personal and professional growth.
 - 2. I may choose to voluntarily disclose personal information during these sessions if appropriate to the context.
 - 3. I understand that during this experience, other participants may also voluntarily share personal information. I agree that I will maintain strict confidentiality of such information, as prescribed by the code of ethics of professional counseling.
 - 4. Although the university will take reasonable steps to maintain confidentiality, I understand that the confidential treatment of my information by other participants cannot be guaranteed by the university.
 - 5. I understand this is a student experiential training opportunity and is not intended to be or to take the place of counseling or psychotherapy for myself or other participants.

Miscellaneous _____ Initials

- 1. I understand that I may be required to participate in research, both as a researcher and possibly as a subject for research projects and courses. I agree to comply with the professional and ethical guidelines and the university's Institutional Review Board (IRB) rules related to conducting research.
- 2. I understand that my performance will be continually evaluated by a variety of quantitative and qualitative methods during my academic progress, some of which are outlined in the Graduate catalog, course syllabi and other university materials.
- 3. I understand that I will be required to complete clinical training as part of the degree requirements for all degrees preparing students for clinical licensure. Clinical training involves practicum and internship classes and clinical practice. Practicum and internship students are required to complete at least a portion of clinical training at the university's Community Life Center. I understand that I am responsible for obtaining any external clinical hours needed to complete my clinical training and these external opportunities must comply with the program's requirements. I understand that I may or may not receive wages for these external clinical hours, and that the university has no responsibility in determining if these external hours are eligible for employment wages.
- 4. I understand that prior to starting clinical experiences, I am responsible for procuring professional liability/malpractice insurance, and I must maintain that insurance throughout the duration of the program.
- 5. I understand that my degree plan and estimated semester of completion are based on a full-time course load (9 hours per semester) year-round (including 6 credits in summer semesters). Taking coursework out of sequence may significantly increase my completion time, as some classes are only offered once a year. As a graduate counseling student, I understand that I am responsible for:
 - a. Reading and understanding the Graduate Course Catalog
 - b. Following my degree plan
 - c. Keeping up to date with all published program rules, activities and revisions.
- 6. I understand that I am responsible for informing my advisor that I will be graduating in the upcoming semester and requesting that my advisor forward my degree plan to the Registrar's Office. All degree plans must be submitted to the Registrar the semester before the student expects to graduate.

Licensure/Legal _____ Initials

- 7. I understand that the state of Texas requirements for licensure as a Licensed Professional Counselor and/or a Licensed Marriage and Family Therapist include a post-degree licensure application, examination, and supervised post-graduate internship period of three thousand hours. These post-graduate experiences and any related

expenses are not included in any tuition or fees I have paid to the university. UMHB assumes no responsibility in the attainment of, successful completion of, or expense associated with these requirements.

8. I understand that a criminal felony conviction may exclude me from obtaining a state licensure. (Additional information about this process may be obtained by contacting the state licensing board.)
9. I agree to submit to and pay in full for a background investigation performed by a vendor of the university's choice. This background investigation may include information concerning my character, criminal history, mode of living, general reputation, personal characteristics and related pertinent information. I hereby waive any claim which I might have against any person or entity for information provided in the course of such investigation. I understand that the university may report to any future potential employer any misconduct by me, including but not limited to improper sexual contact, exploitation or therapeutic deception, which might be relevant to my employment in a counseling- related field.
10. I understand that if I am arrested for a crime, I must report it directly to the Graduate Counseling Program Director within five (5) calendar days of the arrest.

Consent to Release Information _____ Initials

1. I authorize the MAC program director, or designee, to release information regarding my compliance with the drug and alcohol policy, including my drug testing results, counseling reports, or other information relevant to my continuation in the Program. This release of information shall include the UMHB administration, referring physicians, UMHB counselors, my parent/legal guardian or spouse, another institution for which I have applied for admission, and any designee of the foregoing.
2. I authorize the MAC program director, or designee, to release information to clinical facilities (preceptor and administrative personnel) on the results of my background check and my required vaccination/immunization status as stated within the rules, regulations, and contractual affiliation agreement of the facility and UMHB.
3. I understand that this consent and the results of my testing shall only be disclosed in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended (Buckley Amendment), including my right to obtain copies of my records related to the Program.

Release of Liability and Indemnity Agreement _____ Initials

I understand that participating in the Master of Arts in Counseling (MAC) program and related activities, including clinical facilities/patient settings, is potentially hazardous. The risks include exposure to contagious illnesses, such as MRSA, influenza, and COVID-19, in clinical facilities; contact with other sick patients; contact with blood or bodily fluids; exposure to radiation and chemicals; the use of tools or equipment provided by UMHB or clinical facilities; and other risks which are too numerous for an exhaustive list. While particular health and safety protocols, rules and personal discipline may reduce these risks, the possibility of serious illness or death will still exist. In consideration of the opportunity to participate in the MAC program, I am accepting and assuming full responsibility for any risk of death or injury arising from my participation.

I forever discharge, waive, and release any claim to recover from UMHB or its employees or agents (the "Released Parties") any damages, costs, attorneys' fees, expenses, or obligations of any kind which I or any person acting on my behalf might otherwise have for injuries, illnesses, disabilities, death, or property loss which I may sustain arising out of my participation in the MAC program. Neither I nor any representative acting on my behalf will make any claim or bring any suit or action against the Released Parties for injuries to me or damage to my property arising out of the MAC program even if it is caused by the negligence of the Released Parties, excepting only harm intentionally caused by the Released Parties.

If I bring a lawsuit or action against one or more of the Released Parties in connection with a claim I have undertaken to waive and release with this Agreement, I will indemnify and hold the Released Parties harmless from all damages,

costs, and expenses, including but not limited to attorneys' fees and court costs, which any of the Released Parties might incur in defending such an action.

I understand that UMHB assumes no responsibility for medical expenses incurred by students, and it is required that I maintain individual medical insurance for the duration of my participation in the MAC program.

If I fail to abide by the letter or spirit of this participation agreement, I will be subject to disciplinary or academic sanctions by the university, up to and including permanent dismissal from the program. If the university reasonably believes that my breach of this agreement may have a bearing on my fitness to be a professional counselor, the university may report my actions to any appropriate agency.

I affirm that I am at least 18 years of age. I have read this document carefully, and I understand that it is a binding commitment which waives and releases legal rights which I might otherwise have.

Print Name _____ **UMHB Student ID #** _____

Student Signature _____ **Date** _____

Faculty Signature _____ **Date** _____

Upon acceptance into this program, all students will receive instructions for completing an online background check.

Original: Student's education record in the MAC program

Copy: Student

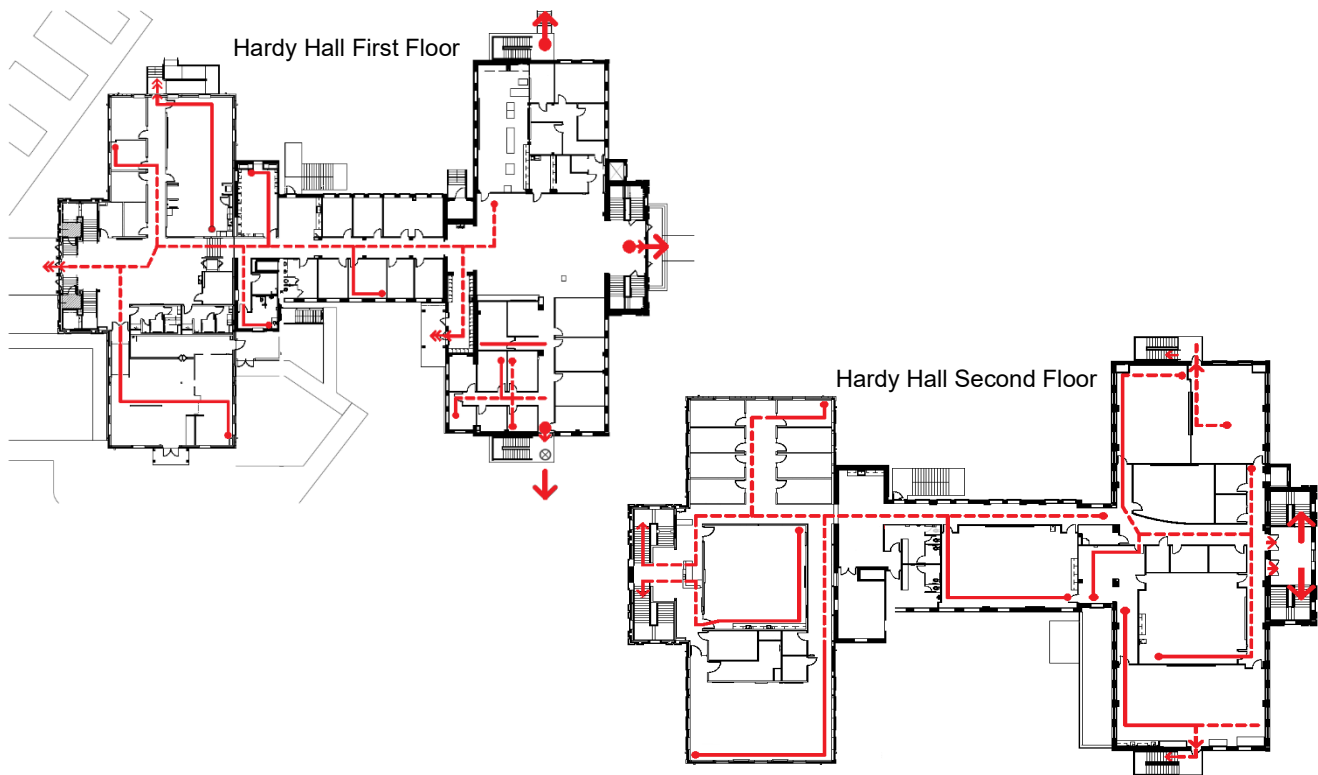
APPENDIX C: HARDY HALL EMERGENCY RESPONSE PLAN

R.A.C.E. Fire Response Procedure

You must follow the R.A.C.E. fire procedure before attempting to extinguish any fire.

R	Rescue/Remove Rescue or remove any persons from the immediate scene
A	Alert/Activate Pull the nearest alarm and call 911, then the following numbers: University Police: 254-295-5555
C	Confine Close all doors to the hazard or fire area
E	Extinguish/Evacuate Extinguish using the closest fire extinguisher if the fire impedes your evacuation. Evacuate to the Quad and remain until accounted for.

Evacuation Routes



Assembly Points

After evacuating a building, all occupants are required to report to the facilities primary assembly location. Reporting to the primary assembly point aids in the accountability process.

- | | |
|--------------------------------|--|
| 1. Outdoor Primary Location: | Quadrangle located in front of Hardy Hall. |
| 2. Outdoor Alternate Location: | Lord Hall |
| 3. Indoor Primary Location: | Walton Chapel |
| 4. Indoor Alternate Location: | Mayborn Campus Center |