



**Morgridge College
of Education**
UNIVERSITY OF DENVER

Student Handbook

SchoolCounseling@Denver

Online Master of Arts in School Counseling & Related Certificate Programs

Handbook Year 2026 - 2027

Division of Counseling & Psychology

University of Denver

Introduction

The SchoolCounseling@Denver Student Handbook provides students with policies and procedures to assist them as they progress through the requirements of the School Counseling Master of Arts degree and related Certificate programs, all housed within the Morgridge College of Education (MCE). In addition to this handbook, the student should also refer to the [MCE Policies and Procedures](#), as well as the University of Denver Graduate Education policies available in the [Graduate Bulletin](#). In some cases, College and University policies take precedence over the regulations of the Student Handbook. It is the student's responsibility to read and understand University, College, and program guidelines relating to the degree and certificate programs, and to complete program/degree/certificate requirements in a timely fashion. The University of Denver reserves the right to make changes in the regulations, courses, rules, fees or other changes in this handbook without advance notice.

Inquiries concerning the SchoolCounseling@Denver program should be directed to the Morgridge Office of Admissions, 1999 E. Evans Ave., Denver, CO 80208-1700; Phone 303-871-2509 or mce@du.edu. For more information online, go to <http://morgridge.du.edu/>. Current students refer to faculty/staff contact listed within this handbook.

The University of Denver (Colorado Seminary) is an Equal Opportunity Institution. It is the policy of the University not to discriminate in the admission of students, in the provision of services, or in employment, on the basis of race, color, religion, sex, national origin, age, marital or veteran status, sexual orientation, or physical or mental disability.

Inquiries concerning allegations of discrimination based on any of the above matters may be referred to the University of Denver Division of Community Support and Engagement, 2199 S. University, Denver, CO 80208-4840, 303- 871-2891: <https://www.du.edu/cse> or the U.S. Department of Education, Denver Office, Office of Civil Rights, 1244 Speer Blvd., Suite 310, Denver, CO 80204; Phone 303-844-5695.

The 90-credit Master of Arts in School Counseling program (SchoolCounseling@Denver) is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) under the 2016 standards through 2030. Accreditation information can be found by locating the University of Denver on the [CACREP Program Database](#). Students admitted prior to the Fall 2023 quarter will complete the previously offered 72-credit degree program (also accredited by CACREP), unless otherwise documented with Program leadership.

For information on Financial Aid and funding opportunities, please visit the website for the University of Denver Office of Financial Aid: <https://www.du.edu/admission-aid/financial-aid-scholarships/graduate-financial-aid>.

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Welcome to SchoolCounseling@Denver!

From the Division Lead

Welcome to the School Counseling program within the Division of Counseling & Psychology (C&P) in the Morgridge College of Education at the University of Denver (DU)! We are excited to work with you and grateful for the opportunity to be part of your journey. We believe that our program is special and hope that you will come to share that sentiment as you become familiar with our outstanding and committed faculty, rich opportunities for practical training in diverse educational settings, commitment to social justice in both our curriculum and our scholarship, and the supportive nature of our community. However, our Program and Department wouldn't be what they are without our outstanding students. Our educational environment is composed of an exceptional group of engaged emerging scholars and practitioners, from across the country, who possess a strong passion for supporting those in need, removing barriers to education, and providing data-driven mental health and school counseling services within their communities. Relationships developed during your time at DU will be invaluable to your professional journey and will continue to reward you for years to come.

This handbook provides detailed information about the School Counseling program, often referred to as "SchoolCounseling@Denver," and how to successfully complete your degree requirements. Please review all the information contained herein. The Office of Graduate Education at DU will use the course requirements outlined in this Handbook when it reviews transcripts prior to graduation. Students will want to work closely with their School Counseling Faculty Advisor to ensure that all program requirements are met. It is important to be aware, though, that students are ultimately responsible for knowing and understanding the contents of this Handbook, as well as the policies outlined in the [Graduate Bulletin](#) and the [MCE Policies and Procedures](#).

Please know that all of us in the School Counseling program and Division of Counseling & Psychology are here to make your academic experiences at DU worthwhile, intellectually challenging, and professionally gratifying. Speaking on behalf of the entire CP Faculty, we look forward to working with you!

Stacy A. Pinto, PhD, Division Lead, Counseling & Psychology

From the Program Director

We are excited to welcome you to SchoolCounseling@Denver! We are thrilled that you have decided to embark on this journey with us. This program was designed with you in mind. While there are many unique pieces that go into this program, like the courses, faculty, experiential component, and the textbooks, it is the students that truly make the program what it is. You will have the opportunity to join virtual classrooms full of aspiring school counselors – all who have different personal and professional experiences from across the country, bringing in their different perspectives into our learning environments. While you will probably stress and worry at some point in the program, you will see the benefit of working very hard along the way, and ultimately the time you spend in this program will fly by. We encourage you to keep this in mind and take advantage of opportunities that come your way to absorb as much as you can. The SchoolCounseling@Denver faculty and staff are privileged by the opportunity to be a part of your journey. We can't wait to see how you evolve into the school counselor you were meant to be!

Jillian M. Blueford, PhD, Program Director, SchoolCounseling@Denver

School Counseling Program

SchoolCounseling@Denver Program Contact Information

Name	Position	Location	Email
Jillian Blueford, PhD	Program Director, School Counseling	KRH 362	Jillian.Blueford@du.edu
Danielle Dahl, MSW	Practicum and Internship Coordinator, School Counseling	KRH 3 rd floor	Danielle.Dahl@du.edu
Stacy Pinto, PhD	Division Lead, Counseling & Psychology	KRH 357	Stacy.Pinto@du.edu

Faculty Advising

Each student will be assigned a Faculty Advisor (FA) by the Program's Academic Services Associate (ASA) prior to their first term in the Program. Students are expected to contact their FA to set up the initial advising meeting within five days of notification that their FA has been assigned. All students are expected to meet with their FA no later than Week 9 of their first quarter in the Program and twice each year for the remainder of the Program. Prior to their initial meeting with their FA, all students are expected to:

- carefully review this Handbook,
- complete the associated [SchoolCounseling@Denver Student Handbook Quiz](#), and
- pass the quiz with a score of 100% (multiple attempts are permitted).

Student Success Team (MA Students Only)

The Student Success Team will serve as students' first point of contact throughout their time in the SchoolCounseling@Denver program. Each student will be assigned a dedicated Student Success Advisor (SSA), a full-time staff member who will be the first point of contact for any university-related questions and will provide resources for student success. Students will also work with the SSA in the following ways:

- **Onboarding:** Your SSA will guide you through the student onboarding process to ensure you are fully prepared to start your first term.
- **After classes begin:** You will connect regularly with your SSA to ask questions, work through challenges and plan for upcoming circumstances.

Student Success Team Contact Information

- Phone: 844-552-9121
 - Extension 1: 24/7 – Urgent Technical Assistance Around Live Classes
 - Extension 2: 24/7 – General Digital Campus Technical Support
 - Extension 3: Student Success Advisors, General Program Questions (not 24/7)
- Email: studentsuccess@morgridgeonline.du.edu

Program Summary

The SchoolCounseling@Denver MA program and certificates are housed within the Division of Counseling & Psychology (C&P) in the Morgridge College of Education (MCE). In this program, students develop basic individual, group, and career counseling skills. They also receive extensive training in basic counseling skills and receive on-site supervision at their practicum and internship settings. Please see the appropriate sections regarding the required courses later in this document. The 90-quarter hour online Master of Arts degree in School Counseling allows students to apply for licensure as a school counselor in Colorado (through the Colorado Department of Education [CDE]) and various other states. Licensing requirements vary from state to state. Check with the licensing board for the state you are interested in. Some states may require specific classes or degrees for licensure that are not required for Colorado. Additionally, this Program may provide the educational experience required for additional licenses and/or certifications in your state, beyond that school counselor credential (e.g., professional counselor). Further guidance can be found in the Licensing & Certification section later in the Handbook.

Mission

The **Morgridge College of Education's** mission is to be a force for positive change in the lives of individuals, organizations and communities through unleashing the power of learning. We accomplish our mission in four ways:

- Through preparing highly competent, socially responsible, ethical and caring professionals to promote learning in diverse settings
- Through actively reaching out beyond our College to engage in learning partnerships with others
- Through contributing high-quality research to our respective fields
- Through modeling excellence in all of our own educational programs

Within MCE, the **SchoolCounseling@Denver's** mission is to develop the next generation of school counselors to become agents of change, embracing a holistic approach to meeting the academic, career, and social/emotional needs of students from diverse backgrounds within the PK-12 school system(s) and across the communities in which they serve.

Program Learning Outcomes

The objectives of the SchoolCounseling@Denver program align with the [2024 CACREP Standards](#), with an emphasis on the School Counseling specialty area. The objectives listed here will be met throughout your coursework in the SchoolCounseling@Denver program and details of how each course meets associated objectives and standards can be found in the individual course syllabi.

- Professional Counseling Orientation and Ethical Practice – Students will be able to articulate the elements related to professional identity including; the history and philosophy of the counseling profession, the value of professional organizations, the need for legal and ethical practice, and advocating for the profession and clients that are served.
- Social and Cultural Identities and Experiences – Students will demonstrate multicultural awareness, knowledge, and skills necessary for competency in working with a diverse population.
- Lifespan Development – Students are able to demonstrate an understanding of development across the lifespan and the impact on normal and abnormal functioning.
- Career Development – Students are able to utilize career development theory in the development of individualized and developmentally appropriate career development activities and interventions.
- Counseling Practice and Relationships – Students are able to demonstrate the skills necessary to engage in an effective and therapeutic helping relationship.
- Group Counseling and Group Work – Students demonstrate competency in preparing and facilitation of group counseling.
- Assessment and Diagnostic Processes – Students demonstrate the ability to identify effective assessment strategies in order to facilitate treatment planning.
- Research and Program Evaluation – Students will demonstrate an understanding of research methods to inform evidence-based practice.
- School Counseling Focus – Students will demonstrate an understanding of and ability to apply the foundations, contextual dimensions, and practice of school counseling as a specialty area, with emphasis on promoting the academic, career, and personal/social development of all P-12 students through data-informed school counseling programs.

School Counseling Faculty

Jillian Blueford, Ph.D., University of Tennessee, Knoxville, 2019. Clinical Associate Professor. Program Director, School Counseling. Licensed Professional Counselor. National Certified Counselor. Certification in Thanatology (Death, Dying, & Bereavement). Pronouns: she/her. Dr. Blueford's professional clinical background includes working in a variety of settings with children, adolescents, adults, and families primarily to address concerns related to grief and loss. Her research interests include counselor preparation in grief counseling, grief and loss issues for children and adolescents, and creating school systems for grieving students. Dr. Blueford is an active member of multiple professional counseling associations, such as the American Counseling Association, Association for Counselor Education and Supervision, American School Counselor Association, and the Association for Death Education and Counseling. (303-871-6594, jillian.blueford@du.edu)

Joe Johnson, Ph.D., University of Florida, 2016. Clinical Assistant Professor, Non-Core Full-Time Faculty. Pronouns: he/him. Dr. Joe earned his B.A. from Saginaw Valley State University, his M.A. from Western Michigan University, and his Ph.D. from the University of Florida. He has worked in K-12 education, higher education, in corporate America, and as an entrepreneur. He is a licensed school

counselor (MI). His research interests include discovering our Purpose (career and life), undocumented students, social justice issues, and entrepreneurship. (joseph.johnson951@du.edu)

Stacy Pinto, Ph.D., Montclair State University, 2018. Clinical Associate Professor. Certified School Counselor (NJ); National Certified Counselor; Licensed Professional Counselor Candidate (CO). Pronouns: she/they. Dr. Pinto's experience spans a variety of counseling and educational settings (i.e., K-12, higher education, in-home and community-based mental health). Her research interests include queer identity intersections, sexual identity language and labeling, and inclusive educational environments. Dr. Pinto is active in professional organizations such as the Society for Sexual, Affectional, Intersex, and Gender Expansive Identities (SAIGE), the Colorado Counseling Association, the Association for Counselor Education and Supervision, and the American School Counselor Association. She served as the 2024-2025 SAIGE President, as a member of the Editorial Board for the *Journal of LGBTQ Issues in Counseling*, and as a member of the *University of Denver Mental Health & Wellness Collaborative*. (303-871-2832, stacy.pinto@du.edu)

What Students Can Expect From the Program

The process of entering a graduate program can be equally exciting and challenging. Students are often eager to learn and participate in the wide range of opportunities offered to them. With this eagerness, often comes the challenge of maintaining one's boundaries and refraining from taking on too much. Indeed, enrolling in graduate school can be much like a marathon – it is tempting to start fast given the excitement of the moment, however this can also lead to burnout down the road. We as a faculty encourage students to immerse themselves in learning experiences and opportunities for personal and professional growth toward effectively serving diverse populations. We also believe it is important that students be aware of and assess their limits, engage in self-care, and maintain their ethical responsibility to sustain a level of wellness necessary to effectively help clients (ACA, 2014).

It is also common for beginning students to feel like an “imposter” as they begin graduate school. That is, many students erroneously believe they have somehow “fooled” the program faculty into accepting them and that it is only a matter of time before they are “found out” for being incompetent, under-qualified, and in the wrong place. Consequently, some students may shrink away from participating in class, feel overcome by anxiety when helping clients, or even compensate by pretending to be more competent than they actually are. Remember that anxiety is a typical part of the learning process and that students are in a graduate program to receive training. This is particularly relevant to anxiety related to serving populations with whom students lack experience. If students already had all the skills needed to be an effective, social-justice-oriented counselor, they would not need a graduate program like ours! Therefore, the faculty encourages students to remember that the process of becoming an effective counselor involves life-long learning, self-reflection, and responsiveness to feedback.

School Counseling Values

The SchoolCounseling@Denver program aligns with the greater University of Denver's value of being a university focused on the greater good and actively situates students' learning within the social climate. Being in the Morgridge College of Education, our program aligns with the College's values in which education serves as the foundation and means for transformation within our society. There are three main values that guide our program: Social Justice, Reflexivity, and Cultural Humility. Students, staff, and faculty seek to push themselves in these areas.

School Counseling's developmental and adaptive orientation necessitates an understanding of normal as well as abnormal human development, from individual, couples, family, group, systems, and organizational perspectives. This developmental framework promotes the integration of theory, research, and practice across the content areas of School Counseling. School Counseling promotes the optimal development of individuals, families, groups, and environmental systems from a culture-centered perspective.

SchoolCounseling@Denver:
Online Master of Arts in School Counseling
(90 credits)

This program allows students to work as counselors in public schools. It requires a minimum of 90 quarter hour credits, including a 100-hour practicum and a 600-hour internship in a school setting with multiple grade levels of students, and successful completion of a comprehensive exam. The internship will provide opportunities to participate in a wide variety of activities, including individual and group counseling, classroom guidance, career and educational planning, assessment, and/or professional development. Successful completion of all requirements of this program ensures that all state performance competencies for the Colorado Department of Education (CDE), and many other licensing/certifying bodies, have been met. **Be reminded that students are responsible for acquiring and understanding the licensure/certification requirements for the state in which they plan to pursue employment as a school counselor.**

For example, to be certified in School Counseling in the state of Colorado, students must take the state Praxis exam (Professional School Counselor- 5421). Students may call the Educator Licensing Department of the Colorado Department of Education at 303-866-6628 or visit the ETS website at <https://www.ets.org/praxis/prepare/materials/5421> for more information about the exam. Students typically take the exam near the end of the program or shortly after graduation. **Be reminded that policies and processes will differ from state to state, and we encourage all students to check with the Department of Education (or equivalent office) in the state in which you plan to practice for complete certification/licensing details.**

School Counseling Courses

Course Descriptions

The DU Graduate Bulletin contains the official and most current course descriptions for the courses required to meet the requirements for the School Counseling program. Course descriptions can be found [here](#).

Required Courses

A minimum of 90 credits are required to complete the School Counseling MA degree. The official requirements can be found within the [Graduate Bulletin](#) and are provided below for convenience.

Course Number	Course Name	Course Credits (Quarter Hours)
COUN 4600	Orientation to Professional Counseling & Ethical Practice	4
COUN 4610	Counseling Techniques	5
COUN 4620	Counseling Theory	4
COUN 4630	Research Methods	4
COUN 4700	Social & Cultural Diversity	4
COUN 4710	Group Counseling	4
COUN 4730	Lifespan Development	5
COUN 4720	Assessment & Appraisal	5
COUN 4740	Roles & Responsibilities of the School Counselor	4
COUN 4800	Career Counseling	4
COUN 4810	Comprehensive School Counseling Programs	4
COUN 4820	Counseling Youth & Families	4
COUN 4830	Diagnosis in Counseling	4
COUN 4840	Educational Strategies and Policies	4
COUN 4850	School Counselor Interventions	4
COUN 4900	Practicum	4
COUN 4910	Internship I	4
COUN 4920	Internship II	4
COUN 4825	Activity-Based Counseling	3
COUN 4805	Gender & Sexuality	5
COUN 4835	Counseling for Trauma, Crisis, & Grief	4
COUN 4750	Exceptionalities	3

Students may visit the “Example Syllab” section of the [SchoolCounseling@Denver Student Resources](#) page to view sample syllabi from past course sections.

Optional Courses

COUN 4001: School Counseling Immersion: This on-campus experience is for students in the SchoolCounseling@Denver online program. **(0 credit hours)**

COUN 4901: School Counseling Field Supervision: This course provides group supervision for students completing supervised field experience in roles and settings with clients relevant to their specialty area. **Prerequisites:** COUN 4900. This prerequisite may be taken concurrently with COUN 4901. **(1 credit hour)**

Note: Any direct and indirect hours obtained between the Autumn and Winter quarters must coincide with enrollment in COUN 4901: School Counseling Field Supervision. If hours are obtained without enrollment in this course, all accrued hours will be voided.

Example Student Sequences (Sample Plan of Study)

A sample plan of study is available from program leadership. Students are expected to take courses in sequence, as described on their official Coursework Plan. The official Coursework Plan is a formal document that has been reviewed and signed by both the student and the Faculty Advisor. Deviation from the official Coursework Plan may result in unexpected disruptions to the student's plan of study and/or intended graduation term. Changes to your course sequence may be made throughout your time in the Program, based on student or program scheduling needs. These changes will require an update to your Coursework Plan. These updates will be coordinated between individual students, their Faculty Advisor, and Program leadership. Students are required to complete a Coursework Plan no later than three weeks after the start of their first quarter in the program, and update the plan as needed.

Note: DU requires all students to complete Masters degree programs within 5 years of official start date. Students interested in the Part-Time track must plan accordingly, through collaboration with their Faculty Advisor, to ensure successful and timely completion of the degree requirements.

Practicum & Internship

As previously indicated, MA students will complete a 100-hour practicum and a 600-hour internship experience as a requirement for the School Counseling degree MA program. Additional information related to this portion of the program can be found within the [SchoolCounseling@Denver Practicum & Internship](#) page and/or the SchoolCounseling@Denver *Practicum and Internship Handbook*, located at <https://morgridge.du.edu/handbooks-forms/>.

Questions related to this process can be directed to the SchoolCounseling@Denver Practicum and Internship Coordinator or Program Director, listed in the SchoolCounseling@Denver Program Contact Information section above.

Degree and Coursework Plans

The Coursework Plan provides the student with an opportunity to design their course of study to meet the degree requirements. This plan enables the student to develop a schedule for taking courses and the practicum/internship, etc. Course sequences vary based on start term and preferred program length. Students may also work with their Faculty Advisor to create a Custom Coursework Plan if necessary. The annual University of Denver class schedule is available online through the Registrar's website at <http://www.du.edu/registrar/>.

By consulting with their Faculty Advisor, each student will be able to design a coursework plan to complete their degree requirements. It is the student's responsibility to **meet with their Faculty Advisor during the first quarter** of study to ensure an understanding of degree requirements and to secure the advisor's signature on the initial plan. **By the third week of the first quarter of the program**, students must file their Coursework Plan (CWP) by submitting a response to the Coursework Plan Survey which will be provided to them via email no later than the time when the Faculty Advisor is assigned. For your reference, a sample CWP is provided in the Appendix of this document as an example of the document that will be generated after you complete the aforementioned *Coursework Plan Survey*. The CWP becomes part of the student's official file. It may be amended or changed. Therefore, the CWP that students submit their first quarter in the program does not have to be the final version submitted to the

Office of Graduate Education (OGE). However, the Faculty Advisor **must** formally approve all changes to the CWP. Any waiver or substitution of a required course must be completed through the Transfer/Substitution of Credits process, articulated later in this document.

By the final quarter in the program, a student's Coursework Plan must accurately reflect the courses they have taken and the quarters they completed them and must be signed by their Faculty Advisor. Students are required to schedule formal advising meetings with the Faculty Advisor at least twice each academic year. It is recommended that students meet with the Faculty Advisor quarterly.

A student's Coursework Plan serves as a legal document at graduation time. Prior to graduation, the Academic Services Associate checks the Coursework Plan against the student's transcript, making sure that the student has taken the classes that are listed on the Coursework Plan. Thus, the Coursework Plan should remain a living document and be updated as necessary by the student and their Faculty Advisor.

For additional information on University Policy as it relates to degree programs, please see the Graduate Bulletin at: <http://bulletin.du.edu/graduate/>.

Helpful Tips

1. Once the SchoolCounseling@Denver program grows to reach full capacity, courses will typically be offered every quarter (except experiential courses which will not be offered during the summer quarter; Practicum is also not offered in the Spring quarter). However, the program is designed to be sequential. Thus, when students are planning their schedule, it is helpful to consult the *Sample Plan of Study* listed in this handbook under the Example Student Sequences section. Students should be advised, however, that the timing of some course offerings can, and do, change. When in doubt, students should **check with their Faculty Advisor**.
2. Students will receive a grade of Incomplete in experiential courses if they do not complete the requisite hours. The "I" remains on a student's transcript along with the new grade. Thus, students should try to complete all work within the quarter. On the other hand, in some situations (e.g., illness; emergency), an incomplete is necessary and helpful. Students should make sure to talk to their course instructor if they are having difficulty completing the work for the course. Complete information on the University policy for Incomplete grades can be found at: <http://www.du.edu/registrar/records/incompletegrade.html>
3. Students should ask their advisor about course requirements before scheduling.
4. All courses must be passed with a C- or better in order to meet any prerequisite requirements (e.g., C- or better in School Counseling Practicum before taking School Counseling Internship I). Any D+ or lower grade requires students to take the course over. Please see the [Graduate Bulletin](#) for additional University information regarding minimum grade requirements.
5. Students are required to submit assignments as Microsoft files, generally .doc or .docx unless otherwise indicated by your instructor. We know that all students may not already have access to Microsoft office, so please be reminded that the University offers free access to Office 365 for all students. This and other resources can be found on IT's [Classroom Resources for Students](#) page.

Comprehensive Examination (MA Students Only)

Each student is required to take a comprehensive examination as a **requirement** for graduation. The SchoolCounseling@Denver program uses an in-house examination to fulfil this requirement. General content areas for this exam align with national examinations, such as the Counselor Preparation Comprehensive Examination (CPCE), and are broken down into the eight CACREP (2024) common-core areas:

1. Professional Counseling Orientation and Ethical Practice
2. Social and Cultural Identities and Experiences
3. Lifespan Development
4. Career Development
5. Counseling Practice and Relationships
6. Group Counseling and Group Work
7. Assessment and Diagnostic Processes
8. Research and Program Evaluation

Students will demonstrate an understanding of and ability to apply the foundations, contextual dimensions, and practice of school counseling as a specialty area, with emphasis on promoting the academic, career, and personal/social development of all P-12 students through data-informed school counseling programs.

As such, students must complete the Introductory Sequence, Pre-Experiential Sequence, and the Career Counseling course prior to being eligible for the comprehensive examination.

It is critical that students **do not take the comprehensive exam prior to the completion of these specific ten courses. Students must complete their first attempt at the exam at the scheduled date provided by the program. This exam date will be within six months of eligibility.**

Details of the Comprehensive Examination

The in-house exam consists of 160 multiple choice items; 20 items from each common-core area. Seventeen of the 20 questions in each area will be graded, whereas three are considered to be “test” questions. As such, the highest possible score on the exam is 136. The content areas of the in-house examination are consistent with the National Counselor Examination, which is required for licensure in Colorado and many other states. The first attempt of the Comprehensive examinations will be offered twice each academic year prior to the Winter and Summer quarters. The following details related to the Comprehensive Examination can be found on the [“Comprehensive Examination” section of the SchoolCounseling@Denver Student Resources](#) page:

- Exam Date(s)
- How to register for the exam
- Tips for preparing for the exam (e.g., resources, recommended study time)

Comprehensive Exam Policies & Practices

Additionally, students are expected to be aware of the following policies and practices related to the comprehensive examination.

- **Minimum Score:** The minimum score for each section of the comprehensive exam will be 11.
- **Unsuccessful Attempt(s):** Students have three opportunities to pass the comprehensive exam. Students who do not meet minimum requirements in each of the content areas on the in-house exam will be required to retake the exam section(s) as described below.
 - **Second Attempt:** Students will be required to take a second in-house version of the exam for each individual section that they did not successfully pass during their First Attempt. Students will be given detailed instructions and scoring information to guide their preparation for this attempt.
 - **Third Attempt:** Students will be required to take an essay-based exam for each individual section that they did not successfully pass during their Second Attempt. Students will be given detailed instructions and a rubric to guide their preparation for this final attempt.
- **Limit to Attempts:** Students may take the exam a total of three times. If students are not able to meet minimum standards after three attempts, per the descriptions provided above, they will be given the opportunity to state their case to Program Faculty, who will review the student for dismissal from the academic program.
- **Potential Graduation Delay:** Since successful completion of the in-house comprehensive examination is required for graduation, retaking the test after the initial attempt could result in a delay in graduation.
- **Appeal:** The SchoolCounseling@Denver program adheres to the University's [Procedures for Academic Grievances and Appeals](#), as outlined in the Graduate Bulletin. In the case that a student would like to appeal their academic dismissal based on their performance on the Comprehensive Examination, they should follow the steps outlined by the aforementioned procedure within the timeframes articulated therein.
- **Accommodations:** All accommodation requests must be submitted through [AccessibleDU: Student Disability Services](#) prior to registering for the comprehensive exam.

Certificate Programs

Two post-Master's certificates, listed herein, are available through completion of School Counseling (i.e., COUN-XXXX) coursework. All policies and procedures articulated throughout this full document apply, as appropriate, to students completing the certificate programs. Specific details related to each certificate program are articulated below.

School Counseling Certificate

For individuals who have already earned an eligible Master's degree, the 24-credit Certificate in School Counseling leads to recommendation for the Colorado Special Services Provider License as a School Counselor and may lead to eligibility as a school counselor in various other states, depending on licensure requirements in each individual state at the time of application. The program can be completed in as few as three quarters (depending on start term) and is offered in a fully online format with weekly, synchronous live session meetings held in evenings via video conferencing software. This certificate requires two 300-hour internship experiences, completed in a P-12 school in your community, which are integrated into the coursework.

Advising

Individual student plans of study will be determined through collaboration with Program leadership. The Program Director will serve as Faculty Advisor and be a point of contact for questions related to curriculum, registration, and licensing.

Course Sequencing

The curriculum will include the following six four-credit courses, taught by program faculty:

- COUN 4740: Roles & Responsibilities of the School Counselor (4 credits)
- COUN 4810: Comprehensive School Counseling Programs (4 credits)
- COUN 4840: Educational Strategies & Policies (4 credits)
- COUN 4850: School Counselor Interventions (4 credits)
- COUN 4910: Internship I (4 credits)
- COUN 4920: Internship II (4 credits)

All courses are eligible for substitution/waiver, as appropriate, based on individual student needs and educational background.

The DU Registrar's website contains the official and most current course descriptions within the [DU Course Catalog](#). Select a term, then select the appropriate subject (our courses are listed under the subject "School Counseling," abbreviated as COUN).

Practicum & Internship

This certificate requires two 300-hour internship experiences, completed in a P-12 school in your community. Individuals will communicate with the Practicum & Internship Specialist to identify and secure an appropriate placement. Note that Internship I is only offered in the Winter quarter, and Internship II is only offered in the Spring quarters.

Counseling Certificate

For individuals who have already earned an eligible Master's degree, the 18-credit Certificate in Counseling provides the opportunity to earn additional counseling credits through coursework in our CACREP-accredited School Counseling MA degree program. The program can be completed in as few as nine months (depending on start term and course offerings) and is offered in a fully online format with weekly, synchronous live session meetings held in evenings via video conferencing software.

Advising

Individual student plans of study will be determined through collaboration with Program leadership. The Program Director will serve as Faculty Advisor and be a point of contact for questions related to curriculum, registration, and licensing.

Course Sequencing

The suggested curriculum will include the following seven courses, taught by program faculty.

- COUN 4750: Exceptionalities (2 credits)
- COUN 4801: Developmental Application (2 credits)
- COUN 4805: Gender & Sexuality (4 credits)
- COUN 4815: Program Evaluation (2 credits)
- COUN 4825: Activity-Based Counseling (3 credits)
- COUN 4835: Counseling for Trauma, Crisis, & Grief (4 credits)
- COUN 4901: School Counseling Field Supervision (1 credit)

The DU Registrar's website contains the official and most current course descriptions within the [DU Course Catalog](#). Select a term, then select the appropriate subject (our courses are listed under the subject "School Counseling," abbreviated as COUN).

Additional Program Requirements

In addition to required coursework, students should also be aware of the following program components.

Familiarity with and Adherence to Ethical Codes & Relevant Competencies

All students are responsible for reading, understanding, and adhering to Ethical Codes and Multicultural Competencies outlined by relevant professional organizations. Specifically, students must be familiar with:

- 2014 ACA Code of Ethics: [English version](#); [Spanish version](#)
- [2022 ASCA Ethical Standards for School Counselors](#)
- [2015 AMCD Multicultural and Social Justice Counseling Competencies](#)
- [2019 ASCA School Counselor Professional Standards & Competencies](#)
- Additional Competencies relevant to specific roles and populations, as listed on the American Counseling Association's [Competencies](#) page.
- Ethical Codes and relevant Competencies within the state that the student is practicing and/or licensed/certified.

Professional Dispositions

The SchoolCounseling@Denver Faculty believe individuals' commitments, behaviors, values, and self-awareness contribute to their growth as competent school counselors and engagements with students and colleagues. SchoolCounseling@Denver students are expected to adhere to professional dispositions articulated below and will be assessed throughout the duration of the program. The tables that follow provide descriptions and examples related to each of the five Professional Dispositions, as well as the rubric for their assessment.

NAME	DESCRIPTION	CONCERNS
Ethical Behavior	<i>Adheres to the current ACA Code of Ethics, ASCA Ethical Standards for School Counselors, ethical guidelines in the State of Practice (if applicable), and the DU expectations related to student integrity, honesty, and the honor code as articulated by the Office of Student Rights and Responsibilities. Examples of ethical behavior are respecting the confidentiality of your peers and/or students with which you may be working and referencing the ASCA Ethical Standards when dealing with an issue during practicum.</i>	<i>Concerns might include plagiarism on any class assignment or activity (including self-plagiarism), inappropriate use of artificial intelligence software in academic contexts, not respecting confidentiality within the classroom, practicum or internship site, and making false claims on any programmatic document (e.g., practicum/internship hours, evaluations).</i>
Self-Awareness	<i>Demonstrates emotional awareness, accurate self-assessment, eagerness to pursue and accept feedback, openness to growth, and ability to both set boundaries and self-regulate across contexts. This might look like the ability to acknowledge emotional experiences when appropriate, understand how others perceive you (e.g., via self-assessments), integrate instructor and/or site supervisor feedback into practice, and understand the "space" one takes in any setting.</i>	<i>Concerns might include inability to acknowledge emotional experiences, struggle to understand others' perceptions, inability to admit to missteps and act to address identified areas for growth, exhibits anger or defensiveness when receiving feedback, and behavior shows poor boundaries with peers/instructors.</i>
Professional Behavior	<i>Demonstrates appropriate and consistent performance and behavior at the graduate level, as reflected in the SchoolCounseling@Denver Student Handbook. This includes adhering to policy, procedures, and expectations outlined in this Handbook. Additionally, this might look like the timely submission of quality assignments, punctuality at your placement site, appearance suitable for environment, effective time management, and timely response to emails and requests from Program faculty/staff.</i>	<i>Concerns might include late submission of assignments, notable lack of effort toward graduate work, tardiness to class and/or practicum sites, distractedness during class, inappropriate dress for environment (e.g., classroom, placement site), and inappropriate conflict resolution with peers, instructors, and/or site supervisors. Concerns may also include behavior displayed in any context in which a student is acting in association with or representation of the program, department, and/or University.</i>

Interpersonal Behavior	<i>Exhibits appropriate interactions, which enhance the growth of others as well as associated interpersonal relationships. This might look like effective communication, emotional stability, active listening, leadership qualities, concern for others, a positive attitude, appropriate use of self-disclosure and discourse related to academic content, and ability to work in a group. These would be in appropriate consideration of the environment and students' developmental context.</i>	<i>Concerns might include overly personalizing academic content or discussions, rudeness or yelling, behavior that may be categorized as controlling or minimizing, inability to work in a group, a prolonged negative attitude, disregarding the experiences of others, and talking over or interrupting others.</i>
Cultural Humility	<i>Demonstrates awareness and understanding of one's own cultural identities while considering and validating the cultural identities of others and approaching culture through a lens of intersectionality. This might look like acknowledging salient identities of others, willingness to acknowledge impact regardless of intent, considering the power and privilege associated with these identities and how those factors may influence an individual's experience, ability to identify and pursue areas for growth around cultural issues, and making efforts to learn about specific student populations with whom you're working.</i>	<i>Concerns might include lack of "other" perspective taking, defensiveness, inability to admit to relevant missteps and act to address identified areas for growth, and discriminatory or insensitive (e.g., racist, sexist, homophobic) comments or jokes about any cultural identity.</i>

Professional Disposition Assessment Rubric

Students will be assessed on each of the previously mentioned professional dispositions using the following rubric. Each disposition is presented on its own page with a corresponding rubric.

	Needs Improvement	Developing	Proficient	Advanced
Ethical Behavior	Engaging in unethical or unlawful behavior including (but not limited to): plagiarism, cheating, breach of confidentiality, making false claims on any programmatic document, any behavior reflecting a lack of ethical judgment and decision making, failure to respect or uphold rules, policies and/or laws, the ACA Code of Ethics , ASCA Ethical Standards , ethical guidelines in the state of practice, and the DU expectations related to student integrity, honesty, and the honor code as articulated by the Office of Student Rights and Responsibilities .	Inconsistent integration of ethical and legal behavior into actions within the program and at practicum site; behavior upholds the ACA Code of Ethics , ASCA Ethical Standards , ethical guidelines in the state of practice, and the DU expectations related to student integrity, honesty, and the honor code as articulated by the Office of Student Rights and Responsibilities ; and behavior that conveys appropriate ethical decision making.	Consistent integration of ethical and legal behavior into actions within the program and at practicum site; behavior upholds the ACA Code of Ethics , ASCA Ethical Standards , ethical guidelines in the state of practice, and the DU expectations related to student integrity, honesty, and the honor code as articulated by the Office of Student Rights and Responsibilities ; and behavior that conveys appropriate ethical decision making.	<i>Ethical Behavior</i> is exemplary. Consistently reliable and truthful in dealings with others; demonstrates behaviors that convey appropriate ethical decision making; demonstrates congruence between belief system and ethical behaviors; behavior reflects adherence to, and understanding of the principles underlying, all relevant laws, ethical codes and policies, including the ACA Code of Ethics , ASCA Ethical Standards , ethical guidelines in the state of practice, and the DU expectations related to student integrity, honesty, and the honor code as articulated by the Office of Student Rights and Responsibilities . Models this disposition for others.

	Needs Improvement	Developing	Proficient	Advanced
Self-Awareness	Inability to acknowledge emotional experiences, struggle to understand others' perceptions, exhibits anger or defensiveness when receiving feedback, engages in power struggles with authority figures, and behavior that shows poor boundaries with peers/instructors. Displays limited capacity to predict the impact of their own behavior on others. Inability to show evidence of personal wellness including disheveled appearance, poor grooming, overly fatigued, and/or use of substances.	Inconsistently demonstrates emotional awareness, accurate self-assessment of strengths and weaknesses, eagerness to pursue and accept feedback, openness to growth, ability to both set boundaries and self-regulate across contexts, cooperates and collaborates with others, and utilizes appropriate self-care and coping strategies.	Consistently demonstrates emotional awareness, accurate self-assessment of strengths and weaknesses, eagerness to pursue and accept feedback, openness to growth, ability to both set boundaries and self-regulate across contexts, cooperates and collaborates with others, and utilizes appropriate self-care and coping strategies. Is aware of impact of personal circumstances on ability to help others.	<i>Self-Awareness</i> is exemplary. Consistently demonstrates the ability to identify impact on others and understands the “space” one takes in any setting. Consistently sets boundaries and self-regulates across contexts. Corrects mistakes without external prompting. Pursues and integrates feedback into practice. Is aware of the impact of personal circumstances on the ability to help others and addresses it accordingly. Models this disposition for others.

	Needs Improvement	Developing	Proficient	Advanced
Professional Behavior	Difficulty meeting responsibilities within expected timeframes, including class absences, tardiness, missing appointments or obligations without prior notice. A lack of effort toward graduate work, distractedness during class. Inappropriate or unprofessional dress for the environment (e.g., classroom, placement site). Cannot effectively collaborate with authority figures, instructors, and/or peers.	Inconsistent behavioral patterns including meeting responsibilities, timeliness, collaboration, communication, advanced preparation, and effort into graduate work. Inconsistent professional and/or appropriate dress for environment. Addresses academic/professional challenges unprofessionally.	Consistently meets responsibilities within expected timeframes. Consistently attends classes, meetings, and/or appointments on time. Demonstrates effective, advanced preparation and observable effort in graduate work. Consistently demonstrates professional/appropriate dress for environment. Seeks feedback and advice for setting professional boundaries and work/life balance. Seeks out opportunities to collaborate, consult, and/or engage in professional development. Voices professional concerns with relevant stakeholders as appropriate.	<i>Professional Behavior</i> is exemplary. Consistently demonstrates professional behavior in all settings. Ability to set boundaries to preserve mental health and engage in self-care. Demonstrates time-management skills. Models self-care and coping for others. Responds to others seeking feedback or advice on setting boundaries and work/life balance. Initiates collaboration and consultation with others and both pursues and promotes professional development for self and others. Models this disposition for others.

	Needs Improvement	Developing	Proficient	Advanced
Interpersonal Behavior	Inability to demonstrate effective communication skills, emotional stability, leadership qualities, and appropriate use of self-disclosure and discourse in relation to environment. Exhibits lack of concern for others, inappropriate behavior such as rudeness or yelling, disregards or minimizes others, and displays inability to work in a group.	Inconsistently demonstrates effective communication skills, emotional regulation, active listening, leadership qualities, concern for others, appropriate use of self-disclosure and discourse related to academic content, and ability to work in a group.	Consistently demonstrates effective communication skills, emotional regulation, active listening, leadership qualities, concern for others, appropriate use of self-disclosure and discourse related to academic content, and ability to work in a group.	<i>Interpersonal Behavior</i> is exemplary. Consistently and consciously exhibits appropriate interactions, which enhance the growth of others as well as associated interpersonal relationships. Possesses appropriate consideration of the environment such as appropriate use of self-disclosure and discourse related to academic content, and displays effective communication skills, emotional stability, active listening, leadership qualities, concern for others, a positive attitude, and ability to work in a group. Models this disposition for others.

	Needs Improvement	Developing	Proficient	Advanced
Cultural Humility	Inability to demonstrate awareness and understanding of one's own cultural identities and disregards the cultural identities of others. Possesses limited understanding of culture through an intersectional lens. Does not acknowledge the power and privilege associated with individual identities and how those factors may influence an individual's experience. Engages in discriminatory (e.g., racist, sexist, homophobic) comments or jokes.	Inconsistently demonstrates awareness and understanding of one's own cultural identities. Struggles to consider and validate the cultural identities of others and to approach culture through a lens of intersectionality. Some effort is seen to acknowledge the power and privilege associated with individual identities and how those factors may influence an individual's experience.	Consistently demonstrates awareness and understanding of one's own cultural identities while considering and validating the cultural identities of others and approaching culture through a lens of intersectionality. Acknowledges the power and privilege associated with individual identities and how those factors may influence an individual's experience.	<i>Cultural Humility</i> is exemplary. Consistently and strongly demonstrates awareness and understanding of one's own cultural identities while considering and validating the cultural identities of others and approaching culture through a lens of intersectionality. Possesses ability to identify and pursue areas for growth around cultural issues and makes efforts to learn about different cultural populations encountered in one's work. Acknowledges salient identities of others and consciously considers the power and privilege associated with these identities and how those factors may influence an individual's experience. Models this disposition for others.

Administration of Professional Disposition Assessment

Professional Dispositions are formally assessed by instructors upon completion of the following courses.

- Counseling Techniques
- Counseling Theory
- Social & Cultural Diversity
- Practicum, Internship I, Internship II (built into Initial & Final Evaluations)

In addition to formal assessment, SchoolCounseling@Denver faculty can address concerns regarding Professional Dispositions at any time throughout the program, as needed. Lastly, students will also be asked to rate themselves on Professional Dispositions during the Annual Student Review process.

Note: In cases where students have transferred credit for courses in which Professional Dispositions are assessed, the Program faculty reserves the right to determine an alternative method for assessing Professional Dispositions as needed.

Use of Professional Disposition Assessment Results

Results of the Professional Disposition assessments will be used in a variety of ways. These include being used on a **course-by-course basis**, for an **as-needed Professional Disposition assessment, by site supervisors during experiential courses**, and during the **Student Annual Review process**. Read on for details of each of these circumstances.

- A. Course-by-course basis.** If an instructor rates a student as “needs improvement” on one or more professional dispositions, Program Faculty will discuss the situation during the next regularly scheduled program meeting. Based on the discussion by faculty, the following actions can be taken. The specific action taken is at the discretion of the faculty. These actions are not to be completed in a certain order.
- B. As-needed Professional Disposition assessments.** In situations where concerns about Professional Dispositions are raised by faculty outside of formal assessment, the Program Director will convene a meeting of relevant stakeholders (e.g., instructor, Faculty Advisor, site supervisor, SSA, Division Lead) as needed to address the concerns.
- C. By site supervisors during experiential courses.** If a site supervisor rates a student as “needs improvement” on one or more professional dispositions via the practicum/internship evaluation of student performance form, the instructor teaching the practicum or internship course communicates with the site supervisor to obtain additional information. If needed, the instructor then follows the same process “as if” the instructor had given the “needs improvement” rating.
- D. Student Annual Review process.** Professional Disposition assessments will be used in two ways during the Student Annual Review process (MA Students Only).
 - a. Self-assessment.** Students will engage in self-assessment of professional dispositions when they assess themselves on the Student Annual Review survey. If a student rates themselves as “needs improvement” on any professional disposition(s), the student’s faculty advisor will determine whether additional action needs to be taken. Regardless of immediate action, the faculty advisor will address the rating with students during the Annual Student Review process.
 - b. Summary review.** The student's faculty advisor will be provided a summary of the student's professional disposition ratings to date. The faculty advisor will integrate this information

into the Student Annual Review process as appropriate. If needed, the student and their faculty advisor may review and discuss these results during a meeting.

If, at any time, a Professional Disposition concern is shared with program faculty via methods A through C, detailed above, the faculty will first explore details of the situation with relevant stakeholders to determine appropriate action. Next steps may include one or more of the actions articulated in the “Retention, Remediation, & Dismissal Policy” section of this document.

Portfolio Artifacts (MA Students Only)

Each student is expected to retain copies of assignments, projects, and other course deliverables they have generated throughout the program which best represent their knowledge, mastery of, and expertise in professional school counseling domains. Students are encouraged to use these *artifacts* as resources to build a personal portfolio for use in pursuing employment and will be expected to access these *artifacts* to complete an associated assignment during the School Counseling Internship II course. Details related to this assignment can be found in the School Counseling Internship II course syllabus.

In-Person Events (Optional)

SchoolCounseling@Denver students may have the option to attend in-person events, typically held on our Denver campus. Past events have included Immersion, awards/initiation ceremonies, and commencement exercises. Details of these events are determined on an annual basis; informed by student demand. Attendance at these events is optional.

Involvement in Professional Counseling Organizations and Activities

The academic program serves as a foundation for success as a school counselor. However, there are many opportunities for engagement in the profession that will enhance knowledge, experience, and impact related to practice. Please see information on a selection of opportunities for Professional involvement below. Note that the organizations listed are examples; the list is not exhaustive. We encourage you to seek out professional organizations that are appropriate for your interests, experience, and/or geographic location.

National Counseling Organizations

- **Required:** [American School Counselor Association](#)
 - All students are **required** to join ASCA prior to beginning the School Counseling Practicum course and associated experiences (see Practicum & Internship Handbook for additional information).
 - You can find a coupon toward ASCA membership on the [SchoolCounseling@Denver Student Resources](#) page.
- [American Association for Marriage and Family Therapy](#)
- [American College Counseling Association](#)
- [American Counseling Association](#)
- [American College Personnel Association](#)
- [Association for Counselor Education and Supervision](#)
- [American Mental Health Counselors Association](#)
- [Association for Specialists in Group Work](#)
- [American Psychological Association](#)

- [Council for Accreditation of Counseling and Related Educational Programs](#)
- [National Association of Student Personnel Administrators](#)
- [National Association for Alcoholism and Drug Abuse Counselors](#)
- [National Board for Certified Counselors](#)
- [Society for Sexual, Affectional, Intersex, and Gender Expansive Identities](#)

Regional Counseling Organizations

- [North Atlantic Regional Association for Counselor Education and Supervision](#)
- [Rocky Mountain Association for Counselor Education and Supervision](#)
- [Western Association for Counselor Education and Supervision](#)
- [Southern Association for Counselor Education and Supervision](#)
- [North Central Association for Counselor Education and Supervision](#)

State Counseling Organizations

Note: Colorado organizations are listed below as examples. Students are encouraged to seek out similar organizations within their respective states.

- [Colorado Counseling Association](#)
- [Colorado School Counselor Association](#)
- [Colorado State Board of Licensed Professional Counselor Examiners](#)
- [Colorado School Counselor License Requirements](#)

Licensure & Certification

Upon completion, the SchoolCounseling@Denver degree program prepares students for a variety of credentials across various states. While it is designed to lead to eligibility for licensure or certification as a school counselor, it can also lead to licensure as a professional counselor (visit the [Department of Regulatory Agencies website](#) for information on the professional counseling license in the state of Colorado). Because these regulations change with time and location, students are encouraged to communicate directly with state certifying/licensing boards. As a reminder, all students are responsible for acquiring and understanding the licensure/certification requirements for the state in which they plan to apply for licensure/certification. While Program Faculty and/or Staff can support students in navigating state requirements, as needed, they are not qualified to advise on specific state licensure and/or certification processes or eligibility.

Note for Colorado School Counselor licensure: This program fulfills the academic eligibility requirements for Colorado state licensure as a school counselor.

School Counselor Licensing/Certification Information

Students should be aware of the timeline for applying for and obtaining licensure/certification in their desired state. To this end, students should discuss their plan for applying for licensure/certification with their Faculty Advisor a minimum of one year prior to their projected completion date.

The American School Counseling Association (ASCA) maintains a list of different school counselor licensing/certification information. While ASCA does its best to keep this information current, state requirements may change and/or be updated frequently. Although students must consult the direct state

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board that licenses or endorses school counselors, [ASCA's State Certification Requirements website](#) can be helpful in finding state-by-state school counselor licensing/certification requirements.

Many states will require a licensure exam specific to their state. For example, applicants for licensure in Colorado will be required to pass the PRAXIS Professional School Counselor test (5421), along with graduating from an approved institution, and submitting the application for licensure (for information on Colorado School Counselor license application information, visit [Standard Requirements for all Colorado Initial Special Services Licenses](#)). Additional information on the PRAXIS exam, including a sample study guide and test dates, can be located [here](#). Because the PRAXIS is administered by the Educational Testing Services (ETS), students can take the PRAXIS in any state and can test as many times as needed until passed. If a test is required, students are responsible for checking their state's guidelines for when they should plan to enroll in and complete the test.

In sum, below is a step-by-step process to complete the SchoolCounseling@Denver program and apply for licensure as a school counselor:

1. Successfully complete the courses necessary prior to taking the Comprehensive exam, based on the coursework planner and information provided in this Handbook **(for MA Students Only)**.
2. Take and pass the comprehensive examination
3. Take the PRAXIS, or other requisite test, per your state's requirements. If required by your state, students are advised to complete the PRAXIS before graduation, particularly if you reside in Colorado or any other state that requires candidates to pass the PRAXIS prior to the Program verifying your eligibility for licensure/certification.
4. Apply for graduation (approximately 6-9 months prior to attended graduation term).
5. Complete any additional coursework, as articulated on the coursework plan.
6. Apply for School Counselor license/certification through appropriate state licensing board or agency.

Requesting Program Verification

At the time of application for licensure/certification, students may be required by the state in which they are applying for licensure/certification, to complete steps toward verifying their educational preparation. To meet this requirement, students are required to complete the [Program Verification Request](#) survey as early as possible to allow adequate time for processing.

If you are pursuing licensure in Colorado or live in a state that requires test scores for credentialing, the School Counseling program cannot complete a program verification form/letter indicating that you've met the credentialing requirements for your state until you have (a) passed the appropriate Praxis or other required exam for your state then (b) submitted your program verification form/letter request AND copy of your test scores via the Program Verification Request Survey (linked above). As a reminder, any program verification requests that require the Program to indicate that your degree has been completed or the date on which your degree was conferred cannot be completed until your official degree conferral date is posted to your account, which takes several weeks after graduation.

Note: The program reserves the right to deny verification requests based on relevant documented violations of program, college, or University policy.

Change in Location

Students are required to notify the University and Program of changes in geographic location. All students were originally admitted to their degree program based on their location at the time of application. If you are moving, we can no longer assure you that completion of the SchoolCounseling@Denver program will meet the licensure/certification requirements of your new location. Students are responsible for taking the following steps:

- a. review the state-specific licensure/certification information provided within the .pdf linked in the Certification section of <https://morgridge.du.edu/school-counseling/>;
- b. engage in due diligence related to the applicability of the program in your new location.

Once you have completed these steps, you may, at your own risk:

- a. continue in the SchoolCounseling@Denver program;
- b. complete your placement requirements in your new location, with the understanding that the eligibility criteria and requirements of the placement site and site supervisor will remain consistent with program standards.

To initiate the formal processing of your Change in Location with the SchoolCounseling@Denver program, please contact your Faculty Advisor as soon as possible to discuss your plans and request the **Change of Location Declaration & Attestation** form. Instructions for submission can be found on the form itself. Note that the completion of the form will not formally update your University records; you **must** take appropriate steps with University administration to update your records as appropriate.

For information on implications of a Change in Location to the placement process (i.e., practicum and internship), review the “Important Placement Policies” section of the SchoolCounseling@Denver Practicum & Internship Handbook.

National Certified Counselor (NCC)

The National Board for Certified Counselors (NBCC) offers the National Counselor Examination (NCE), which leads to the designation of “National Certified Counselor,” or “NCC.” Students are encouraged to explore eligibility options for this designation after degree completion. Visit the [National Certified Counselor \(NCC\)](#) section of the NBCC website for additional information.

Graduate Student Resources & Tips

Graduate school provides tremendous opportunity to learn and grow, both professionally and personally. It also exposes students to increased stress and demanding schedules while maintaining the expectation that students perform at their best. To do this, it is essential that students take advantage of available resources and guidance.

Resources

SchoolCounseling@Denver and the DU community offer a variety of resources to support you throughout your graduate program. The list below, while not exhaustive, provides a great place to start.

Registration

Students must register for courses via the University registration system, one quarter at a time. Official registration windows are posted by the Office of the Registrar via their annual “Registration & Billing Calendar” which can be found here: [Office of the Registrar Calendars & Deadlines](#).

Note: Students who are repeating a course after receiving below “C-” in the course during a previous term and students who have transferred/substituted credits into the program from another institution/program may need to seek an override from Program administration to register. This can be done by emailing the Program’s Academic Services Associate, copying the Program Director, and indicating that you would like to request an override to register for a specific course. Your email must include: (a) your 87#, (b) the name, course number, section number, and CRN of the course(s) for which you intend to register, and (c) the quarter in which you intend to register for the course. Prior to your override being processed, you will be required to have an updated, accurate Coursework Plan on file.

DU Health & Counseling Center

Students have access to various services provided through the University [Health & Counseling Center](#). This includes access to [My SSP](#), which provides 24/7 telemental health via online chat and phone contact with a My SSP advisor / counselor.

Digication Pages & Socials

While your University email address is the primary form of communication between the Program and students, other resources are available to supplement and/or augment official Program communications.

A variety of Digication pages have been built to help you stay up to date on program information and easily access relevant resources throughout your time in the program.

- SchoolCounseling@Denver Student Resources: <https://du.digication.com/scstudentresources/>
- SchoolCounseling@Denver Syllabus Policies and Services: <https://du.digication.com/scstudentresources/syllabus-policies-and-services>
- SchoolCounseling@Denver Practicum & Internship: <https://du.digication.com/scpi/>

Additionally, students are encouraged to engage with the Program via social media.

- Join the student-run Facebook page at: <https://www.facebook.com/groups/3894912700574882>
- Follow on Instagram: [@DUSchoolCoun](#)

School Counseling LibGuide

The University Libraries offer specially tailored content through the creation of a “LibGuide” or library guide for specific content areas. The discipline-specific LibGuide for SchoolCounseling@Denver can be found at <https://libguides.du.edu/schoolcounseling>.

University Writing Center

The [University Writing Center](#) works with all University of Denver students, staff, and faculty as part of the Writing Program's mission to create and sustain a robust culture of writing on the DU Campus. The Writing Center offers individual consultations, pre-recorded webinars, and many other resources and opportunities.

Disability Services

The University of Denver and, specifically, the SchoolCounseling@Denver program, is committed to equitable access and inclusion of those with disabilities. Students who have a disability (e.g., physical, medical, mental, emotional, learning) and who want to request accommodations are strongly encouraged to contact the AccessibleDU: Student Disability Services; 303.871.3241; sds@du.edu; 2050 E. Evans Ave.; Driscoll Center South, Garden Level, Suite 22. Information is also available on the [Student Disability Services website](#). It is important to note that accommodations cannot be applied retroactively or without proper documentation, so please allow adequate time for your accommodations to be processed by the Student Disability Services and communicated to your instructor(s).

Career Services

Offices of Career & Professional Development

The [University of Denver Offices of Career & Professional Development](#) (OCPD) enhance the career success of students and alumni by providing career education through coaching, programming and resources, facilitating connections between students, alumni, parents/families and employers, and offering experiential learning and/or professional development opportunities relevant to students and alumni at all stages of their careers. Some featured services are listed below.

- **Advice & Resources:** Visit [Advice & Resources](#) for tips and resources to support your career trajectory.
- **Big Interview:** Use [Big Interview](#) to learn and practice your interview skills, whether you're interviewing for a job, an internship, or graduate school.
- **Events & Programs:** Opportunities provided by the OCPD include virtual workshops, fairs, and other [Events & Programs](#) to build your career readiness.
- **Resumes & Cover Letters:** Access [Resumes & Cover Letters](#) for support with resume writing and cover letters as you prepare to apply for field placement, jobs, or additional graduate studies.

Virtual Career Center (VCC)

The Virtual Career Center (VCC) is a non-credit-bearing, self-paced resource that you have access to throughout your time in the SchoolCounseling@Denver program. The VCC includes career development exercises, job search tools and materials to support your professional goals. In addition to self-service materials, the VCC allows you to connect with our Career Services team. The Career Services team is dedicated to helping students advance on their career paths by providing a range of support through topical webinars and one-on-one advising.

The VCC offers the following services:

- Career planning webinars
- Job search coaching
- Resume and cover letter reviews
- Interview preparation assistance
- Salary negotiation support and offer evaluation coaching

You will gain access to this resource after your 2DU account is activated, and you can find the course in Digital Campus under “My Courses.” If you have any questions about navigating the VCC or connecting with our Career Services Team, please contact your Student Success Advisor.”

Self-Care

While in graduate school, students may experience physical exhaustion, increased irritability, exaggerated expectations of self, negative change in eating habits, decreased sleep, and a decrease in self-care practices. There are several techniques that students can use to help maintain balance as they navigate the graduate journey, and ultimately, facilitate optimal physical and mental health. Consider the following techniques:

1. Intentionally maintain relationships with family and friends. Call friends and family frequently and keep them part of your support system.
2. Take time to eat well, get enough sleep, and exercise regularly. You will not be able to function at your best if your body is not fueled appropriately. Eating healthy snacks throughout the day is vital to your health and well-being. Getting enough sleep and exercise is a good way to maintain and maximize resilience and balance, while buffering stress.
3. Regularly take some time off weekly to do something enjoyable. Budget this personal time just as you would any class or meeting. Whatever you choose to do, take time for yourself to meet your personal needs.
4. When you begin to experience anxiety over anything related to your academic program (e.g., papers, readings, finances, loneliness, loss of lifestyle, a returned paper or test), reach out to another student. Chances are that other students are experiencing or have experienced a similar reaction. Reach out to students within and outside of your cohort, as students further along in the program may be able to offer a helpful perspective.
5. Remember that you are in a training program and that this experience begins upon admission. It is not helpful to compare yourself to others; instead remain focused on the progress you are making with the path you have set for yourself. The program values collaboration – not

competition between students.

6. Maintain outside interests including physical activity, music, movies, and time with friends/family.
7. While relationships with partners and significant others are more important because of the need for support during graduate school, there is also less time for such relationships. Make and take time for little moments together and budget this time just as you would for any class, meeting, or time for yourself.
8. We value diversity and celebrate students of all different backgrounds. Interested students are encouraged to contact student organizations or the [Cultural Center](#) (303-871-3111), for current diversity programming information and opportunities.
9. If you have concerns about the program or other things, you may want to discuss them with your Student Success Advisor, Faculty Advisor, or Academic Services Associate.

General Tips about the Program and Procedures

1. Although there are numerous options available for financial aid and scholarships, the majority of Master's students need to work at least part-time. Don't be discouraged; it is possible to juggle school work, practicum, and a part-time job. Keep in mind, however, that you need to take care of yourself, so schedule time during the week to engage in self-care.
2. Students are required to submit assignments as .doc or .docx files unless otherwise indicated. Office365 is available to students at no cost. Visit the DU Information Technology page to learn more: <https://www.du.edu/it/classroom-resources-students>.
3. **A quality digital recorder is essential for this program, particularly during placement experiences.** Ideally, this would be a small digital recorder as they tend to be more convenient and less obtrusive when recording a session.
4. Keep a schedule of your assignments, activities, and commitments. While you may feel rather compulsive writing everything down, it certainly helps to feel organized. Organization may reduce last minute anxiety.
5. Consider local bookstores and online retailers as alternatives to the DU bookstore. Many of the texts we use are in stock (both new and used) at lower cost. If you buy used texts, be sure to check the edition/copyright dates and get the correct edition.
6. **Ask faculty for help** - with classwork, tests, comprehensive exams, course requirements, or anything! Professors are truly nice people but they usually won't seek you out. You need to go to them. Second-year (and beyond) students can also be helpful.
7. During the Experiential sequence, it will be helpful for you to advocate with your onsite supervisor if you feel like you need to have additional clients/students. Your instructor can also help you know how to talk to your supervisor about the configuration of your hours on your practicum site.

Non-Practicum Clinical Experience

Some students are working in practicum sites without being enrolled in the practicum class. Students who are in this position must inform the faculty. **If students are not enrolled in a practicum class, hours obtained in these sites will not be counted as practicum hours** (and cannot be used on an Internship application). Any student working in a non-practicum clinical position must register with the Colorado Department of Regulatory Agencies (DORA) - Division of Registrations - Mental Health Licensing Section and become listed in the Registered Psychotherapists Grievance Board database directory. Contact DORA at: <http://www.dora.state.co.us/>. For students outside of Colorado, consult with your Faculty Advisor regarding the appropriate regulatory agency prior to completing any hours.

MCE & University Policies & Procedures

All College and program policies are administered under the University of Denver's [Graduate Bulletin](#), which are considered the minimum requirements for all members of the University community. The University of Denver reserves the right to make changes in the regulations, rules, fees, or other aspects of the policy manual without advance notice. Please see the [Morgridge College of Education Policies and Procedures](#). Please note that faculty exceptions to policies, as stated in this handbook, may be made on a case-by-case basis and do not set precedent for future policy, procedures, or exceptions.

Waiver or Substitution of Courses

If the Faculty Advisor and student determine that the student has previously completed course work required for the degree, the student may request a waiver or substitution by contacting the Program Director to complete the appropriate approval process and associated paperwork (students are welcome to review the Graduate Course Substitution or Waiver Approval Form [here](#), for reference). The student must submit the syllabi and other supporting documentation (e.g., transcript) for review. The Counseling & Psychology Division Lead will also need to sign off on the waiver. At times, other Faculty will be consulted to ensure the substituted course is of similar scope and quality. Under no circumstance will the waiver or substitution of a course(s) reduce the number of credits required for the degree. Substitutions must be clearly indicated on the signed Coursework Plan.

Transfer/Substitution of Credits

The [Graduate Bulletin](#) provides specific criteria related to the transfer/substitution of credits.

Definitions

A credit “**transfer**” refers to applying credits earned outside of the University of Denver (DU) to a program within DU. The request for the transfer should be made prior to or during the first quarter of attendance as a University of Denver degree-seeking student and no later than the term preceding that in which the student wishes to graduate.

A course “**substitution**” refers to applying courses/credits already appearing on the DU transcript to specific program requirements. This applies to both courses/credits taken within DU and courses/credits that have been transferred to DU.

Process

Degree-seeking MCE students may request to transfer a limited number of credits that have not already been counted toward a previous or concurrent degree. Requests for transfer of credits that have been earned prior to enrolling in the School Counseling program must be approved during the first quarter of attendance as a degree-seeking student. This process can be initiated prior to a student's first term, as soon as they are admitted into the Program.

Requests for **transfer** and/or **substitution** of credits will be evaluated by the Program Faculty on a course-by-course basis to ensure content represented by those credits is consistent with content in the SchoolCounseling@Denver curriculum. The process consists of the following steps, in succession.

1. Email the Program Director to request review of the transfer/substitution credits. The email must include (a) a full syllabus from each course being submitted for consideration and (b) a copy of your unofficial transcript indicating the term in which the course was taken and the grade earned in the course. Additional information may be requested by the Program as needed.
2. Upon email approval from the Program Director or ASA, complete the following required University forms as instructed.
 - a. [Transfer of Credit Form](#)
 - b. [Graduate Course Substitution or Waiver Approval Form](#)
3. As students progress through the program, it may be necessary to request prerequisite overrides from the Program ASC prior to being eligible to register for courses that have prerequisites which were fulfilled by transferred/substituted credits. Contact the Program ASC prior to the opening of the registration window for the quarter in which you will need the override to ensure a seamless registration process.

Upon submission of the Request email in step 1, above, the Program Director and/or appropriate designee will evaluate each request and make a recommendation. Considerations for transfer/substitution of credits will include how the potential course(s) align with the requirements for similar courses within the SchoolCounseling@Denver curriculum, specifically related to how CACREP curricular standards are addressed within the course(s) in question, and how the syllabi course descriptions and course objectives align between courses. This includes differences in the focus of course content between theory and practice, specific life stages versus the full lifespan, and community-based training versus school-based training.

If transfer/substitution credits are accepted for courses that contain a Key Performance Indicator (KPI) and/or in which Student Dispositions are assessed, an alternate KPI assessment and/or method of assessing the disposition for that student may be determined as needed, at the discretion of the Program Director. Potential alternative methods for KPI assessment include performance on the Comprehensive Exam and specific skill assessment during a clinical course. Potential alternative methods for Student Disposition assessment include performing the disposition assessment in a different course or having the Faculty Advisor complete the assessment based on specific criteria.

Once a decision has been made regarding the request(s) for **transfer** and/or **substitution** of credit, the Program Director will communicate the decision to the student/prospective student via email. At that point, the student will need to complete the appropriate paperwork, as listed in step 2, above, through collaboration with the SchoolCounseling@Denver Academic Services Associate and/or Program Director. Note that, once the appropriate form has been completed, it is the student's responsibility to update their Coursework Plan with their Faculty Advisor, so that the transfer/substitution is clearly indicated on the

most recent plan. Please note that once the appropriate form(s) have been processed by OGE, during quarterly registration you must request overrides from the program Academic Services Associate in the case that a pre-requisite for a course you are registering for was substituted by another course.

Restrictions

- Approval of transfer/substitution of credits is subject to the Program's discretion, with a focus on ensuring alignment of content and rigor in preparation. Courses that are often evaluated more carefully include (a) those related to the social justice orientation of the Program, (b) those related to the experiential coursework and/or experience, and (c) those that were taken in a program that did not have a school counseling focus.
- Supplementary Content: While most courses within the curriculum are eligible for transfer/substitution, Program faculty reserve the right to require additional assignments, activities, or assessments related to transferred/substituted course content areas. This requirement will be communicated to students at the time that the transfer/substitution paperwork is processed. If any Supplementary Content requirements are identified, students will be placed on the appropriate Remediation Status until all requirements are met.
- The transfer/substitution credit maximum for the SchoolCounseling@Denver program is 22.5 quarter credits.
- Under no circumstance will a course transfer/substitution reduce the number of credits required for the degree.

Support with the Process

The transfer/substitution process can take some time to complete and will look different for each student. If you have any questions related to the status of your transfer(s)/substitution(s), please reach out directly to the Program's ASC and/or Director for support and/or clarification.

Non-SchoolCounseling@Denver Courses

Degree-seeking students in SchoolCounseling@Denver may be advised to take classes in other units at DU or at other institutions to complement the course work completed within the SchoolCounseling@Denver curriculum. This may happen for a variety of reasons. Please note that courses taken outside of your degree program will not be counted as part of the degree unless the course has been approved by the Faculty Advisor, Program Director, Division Lead, and other stakeholders as indicated in the Graduate Bulletin. Written approval must be obtained prior to taking the course and submitted with a revised Coursework Plan to the SchoolCounseling@Denver Academic Services Associate.

Policies and Procedures of SchoolCounseling@Denver

Policies and procedures of the SchoolCounseling@Denver program have been developed toward facilitating success for students in our program and the students that they will go on to serve after graduation. Successful completion of a program in school counseling is based on the demonstration of effectiveness and awareness across critical domains, discussed throughout this section. These policies and procedures guide faculty in their professional responsibility to continuously review and evaluate student development and preparedness to enter the field of school counseling.

Program Expectations of Students

Self-Advocacy

Faculty strongly encourage students to be proactive in communicating their needs with their faculty advisor, course instructors, and any other relevant stakeholders within the institution (e.g., [Student Disability Services](#)). Students are encouraged and expected to engage in self-advocacy related to their needs throughout the School Counseling program. When appropriate, students should advocate within the institutional hierarchy (e.g., if a student has an issue with an instructor, it should be addressed with the instructor directly first, then brought to the relevant Course Lead and/or the Faculty Advisor, then the Program Director, then the Division Lead, etc.). Note that we understand that there may be situations that call for escalation in a different way. In these cases, we encourage students to consult with a trusted faculty or staff member.

Course Communications

All general communications related to individual courses will be managed through the respective course wall. Announcements and other communications will be posted to the course wall by faculty, tagging @Class, initiating notifications to be sent to all enrolled students. Students are responsible for monitoring their course wall and updating their 2DU “Notification Settings” to allow for course wall notifications as appropriate.

Email Expectations

In alignment with University policy ([Email as Official University Communication Policy](#)), email is the primary, official form of communication between the SchoolCounseling@Denver program and its students. As such, the expectation is that students regularly monitor their DU e-mail address, including their “Junk” folder, and provide a timely response when appropriate. DU faculty and staff will also operate under these expectations. To effectively and professionally communicate with DU faculty and staff, and in preparation for professional communications beyond your time in the Program, students are expected to adhere to the following guidelines.

1. Emails must have a clear subject and related course title, if relevant.
2. Address the email recipient with an acknowledgment and by their formal title (e.g., Dear Dr. Vasquez; Good morning Professor Anderson).
3. Avoid beginning your email with a question.
4. Be mindful of appropriate spelling and grammar.
5. End your email by signing your name.
6. Proofread your email for errors such as those related to auto-correct and wrong words with correct spelling (e.g., “principle” when you mean “principal”).

Procedures for Credentialing and Recommendation for Employment

Due to the online nature of the SchoolCounseling@Denver program, the credentialing procedures for each student will differ by state. As a reminder, students are required to be familiar with the credentialing requirements of the state in which they intend to practice. As students near the end of the SchoolCounseling@Denver program, they are encouraged to begin the process of preparing the materials necessary for credentialing in their state.

The faculty in the SchoolCounseling@Denver program are committed to helping students with the licensing and credential processes that will lead to being employed as a school counselor upon completion of the program. To help with this, each student is provided with a Faculty Advisor within the Program. The Faculty Advisor is able and equipped to assist each student with the processes that may lead to credentialing and employment in the state in which you intend to practice. Additionally, your Faculty Advisor is available for both scheduled and ad-hoc meetings regarding employment-related needs (e.g., resume review, mock interview, job search). In the case that students require formal endorsement, letters, or other documentation from the Faculty Advisor or other stakeholders within the institution, the student should notify the appropriate individual with as much notice as possible. Last minute requests cannot be guaranteed. Note that the program reserves the right to deny endorsement in the case of document gatekeeping concerns related to the student's performance.

Annual Student Review (MA Students Only)

Each academic year, the School Counseling faculty meet to review the progress of each individual student, excluding those who began in the term during which the review occurs. The purpose of the review is to determine whether a student is making satisfactory progress in graduate training. All students will receive a letter from the Division Lead and Program Director summarizing their progress in the program, providing specific feedback from the Faculty Advisor, as needed, on an annual basis. Minimal levels of satisfactory achievement are based on multiple factors including (but not limited to) course grades, clinical work, site supervisor feedback, and professional and ethical behaviors. Students are then encouraged to meet with advisors and/or faculty to discuss the outcome of their annual review.

A student deemed not to be performing at a high academic, professional, and/or personal level will be given an indication of the areas in which improvement is needed in the annual review letter as well as via a meeting with their advisor (or in some cases the Counseling & Psychology Division Lead or other School Counseling faculty). There are three possible outcomes and in all cases a letter addressing specific outcomes will be given to the student and placed in the student's departmental file:

1. **Satisfactory:** The student is making satisfactory progress in the program.
2. **Satisfactory with Provisions:** The student is making satisfactory progress in the program and shows potential signs for concern. Feedback related to the concern(s) will be documented in the student's letter. This student may be required to contact their Faculty Advisor within five business days of receiving the letter to arrange an appointment and discuss next steps. This will be indicated on the student's letter if required.
3. **Unsatisfactory:** The student is not making satisfactory progress in the program. Feedback related to the concern(s) will be documented in the student's letter and the student is required to contact their Faculty Advisor within five business days of receiving the letter to discuss next steps and a potential meeting. Next steps could include engagement with the remediation process and/or dismissal from the program.**

**Note that option 3 can be enacted at any time during a student's training.

For information on the University policy regarding the student process for appealing academic and student status related decisions, students should see the Graduate Bulletin at

<http://bulletin.du.edu/graduate/academic-and-student-support-services-policies-and-procedures/academic-exceptions-complaints-grievances-and-appeals/>.

Student advancement in the program is intended to assure that each student maintains adequate progress in gaining knowledge, skills, competencies, and behaviors required for graduation and professional practice. The following are examples of circumstances/performances that may be the basis for remediation or dismissal action:

1. Failure to maintain minimum academic standards
2. Unsatisfactory performance in counseling practica or internship
3. Academic misconduct or dishonesty
4. Criminal conviction of misconduct that affects ability to practice or be licensed/certified
5. Failure to comply with established University or program timetables and requirements
6. Unethical practices and/or unprofessional conduct
7. Behavioral impairments that obstructs the training process and/or threatens client welfare
8. Violation of Professional Dispositions

The following subsections are offered to clarify the list above:

1. Failure to maintain minimum academic standards

Students are required to maintain a 3.0 GPA in both their overall graduate work and their degree program. The SchoolCounseling@Denver program places students on probation whenever their degree program or cumulative graduate GPA falls below 3.0 (on a 4.0 scale). Students will receive a letter informing them of their probationary status. Students are expected to be aware that they must maintain a 3.0 GPA during their graduate studies and, should they drop below a 3.0, they have one quarter to raise their GPA. Students on probation have one quarter to raise their GPA to 3.0 and return to regular status. A student failing to meet this requirement will not be permitted to re-enroll unless recommended by the department and approved by the MCE Associate Dean. As a matter of departmental policy, no incomplete grades may accrue during a probationary semester, and any incomplete grades assigned prior to the probationary period must be completed by the end of the probationary semester or the student remediation plan.

In the Division of Counseling & Psychology, grades of C- or greater are considered passing, whereas grades lower than C- are considered failing. Credits carrying below a "C-" will not be accepted as meeting degree requirements. Also, as a matter of departmental policy, students may not accrue more than two "D's" or lower in their graduate program--whether those courses are within the department or courses taken through other departments. A third "D" (i.e., D+, D, or D-) in the program will result in the student's dismissal from the program, regardless of the student's overall grade point average. Students must retake all courses (up to two) in which they earned a D (i.e., D+, D, or D-) or lower. Students may refer to the Graduate Bulletin for the [Repeating Courses policy](#). Students earning an F in a course(s) will result in automatic review by the Faculty and may result in dismissal from the academic program.

In support of this policy and in an effort to actively remediate student performance and manage expectations, the following actions will be taken based on student course grades:

- One grade below B- Student will be issued a "Formal Warning"
- Two grades below C- Student will be placed on "Probation"
- Three grades below C- [Academic Dismissal](#), based on "severe academic or behavioral misconduct," will be initiated, per University process

Students are encouraged to review the “Grievances & Appeals” section of this document and the “Procedures for Academic Grievances and Appeals” section of the Graduate Bulletin for information related to student rights as they apply to academic dismissal.

2. Unsatisfactory performance in counseling practica or internship

Upon the recommendation of the student's clinical supervisor at their practicum or internship site and, after a performance review by the program faculty, a student who is judged to have failed to meet the program's expectations for the quantity or quality of clinical work or supervision during any counseling practica or internship, may be recommended to the School Counseling Department faculty for review for formal warning, probation, or dismissal.

3. Academic misconduct or dishonesty

Academic misconduct or dishonesty by a student includes, but is not limited to, disruption of classes, inappropriate application of artificial intelligence software to academic assignments and/or activities, giving or receiving of unauthorized aid on examinations, or in the preparation of notebooks, themes, reports, or other assignments, or, knowingly misrepresenting the source of any academic work, falsification of research results, plagiarizing another person's work, violation of regulation or ethical codes for the treatment of human subjects, or otherwise acting dishonestly in research. Of note, it is unacceptable in academic settings to use other people's ideas or data without giving them credit. This is called plagiarism and is considered unethical according to the ACA (2010) Code of Ethics. As a result, the department faculty wants to clarify that it is similarly unacceptable to “borrow” another student, author, or publisher’s work without giving them credit. Using papers written by others, or parts of papers, materials, and handing it in as your own work is clearly unethical. Students should not copy something written or published by others. Plagiarism includes directly quoting another source without appropriate use of quotation marks and/or in-text citations (see APA Style Guide, 7th edition).

An instructor may, with due notice to the student, treat as unsatisfactory any student work that is a product of academic misconduct or dishonesty. If an instructor deems other judiciary action for academic misconduct or dishonesty by a student to be advisable, or if a student wishes to protest a grade based on work judged by an instructor to be a product of academic misconduct or dishonesty, the case shall be reported to the Counseling & Psychology Division Lead. If suitable solutions are not reached, the case shall be reported to the MCE Associate Dean.

4. Criminal conviction of misconduct that affects ability to practice or be licensed/certified

A student whose conduct, within or outside of the program, has resulted in the conviction of a crime that would preclude licensing or certification as a school counselor may be dismissed from the program by action of faculty.

5. Failure to comply with established University or program timetables and requirements.

The DU Office of Graduate Studies Policy allows for master students to complete their degree program within 5 years. Failure to complete the degree within the established time limits will result in termination unless the student successfully petitions for an extension. The student initiates the petition via [MyDU](#) and must be supported by the advisor in order to be considered. If the petition is not approved, the student will be terminated from the program. Students may petition for an

extension of time for a minimum of one quarter and up to a maximum of one year per request. Petition procedures and instructions are detailed in the [Graduate Studies Policy Manual](#). It is also expected that students will make reasonable and consistent progress toward their degree. "Reasonable and consistent" means that students register for at least 8 credits per quarter during their first year in the program, and 20 credits per year thereafter until course work is completed. Students who are not making "reasonable and consistent" progress toward their degree may be put be required to engage in the remediation process or dismissed from the program.

6. Unethical practices and/or unprofessional conduct

As students or professionals, Master's students in School Counseling are expected to follow the American Counseling Association (2014) Code of Ethics and the DU "Code of Student Conduct." Failure to abide by these standards while enrolled as a student in the School Counseling program will lead to remediation and/or may be grounds for dismissal from the program. Students who are not functioning effectively in any of the following areas as determined by the faculty: academic, ethical, personal, interpersonal, or practice areas will be advised of deficiencies and required to remediate them. This may include retaking courses or practicum, other tasks or assignments, or possibly undergoing a psychological evaluation and/or psychotherapy at the student's expense. Students may also be required to engage in the remediation process. If remediation is not successful as determined by the faculty, students may be dismissed from the program.

7. Behavioral impairments that obstruct the training process and/or threaten client welfare

Student conduct that, in the opinion of the faculty and/or the student's supervisors, is the result of behavioral impairment and that obstructs, interferes with, or threatens the training of fellow students or welfare of clients, students, faculty or supervisors may result in student dismissal from the program or referral for remediation. In the case of referral for remediation, the student may be asked or required to withdraw from classes and may be placed on a leave of absence from the program until such time as the student is able to demonstrate to the satisfaction of the faculty that she/he is able to return to the program without impairment. Students may, as part of their remediation, be asked to consult other professionals including psychotherapists and engage in consultation or psychological treatment. Examples of impairment having the potential for student dismissal or referral include, but are not limited to: substance abuse, dual relationships with clients or students/supervisees for whom the student is responsible; lying or misrepresenting oneself to clients, faculty or supervisors; failure to refer or practicing outside of one's area of competence without appropriate supervision; chronic lateness and/or absence from academic and clinical responsibilities; behavior that interferes with or jeopardizes the well-being of clients, students, faculty, or supervisors; unsupervised practice; and infractions of University rules for student conduct.

8. Violation of Professional Dispositions

As previously stated, School Counseling students are expected to adhere to the Professional Dispositions articulated earlier in this document. Professional Dispositions for each student are evaluated at formal points throughout the program and can also be assessed any time a faculty or staff member has concerns related to student behavior. See the Professional Dispositions section of this document for information related to the Dispositions themselves, the assessment processes, how the assessment results are used, and/or potential results of a violation of Professional Dispositions.

Violation of the DU Honor Code

All members of the University community are expected to assume the responsibility of observing certain ethical goals and values as they relate to academic integrity. Essential to the fundamental purpose of the University is the commitment to the principles of truth and honesty. This Honor Code is designed so that responsibility for upholding these principles lies with the **individual** as well as the entire community.

The purpose of this Honor Code is to foster and advance an environment of ethical conduct in the academic community of the University, the foundation of which includes the pursuit of academic honesty and integrity. Through an atmosphere of mutual respect we enhance the value of our education and bring forth a higher standard of academic excellence. No member of the University community, including students, faculty, staff and administrators, shall act in any way that could reasonably be construed as an intentional misrepresentation or deception in academic or professional matters.

Students should refer to the [Morgridge College of Education Policies and Procedures](#), the [University Graduate Bulletin Policies](#), and the [Honor Code & Student Conduct Policies and Procedures](#) website for further information on the rationale, authority, and enforcement of the University's Honor Code.

Retention, Remediation, & Dismissal Policy

The SchoolCounseling@Denver program wants to see students succeed. When a student's behavior does not align with institutional (i.e., DU, MCE, Program) policies and procedures, professional honor or ethical codes or standards of practice, and/or presents academic misconduct or other problematic behaviors, the program will engage in action through appropriate retention, remediation, and/or dismissal processes outlined in this section. Note that the University has separate policies and procedures related to student expectations (see "Violation of the DU Honor Code" section) and additional action, beyond that of the Program, may be applied as appropriate.

Throughout the retention and remediation processes, the Faculty Advisor and/or Program Director will collect information, as needed, regarding the students' circumstances to ensure accuracy and fairness throughout the process. The Program will determine the appropriate level of intervention based on the severity of the student's circumstances. Once the Program determines the appropriate action, the student will be notified of action being taken via their University email address. All actions will be documented within Program records. Actions under this policy are listed below.

- I. **Remediation Notice** – Students are notified of one of three possible Remediation Notice Statuses, which each carry different circumstances. Once the remediation process has been initiated for a student, they will receive an email notification, to their DU email address, which will clearly indicate the relevant Remediation Notice Status, articulated below (note: if a Status is not indicated, the remediation process has not been initiated). Regardless of Status, students are expected to respond to Program communication(s) within the timeframes articulated at the time of communication, typically within five (5) business days. *If a student does not respond within the articulated time frame, the faculty reserves the right to update and/or escalate the concern and associated status as appropriate.* All active Remediation Notices will be regularly reviewed by Program Faculty and followed up on as appropriate.
 - A. **Status: Green** – Provides students with an opportunity to increase awareness of and access support related to areas in need of remediation prior to the need for formal intervention. This Status does not include a formal retention/remediation process.

Actions may include, but are not limited to the following:

- i. Email to Student – The student’s faculty advisor or relevant instructor will send an email to the student’s DU email address informing them of the circumstance(s) (e.g., the professional disposition that “needs improvement”) along with resources and instructions for further communication.
 - ii. Meeting with Student – The student’s faculty advisor or relevant instructor will send an email to the student’s DU email address requesting that the student schedule a meeting with them to review the circumstance(s) (e.g., the professional disposition(s) that “needs improvement”).
- B. **Status: Yellow** – Provides students with the opportunity to formally address emerging issues and/or concerns while highlighting the seriousness of the circumstances. Actions may include, but are not limited to the following:
- i. Collaboration with Faculty Advisor – The student may be required to maintain a specific cadence of meetings and/or communication with their Faculty Advisor to address the emerging concerns.
 - ii. Formal Remediation Plan – The student **may** be placed on a Remediation Plan through collaboration with Program Faculty (e.g., Faculty Advisor, Program Director). This Plan would articulate details of the circumstances and specific actions/activities required to address the emerging concerns.
- C. **Status: Red** – Provides students with the opportunity to formally address significant and/or persistent issues and/or concerns with emphasis on the seriousness of the circumstances. Actions will include, but are not limited to the following:
- i. Formal Remediation Plan – The student **will** be placed on a Remediation Plan through collaboration with Program Faculty (e.g., Faculty Advisor, Program Director). This Plan will articulate details of the circumstances and specific actions/activities required to address the emerging concerns.
 - ii. Restricted from Experiential Coursework – A student with a Remediation Notice Status of “Red” is not permitted to enroll in any courses within the experiential course sequence, nor are they permitted to begin any associated service at a placement site, unless special permission is provided in writing by Program leadership. Permission will only be granted in extenuating circumstances and if it aligns with the requirements set forth by the associated school district in which the student will be placed.
- II. **Dismissal from the Program** – For more information about dismissal from the program, please see the [DU Graduate Bulletin](#) “Termination and Dismissal” and “Procedures for Academic Grievances and Appeals” sections as well as the aforementioned Retention, Remediation, and Dismissal Policy section of this document. *Note: A decision to dismiss a student will typically occur if the student has not satisfied the conditions of their remediation plan. However, there may be cases where dismissal is the appropriate action without preceding remediation action.*

Note that the Retention and Remediation Processes outlined herein are at the department level. Unless escalated, this information is not reported to the Office of Graduate Education or included in the student’s official transcript.

Notification Process

Remediation Notices of Green will be communicated to students via informal email communication, sent to the student's DU email address.

Remediation Notices of Yellow or Red or notification of Dismissal from the Program will be communicated to students via email communication and will include a formal **Notification** letter from the Program. The letter will document the nature of the action being taken, associated circumstances, and next steps in the process. It will be sent to the student's DU email address and the following stakeholders will be copied on the communication: Faculty Advisor, Division Lead, Academic Services Associate. A copy of the letter will also be filed in the student's record within the Division of Counseling & Psychology. Students are required to schedule a meeting with their Faculty Advisor within five business days of the date of the **Notification** letter to discuss the procedures that will be used regarding the action being taken.

Remediation Plan

If the procedures to address the action being taken include a Remediation Plan (i.e., optional for Yellow status; required for Red status), the Faculty Advisor will use the Program's Remediation Plan form to develop the formal, written Remediation Plan in collaboration with the student and Program Director, and other faculty as needed.

The Remediation Plan will be approved by the Program Director and the Counseling & Psychology Division Lead. Once approved, the Plan will be signed by the student, the Faculty Advisor, and the Program Director. The main focus of the remediation plan is to facilitate students' improvement and success. Once fully executed, a copy of the plan will be emailed to the student's DU email address and a copy will be placed in the student's departmental file.

More specifically, if the Program faculty determines the student should be placed on a Remediation Plan, the following steps will be taken:

1. The Program Director will notify the student, in writing, of the action being taken. Additionally, the student shall meet with the Faculty Advisor (the meeting should be scheduled within five business days from date of notification) to discuss the procedures that will be used regarding the action being taken, including the associated remediation process.
2. The Program Director, in collaboration with the student, Faculty Advisor, and potentially other faculty, will develop a plan for remediation of the student's behavior. The *Remediation Plan: Initial Plan* form (for Faculty Use only) will be used to facilitate this process. This plan will
 - a. define the student's problem areas; this may also reference Professional Dispositions and associated concerns,
 - b. identify the expected behavior patterns or goals,
 - c. specify possible methods that could be used to reach these goals, which may include personal counseling, self-structured practica, behavioral change, and/or additional academic/course work,
 - d. delineate specific goals and how goal attainment(s) will be demonstrated, and
 - e. designate a date for goal attainment and/or reevaluation (must be within six months of date of initiation) by Faculty; this may also include potential next steps if goals are not met.

3. After approval from the Program faculty and the Counseling & Psychology Division Lead, the approved plan will be signed and dated by the student, the student's Faculty Advisor, and the Program Director. Note that the student must sign, date, and return the plan within five (5) business days, unless otherwise indicated by Program Faculty. Failure to adhere to this timeline may escalate the circumstances and/or prompt additional review by Faculty. Given the nature of the online program, both actual and electronic signatures are acceptable, but the form must be emailed via the student's official DU email address. Upon all signatures being attained, the Program Director will email the approved, signed plan to the student, copying the Division Lead and Faculty Advisor, and a copy will be retained in the student's file in the CP Department.
4. At or near the date for reevaluation, the student's progress or lack thereof will be reviewed by the core School Counseling faculty. Reevaluation will include a review of any and all associated documentation provided by the faculty, student, and/or other relevant parties. Note that reevaluation will take place in light of the current Student Handbook. There are three potential **Reevaluation Decision** options. Upon completion of the review, the Program Director will facilitate a faculty vote to establish consensus to move forward with one of the following **Reevaluation Decision** options.
 - a. **Continuation in the program:** The specified concerns no longer present a significant problem and the student is allowed to continue in the program. Students present significant improvement to satisfy expectations within the timeframe in the remediation plan.
 - b. **Continued remediation (same or adjusted status):** If progress is documented on the first evaluation, an updated remediation plan is prepared, and a date is set for another reevaluation at the department faculty's discretion.
 - c. **Dismissal from the program:** If the student has failed to attain the behavioral goals and there is no expectation that they can reasonably attain them in the near future.
5. Upon consensus being established, the student will be notified via their DU email address, by the Program Director, of the **Reevaluation Decision**.
6. Depending upon the **Reevaluation Decision**, it may be requested that the student meet with the Faculty Advisor and/or other faculty/staff, as needed, for feedback concerning the decision and to review the options available to the student.
7. If "**Dismissal from the program**" is recommended by the faculty:
 - a. **Notification:** The Division Lead will send a written notification to the student by DU email. A copy of the notice will be placed in the student's permanent departmental file.
 - b. **Student Response (optional):** The student will be given 30 days, within the regular academic year, in which to (a) prepare and present to the School Counseling faculty a written response to the notification, and (b) request, in writing, a faculty review of the dismissal recommendation, if the student chooses. **Note that this response is considered to be the "First Level: Informal Resolution" of the University's Formal Grievance and Appeal Process, which is outlined below.**
 - c. **Faculty Review:** Upon receipt of a written request from the student regarding the dismissal recommendation during the 30-day period described above, the faculty will review the written response.
 - d. **Faculty Deliberation:** Following review of the written response, the Program faculty will (a) review the student's progress in the program, (b) review the student's behaviors as

related to expected professional and personal behaviors, (c) review the student's remediation progress, and (d) render a decision as to whether the dismissal recommendation is to be upheld.

- e. **Notification of Deliberation Results:** Written notification of the decision will be emailed to the student's DU email address by the Division Lead, copying the Program Director.
 - f. **If Dismissal is upheld:** If the dismissal decision is upheld, the Division Lead will forward a formal dismissal recommendation to the MCE Associate Dean and the DU Office of Graduate Education.
8. If the student is not satisfied with the department faculty's decision, the student may file an appeal in accordance with the procedures outlined below.

Grievances & Appeals

Academic Grievances and Appeals

If a student has a grievance involving another student or a faculty member, it is preferable for the student to work it out with that person. Students' Faculty Advisors, the Program Director, and/or the Division Lead may act in a consultative role in this process. If the student cannot work out the grievance directly with the faculty member or other student, the student may direct the concern, in writing, to the Program Director or Division Lead. If the grievance is not solved to the student's satisfaction, the student may seek resolution of complaints or grievances through the University of Denver's grievance and appeals procedures outlined below.

Note: If the grievance concerns a claim of discrimination or is a title IX matter, you should also contact the [Office of Equal Opportunity & Title IX](#).

The [Procedures for Academic Grievances and Appeals](#) process is outlined in detail within the [Graduate Bulletin](#).

Grade Appeals

If a student would like to appeal a specific grade, they must follow the [Procedures for Grade Appeals](#), detailed within the [Graduate Bulletin](#).

Program Engagement Opportunities

The SchoolCounseling@Denver Program provides a variety of opportunities for students to engage with program- and discipline-based leadership and advocacy activities. Nominations and/or self-nominations for all program engagement opportunities should be submitted via the following survey:

- [SchoolCounseling@Denver Program Engagement Opportunities Survey](#)

Colorado School Counselor Association Graduate Student Liaisons

The Graduate Student Liaisons to the Colorado School Counselor Association (CSCA) are appointed from the student body of a Colorado school counseling program annually, on a rotating basis. Every few years, when available to DU students, this is an incredible opportunity for students who reside in Colorado to network within the profession and build leadership skills in preparation to enter the field. Additionally, Liaisons provide a service to our program and its students by representing SchoolCounseling@Denver on a state level. Additional details are included below.

- **Description:** The CSCA invites two student representatives from one CACREP-accredited program in Colorado to serve in the role of “Graduate Student Liaison.” The Graduate Student Liaison program is an intentionally structured opportunity, designed to promote networking, professional development, connection with both the profession and practitioners, and both advocacy and influence in the discipline within the state of Colorado. Learn more about the role by reviewing the “Graduate Student Liaison” section of the [CSCA Roles and Functions](#) document (pp. 27-28).
- **Commitment:** The appointment term is one academic year, beginning in July. However, new Liaisons are asked to attend the April board meeting and the June leadership retreat, leading up to their appointment. Expenses for both events are covered by CSCA. The general time commitment related to the position will be roughly a couple hours a month. This will be mostly related to communication, including disseminating information as well as checking and responding to emails. Additionally, Liaisons help to plan the annual CSCA conference each October, during which time the responsibilities may be slightly heavier than usual. During the appointment term, Liaisons will be expected to attend board meetings in September, January, and April. Room and board related to in-person attendance at Board Meetings will be covered by the Colorado School Counselor Association.
- **Eligibility Requirements:** To be eligible, students must:
 - be a current Colorado resident;
 - be enrolled in the SchoolCounseling@Denver program for the duration of their term as Liaison.
- **Appointment Process:** Students are appointed to these positions through a nomination process that takes place in the Winter term upon DU’s turn in the rotation. Nominations are accepted from Program faculty, staff, and students, including self-nominations. Nominations can be submitted at any time but must be submitted no later than March 1st for the upcoming academic year, after which time the review process will take place. Program faculty and staff review the eligible nominees and vote to select the Liaisons, who will be notified of their invitation to serve by April 1st.

Alumni & Current Student Representative to the SchoolCounseling@Denver Advisory Council

The SchoolCounseling@Denver Advisory Council is a representative group of stakeholders assembled to review and advise on the SchoolCounseling@Denver MA program. The purview of the Council will be multidimensional, including program and policy development, implementation, and revision. The Council will give voice to stakeholders through dialogue and critique while ensuring that the program is preparing students for the needs of the field from the perspective of those in the field.

The Council is composed of representative program faculty, current and former students, personnel from P-12 schools, and additional stakeholders. Nominations for student representatives (i.e., one student enrolled in the program, one alumni representative) are accepted at any time.

Research Opportunities

A variety of research opportunities exist within the Division of Counseling & Psychology.

- **Student Research:** Students are encouraged to collaborate with one another on research projects and participate in local, regional, and national conferences and scholarship opportunities accordingly.
- **Faculty Research:** Masters students are invited but not expected to participate in faculty research opportunities. Students interested in pursuing formal research opportunities should contact a faculty member for information on participation in their research. Students are also encouraged to visit the “Research Opportunities” section of the [SchoolCounseling@Denver Student Resources](#) page for specific, ongoing research initiatives.

Chi Sigma Iota, Delta Upsilon Sigma Chapter

Chi Sigma Iota (CSI) is an international counseling honor society focused on the development and sustainability of the counseling professional. In January 2023, CSI International accepted and approved the charter of DU's Delta Upsilon Sigma chapter. To access professional development and other member resources, visit <https://www.csi-net.org/>.

CSI members are current students who have a) completed at least one quarter in the program, b) have at least a 3.5 GPA, and c) are currently in good standing. Alumni are welcome to join as well. Eligible students will be invited annually and asked to participate in the CSI Initiation Ceremony, typically held in June (virtually and in-person). More information can be found on the [SchoolCounseling@Denver Student Resources](#) page.

Agencies and Students

This information is provided to clarify University of Denver procedures and responsibilities pertaining to workers' compensation coverage, student liability insurance coverage, and off-campus University related work and activities.

Workers' Compensation Coverage

SCiTs may be covered under the University's Workers' Compensation program if injured while performing the essential duties of the practicum or internship. The University's Enterprise Risk Management Office manages the University's Workers' Compensation Program. Please contact the Practicum & Internship Specialist should an event occur.

Additionally, field placement agencies are encouraged to consult the Division of Workers' Compensation (303) 575-8700 or their professional accountant for advice on workers' compensation coverage as it relates to students in salaried positions. Further clarification of policies related to workers' compensation coverage may be obtained from the University of Denver's [Department of Enterprise Risk Management](#).

Liability Insurance Coverage

All students in the SchoolCounseling@Denver program are required to obtain their own malpractice/liability insurance and maintain it throughout their practicum and internship experiences. Students obtain this insurance through membership with the American School Counselor Association ([Liability Insurance](#)). Student policies are available for reduced rates.

Notice of Potential Risk

Please be advised that clinical or research activities performed in field placement settings may carry with them certain attendant risks. Each student must assess whether or not their level of training and amount of supervision provided by the agency is suitable to the routine and/or unique requirements and demands of the field placement environment in which they work. If a student has a concern about the risk level of the practicum or internship site, they need to speak to the Practicum/Internship Instructor and Program Director, and potentially the Division Lead, who will help assess this risk and then address the problem if needed.

Communication Channels, Technology

Office of Equal Opportunity

The Office of Equal Opportunity is responsible for ensuring compliance with the University's anti-discrimination policies related to race, ethnicity, national origin, age, religion, disability, genetic information or veteran status and promoting full compliance with all applicable federal, state and local discrimination laws. For more information, please visit: <http://www.du.edu/equalopportunity/>. Equal Opportunity can assist with:

- Consultation concerning issues of possible discrimination, harassment or retaliation
- Investigation of complaints of discrimination, harassment and/or retaliation
- Education designed for your department or organization that focuses on prevention

- Consultation or training for search and screening committees
- Consultation regarding reasonable accommodations for participants with disabilities and for religious accommodations
- Consultation regarding disability access problems
- In conjunction with the Center for Multicultural Excellence, activities to improve the climate for diversity in your department or organization

Office of Title IX

The Office of Title IX is responsible for ensuring compliance with the University's anti-discrimination policies related to sex or gender, sexual orientation, gender identity, gender expression, and promoting full compliance with all applicable federal, state and local discrimination laws. For more information, please visit: <http://www.du.edu/equalopportunity/titleix/index.html>.

The Office of Title IX can assist with:

- Consultation concerning issues of possible gender-based discrimination, harassment, violence, or retaliation
- Investigation of complaints of gender-based discrimination, harassment, or retaliation
- Investigation of sexual misconduct matters including sexual assault (non-consensual sexual contact)
- Investigation of relationship violence matters including domestic violence and dating violence
- Investigation of stalking
- Education designed for your department or organization that focuses on prevention
- Consultation on appropriate support for pregnant or parenting students, faculty and staff

Student Training

The University Technology Services (UTS) offers a [Student Resources](#) page to accommodate the specific needs of DU students. Their goal is to help students become familiar with various software applications, the University Internet, user login and email use, and course resources such as Canvas.

Computer and Software Purchases

Academic discounts are available for all DU students when purchasing a new computer from select retailers. The University has formed alliances with several computer manufacturers. Visit the [Laptop Preferred Vendors](#) page for more information. DU students may also buy computer software at a substantial educational discount from the DU bookstore. Please visit the bookstore website (<https://www.bkstr.com/denverstore/home/en>) or visit the Bookstore in the Driscoll Center for information about software titles and pricing.

Quick Forms for Students and Advisors

Exceptions to Academic Policy/Extension of Program

Refer to the Graduate Bulletin for descriptions of [Academic Exceptions](#).

Application for Graduation

Application deadlines occur approximately two quarters prior to the intended quarter of graduation. Review the [Graduation Application](#) information provided by the Registrar for details and instructions on how to apply for Graduation via [MyDU](#).

Application for “I” (Incomplete) Grade Form

Refer to the Registrar’s website for the [Incomplete \(I\) Policy](#). The [Application for Incomplete Grade](#) form is initiated by student following a careful review of the conditions on page two of this form. If approved, the instructor will assign a grade of “I” and an expiration date. All incompletes not changed to grades in one year default to a grade of F.

Waiver or Substitution of Courses

Waived courses do not reduce the number of credits required for degree completion. The student may request a waiver or substitution of a course by completing the form found at:

<https://www.du.edu/sites/default/files/2020-11/Graduate%20Course%20Substitution%20or%20Waiver%20Approval%20Form.pdf>.

Application for Independent Study, Independent Research, Directed Study

The student initiates this form each quarter, as necessary. Both the student and the instructor (for independent or directed study) or the student's faculty advisor (for dissertation research) sign it before it is submitted to the Registrar. This form is found at: <https://www.du.edu/sites/default/files/2021-11/Application%20for%20Independent%20Study%2C%20Directed%20Study%20and%20Independent%20Research.pdf>.

Transfer of Credit

Requests for transfer credits must be approved during the first quarter of attendance as a degree-seeking student. Transfer requests are initiated by the student's completion of the form available at: <https://www.du.edu/sites/default/files/2020-11/Transfer%20of%20Credit.pdf>.