

NSU

Florida

College of Psychology
**NOVA SOUTHEASTERN
UNIVERSITY**

Department of Counseling

Policies and Procedures Handbook

2025-2026

Website: <https://psychology.nova.edu>

The policies contained in this handbook supersede any previous handbook versions.

Revised: 8/2025

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INTRODUCTION TO THE COLLEGE OF PSYCHOLOGY

The College of Psychology welcomes you to graduate study at Nova Southeastern University. The College of Psychology, first organized in 1967 as the Behavioral Sciences Center, is concerned with integrative graduate training, research, and service in psychology and counseling. Because of the competitive nature of the application process for the Masters (M.S.) in Counseling program, your admission signifies that you have distinguished yourself by your academic and professional achievements.

The College has many resources available to you during your training years. In addition to the faculty and your fellow graduate students, you will have access to libraries, computer labs, schools, hospitals, clinics, and professional organizations. It is important that you remember, however, that the successful completion of your graduate training rests with you more than anyone else.

This *Policies & Procedures Handbook* was designed to familiarize you with the specific policies and procedures governing the M.S. in Counseling program. Knowledge of the contents of this handbook and of the *College of Psychology Catalog*, available at <http://psychology.nova.edu/>, is essential to ensure the smooth functioning of your graduate training. You are urged to read this handbook at the start of your program and to make frequent reference to it. **Ignorance of policies and procedures in this handbook is not an acceptable defense for failing to abide by them.** The graduate programs continue to evolve, and periodically there may be changes in curriculum, research, or other requirements. Because these changes occur to improve the training of counselors, changes will become part of the requirements for graduation for all students at the discretion of the Dean, regardless of the student's status in the program.

MASTER'S IN COUNSELING PROGRAM DESCRIPTION

The M.S. in Counseling program, housed under the College of Psychology at Nova Southeastern University, offers an innovative academic program designed for the working professional actively involved in or entering the field of counseling or related fields. The program offers individuals the opportunity to earn a degree in counseling with concentrations in Clinical Mental Health Counseling, School Counseling, Substance Abuse Counseling, Substance Abuse Counseling and Education, and Applied Behavior Analysis.

The M.S. in Counseling program is designed for the continued professional development of persons who presently serve or will serve their community in a variety of counseling or related capacities. Master's training is based on a developmental model that emphasizes interdisciplinary collaboration, prevention of dysfunction, and direct service. The field of counseling, which has experienced a great deal of growth over the past decades, now has professionals placed in mental health settings, business and industry, substance abuse clinics, hospices, hospitals, educational settings, and private practices. The course work provides broad-based training designed to equip individuals with the skills necessary to confront a wide variety of contemporary issues.

The M.S. in Counseling program will develop the skills and leadership abilities of counselors who have a desire to provide, create and maintain high quality service delivery.

The Department of Counseling at Nova Southeastern University prepares diverse counselors:

1. for the ethical practice of counseling aligned with a professional counseling orientation in accordance with the standards and credentials of the counseling profession.
2. to understand multicultural and pluralistic characteristics within and among diverse groups nationally and internationally while developing strategies for identifying and eliminating barriers,

- prejudices, and processes of intentional and unintentional oppression and discrimination.
3. who understand factors associated with human growth and development across the lifespan.
 4. who understand career development theories and strategies for personal growth and employment opportunities in a global economy.
 5. to utilize essential interviewing, counseling, and case conceptualization skills to promote client understanding of and access to a variety of community-based resources.
 6. who utilize theoretical foundations of group counseling and group work to plan ethical and culturally relevant strategies for designing and facilitating groups.
 7. who utilize methods of effective assessment relevant to academic/educational, career, personal, and social development.
 8. who understand the importance of research in advancing the counseling profession, including how to critique research to inform counseling practice.

Please note that all department-specific forms referenced in this handbook are located in the Department of Counseling Student Center in Canvas. Students should routinely review the contents in the Canvas Student Center for updated information. Forms and handbooks are updated each academic year.

Department of Counseling Mission

The mission of Nova Southeastern University's Department of Counseling is to offer programs that promote academic excellence, are student-centered, and focus on the needs of diverse communities. This is accomplished through faculty advances in teaching, research, and service in addition to collaboration, leadership, and understanding student needs.

Department of Counseling Vision

The Department of Counseling at Nova Southeastern University aims to educate ethical, knowledgeable, and skilled counselors who can improve the quality of life for people in our communities.

CONCENTRATION DESCRIPTIONS AND REQUIREMENTS

Clinical Mental Health Counseling Concentration Description

The CACREP-accredited Master of Science in Counseling, Clinical Mental Health Counseling (CMHC) concentration prepares students to provide mental health counseling services for a range of populations and presenting concerns. The Clinical Mental Health Counseling concentration curriculum meets the academic requirements for licensure as a Mental Health Counselor (LMHC) in the State of Florida and for licensure as a professional counselor (i.e., LPC) in many other states in the U.S. In addition, the degree requirements align with eligibility criteria for certification as a National Certified Counselor (NCC) and a Certified Clinical Mental Health Counselor (CCMHC) through the National Board for Certified Counselors (NBCC). Professional counselors work in a variety of settings in mental health agencies, business and industry, substance use clinics, hospices, hospitals, correctional institutions, educational settings, and private practices.

The Clinical Mental Health Counseling concentration is offered in three formats: 1) in-person at the main campus, 2) weekend intensive hybrid at the Miami, Orlando, and Tampa Bay regional campuses, and 3) online with Residential Institute. The main campus ground-based format offers in-person instruction across a 15-week (on average) semester in a traditional, face-to-face academic format. The regional campus weekend intensive hybrid format offers a combination of online instruction (full semester online courses) and face-to-face classroom instruction in an intensive weekend format that includes online instructional activities (8-week intensive terms include two-weekend class meetings). The online format is delivered

with primarily online instruction with an in-person Residential Institute. Students are admitted into a campus and format and progress through the program in that format.

The Clinical Mental Health Counseling curriculum prepares students to become competent clinical mental health counselors in a multicultural and diverse society through

1. understanding and demonstrating the professional identity of a clinical mental health counselor, including knowledge of the history, philosophy, professional organizations, ethical codes, preparation standards, and credentials as well as the roles, settings, and delivery modalities (e.g., inpatient, outpatient, partial hospitalization) of clinical mental health counselors.
2. understanding the legislative and policy issues related to clinical mental health counseling and possessing strategies for advocacy and interfacing with other professionals.
3. attaining specialized knowledge and skills needed to provide culturally competent clinical mental health counseling services to diverse individuals, families, and groups, including assessment, diagnosis, treatment, referral, and prevention of mental and emotional disorders, including those related to crisis, trauma, substance use, and addiction.

Clinical Mental Health Counseling Curriculum and Degree Completion Requirements

Master's Degree in Counseling, Clinical Mental Health Counseling Concentration Curriculum—Sixty (60) Semester Hours Total

Foundational Counseling Course Requirements (27 credits):

PYCL 0502 Counseling Theories and Practice
PYCL 0507 Research and Evaluation for Counselors
PYCL 0511 Introduction to Counseling Techniques
PYCL 0512 Human Growth and Development
PYCL 0570 Ethical, Legal, and Professional Issues for Counselors
PYCL 0608 Psychological Testing for Individual Evaluation
PYCL 0631 Career and Lifestyle Assessment
PYCL 0632 Social and Cultural Foundations of Counseling
PYCL 0635 Group Theory and Practice

Clinical Mental Health Counseling Concentration Requirements (Additional 33 credits)

PYCL 0582 Human Sexuality
PYCL 0584 Diagnosis and Treatment of Adult Psychopathology
PYCL 0586 Diagnosis and Treatment of Child and Adolescent Psychopathology
PYCL 0612 Substance Abuse
PYCL 0645 Couples and Family Counseling Strategies
PYCL 0660 Community Mental Health
PYCL 0666 Case Conceptualization and Treatment Strategies
PYCL 0669 Advanced Treatment Interventions
PYCL 0680 Counseling Practicum
PYCL 0681 Counseling Internship
PYCL 0682 Continuing Counseling Internship

The Master of Science degree program in Counseling with a concentration in Clinical Mental Health Counseling requires 60 hours of graduate credit (core foundational courses 27 credit hours + 33 credit hours Clinical Mental Health Counseling) and successful completion of the comprehensive exam, the Counselor Preparation Comprehensive Exam (CPCE).

Clinical Mental Health Counseling students are admitted to a specific campus or format (e.g., main campus, a regional campus, or online) and must take all coursework in the format for which admission was offered. Students requesting to change campuses or format must submit a form request to the program office for faculty approval that includes rationale for the transfer. **Format changes are not guaranteed.** Approvals are granted based on the quality of the application, the student's commitment to the chosen format, and the student's progress in the program thus far. All format change requests are dependent on availability in the selected format.

2025-26 Planned Program of Study: Clinical Mental Health Counseling Concentration (60 credits)
Nova Southeastern University Master of Science in Counseling

Student Name: _____
NSU ID: _____ **Phone #:** _____
Street Address: _____
City/State/Zip Code: _____
Student Email: _____@mysu.nova.edu

Advisor Name: _____
Campus/Format:
 Main Campus
 Online

Required Foundational Counseling Courses (27 hrs.)
(For course descriptions please consult your handbook.)

	Credit Hours	Requirements	Term Taken	Grade Earned
*PYCL 0502 Counseling Theories and Practice	3	<input type="checkbox"/> Pers. Guiding Paper <input type="checkbox"/> Dispositions		
PYCL 0507 Research and Evaluation for Counselors	3	<input type="checkbox"/> Critique of a Research Article KPI		
*PYCL 0511 Introduction to Counseling Techniques (Prerequisite: PYCL 0502)	3	<input type="checkbox"/> Basic Skills Competency Project KPI		
*PYCL 0570 Ethical, Legal & Professional Issues for Counselors (Prerequisite: PYCL 0502)	3	<input type="checkbox"/> Ethical Decision Making KPI		
PYCL 0512 Human Growth & Development	3	<input type="checkbox"/> Biographical Human Devel. Paper KPI		
PYCL 0608 Psychological Testing for Individual Evaluation (Prerequisite: PYCL 0507)	3	<input type="checkbox"/> Assessment Plan KPI		
PYCL 0631 Career & Lifestyle Assessment	3	<input type="checkbox"/> Career Theory Overview KPI <input type="checkbox"/> O*Net KPI		
PYCL 0632 Social & Cultural Foundations of Counseling	3	<input type="checkbox"/> Ethnographic Interview KPI		
PYCL 0635 Group Theory & Practice (Prerequisites: PYCL 0502, 0511)	3	<input type="checkbox"/> Group Counseling Plan KPI <input type="checkbox"/> Dispositions		

**Courses required for matriculation. Review matriculation policies, minimum grade requirements, dispositional requirements, and dismissal policies in the Department of Counseling Policies and Procedures Handbook.*

Required Clinical Mental Health Counseling Concentration Courses (33 hrs.)

	Credit Hrs.	Requirements	Term	Grade
PYCL 0582 Human Sexuality	3			
PYCL 0584 Diagnosis & Treatment of Adult Psychopathology	3			
PYCL 0586 Diagnosis & Treatment of Child & Adolescent Psychopathology	3			
PYCL 0612 Substance Abuse (Prerequisites: PYCL 0502, 0511)	3			
PYCL 0645 Couples and Family Counseling Strategies (Prerequisites: PYCL 0502, 0511, 0584)	3			
*PYCL 0660 Community Mental Health	3	<input type="checkbox"/> Orientation		
PYCL 0666 Case Conceptualization & Treatment Strategies (Prerequisites: PYCL 0502, 0511, 0584)	3	<input type="checkbox"/> Final Case Concept. Paper KPI		
PYCL 0669 Advanced Treatment Interventions (Prerequisites: PYCL 0502, 0511, 0584, 0666)	3			
**PYCL 0680 Counseling Practicum (Prerequisites: PYCL 0502, 0507, 0511, 0570, 0584, 0586, 0635, & 0666 with a grade of B- or better)	3	<input type="checkbox"/> Dispositions <input type="checkbox"/> Logs <input type="checkbox"/> Midterm Eval <input type="checkbox"/> Final Eval		
PYCL 0681 Counseling Internship I (Prerequisite: PYCL 0680 with a grade of B- or better, 0632)	3	<input type="checkbox"/> Logs <input type="checkbox"/> Midterm Eval <input type="checkbox"/> Final Eval		
PYCL 0682 Counseling Internship II (Prerequisite: PYCL 0681 with a grade of B- or better)	3	<input type="checkbox"/> Capstone KPI <input type="checkbox"/> Logs <input type="checkbox"/> Midterm Eval <input type="checkbox"/> Final Eval		

*** Requires student to initiate Practicum Application and Approval process approximately 5 months prior to intended course start. **Deadlines: January 15th for Summer start; April 15th for Fall start; & September 15th for Winter start.** Instructions located in Department of Counseling Student Center in Canvas.*

Exit Exam

	Date Passed
Counselor Preparation Comprehensive Examination (includes content in Foundational Counseling Courses)	

Student's Involvement in Professional Organizations: ACA FCA CSI Other: _____

Participation in seminars, conferences, and other activities that Contribute to Personal and Professional Growth: Yes No List: _____

Annual Student Review in LiveText every February Yes

KPI = Key Performance Indicator; Dispositions = Assessment of Student Dispositions

Suggested Course Sequence: Clinical Mental Health Counseling Concentration (60 credits)

Nova Southeastern University Master of Science in Counseling

FULL-TIME SUGGESTED COURSE SEQUENCE (6-9 credits per term):

Full-Time Year 1		
<i>Semester 1</i>	<i>Semester 2</i>	<i>Semester 3</i>
PYCL 0502* PYCL 0660	PYCL 0511 PYCL 0570	PYCL 0635 PYCL 0584
Full-Time Year 2		
<i>Semester 1</i>	<i>Semester 2</i>	<i>Semester 3</i>
PYCL 0586 PYCL 0512	PYCL 0631 PYCL 0632 PYCL 0507 Review Practicum Application Deadlines	PYCL 0666 PYCL 0608 PYCL 0612
Full-Time Year 3		
<i>Semester 1</i>	<i>Semester 2</i>	<i>Semester 3</i>
PYCL 0669 PYCL 0680 (Practicum Field Placement, 10 hrs/wk) Review CPCE Application Deadlines	PYCL 0645 PYCL 0681 (Internship Field Placement, 20 hrs/wk) CPCE (Exit Exam)	PYCL 0582 PYCL 0682 (Internship Field Placement, 20 hrs/wk)

(Regional Campus Students - Refer to Next Page for Regional Campus Plan of Study)

ACCELERATED FULL-TIME SUGGESTED COURSE SEQUENCE (9-12 credits per term):

Intensive Full-Time Year 1		
<i>Semester 1</i>	<i>Semester 2</i>	<i>Semester 3</i>
PYCL 0502 PYCL 0660 PYCL 0512 PYCL 0631	PYCL 0511 PYCL 0584 PYCL 0570 PYCL 0632 Review Practicum Application Deadlines	PYCL 0635 PYCL 0586 PYCL 0666 PYCL 0507
Intensive Full-Time Year 2		
<i>Semester 1</i>	<i>Semester 2</i>	<i>Semester 3</i>
PYCL 0612 PYCL 0608 PYCL 0680 (Practicum Field Placement, 10 hrs/wk) Review CPCE Application Deadlines	PYCL 0669 PYCL 0645 PYCL 0681 (Internship Field Placement, 20 hrs/wk) CPCE (Exit Exam)	PYCL 0582 PYCL 0682 (Internship Field Placement, 20 hrs/wk)

IMPORTANT NOTES:

- **Seat space in courses is limited. Students should register in their desired courses as soon as they are eligible to register.**
- **Students must complete all degree requirements within 5 years of date of enrollment.**
- **After matriculation, students are required to be in continuous enrollment each term. Students who register for fewer than 6 credits/term should review financial aid implications. Students who fail to enroll in courses MUST have an approved Leave of Absence or will be dismissed from graduate study.**
- **Given the rigor of graduate study in a professional clinical training program, students should work with their Academic Advisor to plan a reasonable course of study based on individual student circumstances (e.g., employment, family obligations).**

**2025-26 Planned Program of Study: Clinical Mental Health Counseling Concentration (60 credits) - Regional Campus
Nova Southeastern University Master of Science in Counseling**

Student Name: _____
NSU ID: _____ **Phone #:** _____
Street Address: _____
City/State/Zip Code: _____
Student Email: _____@mysu.nova.edu

Advisor Name: _____
Campus/Format: Regional Campus _____

Required Foundational Counseling Courses (27 hrs.)
 (For course descriptions please consult your handbook.)

	Credit Hours	Requirements	Term Taken	Grade Earned
*PYCL 0502 Counseling Theories and Practice	3	<input type="checkbox"/> Pers. Guiding Paper KPI <input type="checkbox"/> Dispositions		
PYCL 0507 Research and Evaluation for Counselors	3	<input type="checkbox"/> Critique of a Research Article KPI		
*PYCL 0511 Introduction to Counseling Techniques (Prerequisite: PYCL 0502)	3	<input type="checkbox"/> Basic Skills Competency Project KPI		
*PYCL 0570 Ethical, Legal & Professional Issues for Counselors (Prerequisite: PYCL 0502)	3	<input type="checkbox"/> Ethical Decision Making KPI		
PYCL 0512 Human Growth & Development	3	<input type="checkbox"/> Biographical Human Devel. Paper KPI		
PYCL 0608 Psychological Testing for Individual Evaluation (Prerequisite: PYCL 0507)	3	<input type="checkbox"/> Assessment Plan KPI		
PYCL 0631 Career & Lifestyle Assessment	3	<input type="checkbox"/> Career Theory Overview KPI <input type="checkbox"/> O*Net KPI		
PYCL 0632 Social & Cultural Foundations of Counseling	3	<input type="checkbox"/> Ethnographic Interview KPI		
PYCL 0635 Group Theory & Practice (Prerequisites: PYCL 0502, 0511)	3	<input type="checkbox"/> Group Counseling Plan KPI <input type="checkbox"/> Dispositions		

*Courses required for matriculation. Review matriculation policies, minimum grade requirements, dispositional requirements, and dismissal policies in the Department of Counseling Policies and Procedures Handbook.

Required Clinical Mental Health Counseling Concentration Courses (33 hrs.)

	Credit Hrs.	Requirements	Term	Grade
PYCL 0582 Human Sexuality	3			
PYCL 0584 Diagnosis & Treatment of Adult Psychopathology	3			
PYCL 0586 Diagnosis & Treatment of Child & Adolescent Psychopathology	3			
PYCL 0612 Substance Abuse (Prerequisites: PYCL 0502, 0511)	3			
PYCL 0645 Couples and Family Counseling Strategies (Prerequisites: PYCL 0502, 0511, 0584)	3			
*PYCL 0660 Community Mental Health	3	<input type="checkbox"/> Orientation		
PYCL 0666 Case Conceptualization & Treatment Strategies (Prerequisites: PYCL 0502, 0511, 0584)	3	<input type="checkbox"/> Final Case Concept. Paper KPI		
PYCL 0669 Advanced Treatment Interventions (Prerequisites: PYCL 0502, 0511, 0584, 0666)	3			
**PYCL 0680 Counseling Practicum (Prerequisites: PYCL 0502, 0507, 0511, 0570, 0584, 0586, 0635, & 0666 with a grade of B- or better)	3	<input type="checkbox"/> Dispositions <input type="checkbox"/> Logs <input type="checkbox"/> Midterm Eval <input type="checkbox"/> Final Eval		
PYCL 0681 Counseling Internship I (Prerequisite: PYCL 0680 with a grade of B- or better, 0632)	3	<input type="checkbox"/> Logs <input type="checkbox"/> Midterm Eval <input type="checkbox"/> Final Eval		
PYCL 0682 Counseling Internship II (Prerequisite: PYCL 0681 with a grade of B- or better)	3	<input type="checkbox"/> Capstone KPI <input type="checkbox"/> Logs <input type="checkbox"/> Midterm Eval <input type="checkbox"/> Final Eval		

** Requires student to initiate Practicum Application and Approval process approximately 5 months prior to intended course start. **Deadlines: January 15th for Summer start; April 15th for Fall start; & September 15th for Winter start.** Instructions located in Department of Counseling Student Center in Canvas.

Exit Exam

Date Passed

Counselor Preparation Comprehensive Examination (includes content in Foundational Counseling Courses)	
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Student's Involvement in Professional Organizations: ACA FCA CSI Other: _____

Participation in seminars, conferences, and other activities that Contribute to Personal and Professional Growth: Yes No List: _____

Annual Student Review in LiveText every February Yes

KPI = Key Performance Indicator; Dispositions = Assessment of Student Dispositions

Suggested Course Sequence: Clinical Mental Health Counseling Concentration (60 credits) – Regional Campus
Nova Southeastern University Master of Science in Counseling
REGIONAL CAMPUS REGULAR FULL-TIME COURSE SEQUENCE (6 credits most semesters)

Full-Time Year 1

<i>Semester 1</i>	<i>Semester 2</i>	<i>Semester 3</i>
PYCL 0502 PYCL 0660 (ONLINE)	PYCL 0511 PYCL 0570 (ONLINE)	PYCL 0635 PYCL 0584

Full-Time Year 2

<i>Semester 1</i>	<i>Semester 2</i>	<i>Semester 3</i>
PYCL 0586 PYCL 0631 (ONLINE)	PYCL 0507 (ONLINE) PYCL 0632 Review Practicum Application Deadlines	PYCL 0666 (ONLINE) PYCL 0512 (ONLINE) PYCL 0612

Full-Time Year 3

<i>Semester 1</i>	<i>Semester 2</i>	<i>Semester 3</i>
PYCL 0669 (ONLINE) PYCL 0680 (Practicum Field Placement, 10 hrs/wk) (ONLINE) PYCL 0608 Review CPCE Application Deadlines	PYCL 0645 PYCL 0681 (Internship Field Placement, 20 hrs/wk) (ONLINE) CPCE (Exit Exam)	PYCL 0582 (ONLINE) PYCL 0682 (Internship Field Placement, 20 hrs/wk) (ONLINE)

REGIONAL CAMPUS ACCELERATED FULL-TIME COURSE SEQUENCE (9 credits most semesters)

Accelerated Full-Time Year 1

<i>Semester 1</i>	<i>Semester 2</i>	<i>Semester 3</i>
PYCL 0502 PYCL 0660 (ONLINE) PYCL 0631 (ONLINE)	PYCL 0511 PYCL 0507 (ONLINE) PYCL 0570 (ONLINE) Review Practicum Application Deadlines	PYCL 0635 PYCL 0584 PYCL 0512 (ONLINE)

Accelerated Full-Time Year 2

<i>Semester 1</i>	<i>Semester 2</i>	<i>Semester 3</i>
PYCL 0666 (ONLINE) PYCL 0608 PYCL 0586	PYCL 0632 PYCL 0645 PYCL 0680 (Practicum Field Placement, 10 hrs/wk) ONLINE Review CPCE Application Deadlines	PYCL 0582 (ONLINE) PYCL 0612 PYCL 0681 (Internship Field Placement, 20 hrs/wk) (ONLINE) CPCE (Exit Exam)

Accelerated Full-Time Year 3

<i>Semester 1</i>
PYCL 0669 (ONLINE) PYCL 0682 (Internship Field Placement, 20 hrs/wk) (ONLINE)

IMPORTANT NOTES:

- Seat space in courses is limited. Students should register in their desired courses as soon as they are eligible to register.
- Students must complete all degree requirements within 5 years of date of enrollment.
- After matriculation, students are required to be in continuous enrollment each term. Students who register for fewer than 6 credits/term should review financial aid implications. Students who fail to enroll in courses **MUST** have an approved Leave of Absence or will be dismissed from graduate study.
- Given the rigor of graduate study in a professional clinical training program, students should work with their Academic Advisor to plan a reasonable course of study based on individual student circumstances (e.g., employment, family obligations).

Clinical Mental Health Counseling Concentration Timeframe

The Master's program in counseling, Clinical Mental Health Counseling concentration, may be taken on a full-time or part-time basis, excluding the regional campus format, which requires full time enrollment (minimum of 6 credits per semester). Students are required to complete all requirements for the degree and graduate within five years of the date of first enrollment (see Time Limit Requirements).

A student must complete all courses for the degree with a grade point average of at least 3.0, including satisfactory completion of practicum and internship.

The student should exercise care to ensure that matriculation requirements and other course prerequisites are met and should seek advisement from the appropriate academic advisor or faculty member to design a plan of study.

The Clinical Mental Health Counseling curriculum is designed to provide the knowledge and training necessary for the student to pursue licensure as a professional counselor. **As state licensure or certification requirements vary and/or are subject to changes, it is imperative that students examine the requirements in the state to which they may make application to determine if the educational requirements of that state are met.** Specific information regarding national certification and individual state requirements can be found at www.nbcc.org.

Students have an ongoing responsibility to report any address changes via [Self-Service Banner/Webstar](#) while enrolled. Please also notify the program office of any change in address.

Clinical Mental Health Counseling Concentration Matriculation Requirements (Degree Candidacy)

Students are admitted into graduate study at the master's level and are reviewed for degree candidacy (matriculation) after completion of the designated four courses (12 credits) which must be completed within the first six courses (18 credits) or first two semesters for which the student is enrolled.

These four designated courses require demonstration of written, quantitative, and interpersonal skills, as well as overall professional functioning. The designated four courses for matriculation are:

1. PYCL 0502 Counseling Theories and Practice
2. PYCL 0511 Introduction to Counseling Techniques
3. PYCL 0570 Ethical, Legal, and Professional Issues for Counselors
4. PYCL 0660 Community Mental Health

During the formal review for matriculation, the students' academic, behavioral, interpersonal, and professional performance in the four designated courses listed above will be examined. Students need a grade point average of 3.0 or above in the four designated courses to be matriculated. **Students who receive two grades below a B minus (B-) or a grade of F in any of the four designated courses will not be matriculated and will be withdrawn from graduate study.**

Prior to the formal matriculation review, should a student receive a second grade below B minus (B-) or a grade of F, the student will automatically be withdrawn from graduate study. Students with a grade point average greater than 2.5 but less than 3.0 for the four designated courses will be maintained in a non-matriculated status. No more than four additional courses may be taken without achieving an overall grade point average of 3.0.

Under no circumstances will students who achieve a grade point average of 2.5 or below in the four designated courses be permitted to take graduate level courses in a College of Psychology program.

Clinical Mental Health Counseling Practicum and Internship Requirements

Practicum and internship are conceived to be that phase of the M.S. in Counseling, Clinical Mental Health Counseling concentration, in which a counselor-trainee is able to crystallize their educational experiences by translating theoretical constructs into practice. This type of supervised practice in counseling is generally viewed as an experience that assists the prospective counselor in his or her delivery of clinical mental health counseling services. It serves as a bridge between the theoretical and the real and is the first opportunity for the counselor-trainee to apply what he or she has learned from the more didactic portion of the Clinical Mental Health Counseling program.

Students eligible to begin practicum will complete and submit a practicum/internship application form to initiate the placement process. **Students who submit an application to start practicum/internship will have completed the prerequisite coursework required prior to starting practicum.** The application and deadline dates are published in the Student Center in Canvas under Practicum and Internship Information. It is important that students list the correct address for placement as the application is routed to the designated Practicum Coordinator for that area. Students that apply under one address and later change to another address may have their placement delayed due to the processes involved in making a new placement. A new application is required and must be submitted by the deadline established each term. It is advised that students who reside outside of the South Florida area apply several months before the deadline date. Students must resubmit an application if there is a delay to a subsequent term.

Students will be notified by the program office of their approval or rejection to begin practicum. Those students approved to begin practicum will be provided with instructions regarding site placement several months in advance of the term start. **To guarantee seat availability in the practicum course, students must register for the course no later than one month prior to term start.** The student cannot complete his or her practicum experience in a private practice. If the student would like to do his or her practicum at the same site where he or she is employed, it must be completed in a different department/unit, must involve completely different duties, and must be supervised by a qualified professional unrelated to his or her present position. The student must receive permission from the program coordinator before requesting a placement in the place of his or her employment. An NSU representative will contact the agency on behalf of the student. While many students can complete the practicum/internship requirement while working, they should be prepared to make whatever arrangements are necessary to complete this requirement including a leave of absence, adjustment of the work schedule, etc. **Practicum and internship stipends are not offered nor coordinated by the program and are typically not available from clinical sites. If a site provides one, it must be approved by the Practicum Placement Coordinator. NSU does not guarantee a stipend, and if included, is independent of NSU.**

Three consecutive semesters of clinical field experience are required to afford students the opportunity of working with a variety of client populations over time. **Students entering practicum/internship training may find it necessary to make special arrangements with their employer, including taking a leave of absence, to fulfill this requirement. Students will need to arrange their schedules to complete this degree requirement. Once placed at a site, students are expected to remain at the same site for the three consecutive semesters of practicum and internship. If a change of site occurs, students may have to complete additional hours.**

The Clinical Mental Health Counseling practicum and internship each span a full 15-week semester on average. During **Practicum**, the student will spend a minimum of 150 clock hours (10 hrs/week) with a minimum of 40 hours of direct client contact in a community agency setting and participate in a weekly practicum class which will include meeting with an instructor for group and triadic supervision. During **Internship** (which will be completed over two continuous semesters) immediately following practicum, students are required to spend a minimum of 600 hours (20 hrs/week) with a minimum of 240 hours of direct client contact in a community agency setting and participate in bi-weekly seminar class. To fulfill

the 600 clock hour requirement, a minimum of three hundred (300) total clock hours must be completed for each of the two semesters with at least one hundred-twenty (120) of those total hours per semester to be direct client contact.

If an agency where an individual would like to complete practicum does not appear on the approved list, the designated Practicum Coordinator must be contacted at least five months prior to any semester, so that the possibility of arranging a new placement can be determined.

For regional campus students, practicum and internship schedules are a departure from the intensive weekend format. The practicum and internship courses will be held during the week via synchronous online classes. In the regional campus format, practicum/internship is scheduled only once during the curriculum for each cohort, and typically after a minimum of 10 courses have been scheduled. Currently, for students in the regular pace, practicum is scheduled to begin in the fall semester, with internship following in the winter and summer semesters. For students in the accelerated pace, practicum is scheduled to begin in the winter semester, with internship following in the summer and fall semesters. Each campus has a local Practicum Coordinator who assists in all arrangements for site placements.

Please be advised that during practicum/internship, students typically are also enrolled in regularly scheduled classes.

For online students, practicum and internship schedules are a departure from the asynchronous format. Students will be required to register for a section and be available for the live, synchronous online class via videoconference during the posted class meeting times. Sections meet during the week at varying times, as listed in Self Service Banner. Online students who enroll in PYCL 0681 remain with the same instructor for PYCL 0682. Online students who reside outside of Florida or in the Florida Panhandle and North Central Florida will be required to take an active role in locating community agencies by completing a **site form listing sites of interest after applying for practicum/internship. These sites are generally community mental health centers that employ a licensed supervisor.**

A major criterion for practicum site selection is the ability of the site to provide the student with supervised, therapeutic counseling experiences that will satisfy the minimum direct/indirect hour requirement. Sites are generally community mental health, non-profit agencies, hospitals, or universities. The site must employ a Master's level supervisor with relevant certifications and/or licenses, a minimum of two years of pertinent professional experience in mental health counseling, and requisite training in supervision. The NSU representative will contact the agency on behalf of the student and determine approval of the site and to provide information about NSU's expectations, requirements, and evaluation procedures.

Students may be required to travel or relocate in order to fulfill the practicum/internship requirement if a site cannot be located. Some areas/states may have less availability of sites which could extend the degree period until a site can be secured. Students who reside in South Florida or near a NSU Campus generally have many sites available to them and will be provided with a site list.

If a clinical site provides students with a stipend for a practicum or internship experience, it must be approved by the Placement Coordinator. NSU does not guarantee nor facilitate the provision of stipends, and if included, stipends are independent of NSU.

Private practice is approved through NSU as long as there is a sliding scale for fees and the agency has a grant or contract (state or federal) this includes Medicaid or Medicare or a DCF contract.

Providing counseling services via telehealth modalities is permitted but may not be available. These opportunities vary based on site placement, student training, and site and student needs. NSU does

not guarantee opportunities to provide counseling services via telehealth. If permitted, it may require the approval of the Placement Coordinator.

All Applicants: Please note that clinical placements for practicum and internship are required and cannot be made outside of the United States or its Territories.

Students have an ongoing responsibility to report any address changes via Self-Service Banner/Webstar while enrolled. Please see the Disclosure section located in this handbook.

*****Immediate placement at a practicum site is not guaranteed*****

Clinical Mental Health Counseling Practicum Prerequisites

To be eligible for PYCL 0680 Counseling Practicum, students must have been matriculated and must have successfully completed a minimum of 24 semester hours which includes the following course work:

1. PYCL 0502 Counseling Theories and Practice
2. PYCL 0507 Research and Evaluation for Counselors
3. PYCL 0511 Introduction to Counseling Techniques
4. PYCL 0570 Ethical, Legal, and Professional Issues for Counselors
5. PYCL 0584 Diagnosis and Treatment of Adult Psychopathology
6. PYCL 0586 Diagnosis and Treatment of Child and Adolescent Psychopathology
7. PYCL 0635 Group Theory and Practice
8. PYCL 0666 Case Conceptualization and Treatment Strategies*

* **PYCL 0666 Must be completed with a grade of B minus (B-) or better.**

** **PYCL 0632 Social and Cultural Foundations of Counseling is a prerequisite for PYCL 0681 Counseling Internship.**

All Clinical Mental Health Counseling students must be covered by individual professional counseling liability insurance policies while enrolled in Practicum and Internship. Resources to fulfill this individual liability insurance requirement are available in the Department of Counseling Student Center in Canvas. Proof of coverage will be required for students to remain at a site placement.

Please be advised that sites may require a student to undergo a background screening that may include, but not be limited to, fingerprinting and/or drug testing. Some sites may require additional documentation such as proof of immunizations (including but not limited to COVID-19 vaccination), health screenings, etc. Students are expected to comply with agency procedures and timelines including incurring the cost of possible fees. The University is not required to provide alternative sites for clinical practicums or internships should students be placed at a site that requires COVID-19 or other immunizations. Students' failure to comply with the immunization requirements for practicum or internship sites may result in the delay of program completion and/or the inability to satisfy the graduation requirements.

Further practicum instructions will be provided to students prior to practicum registration.

Competency Attainment

As part of a systematic assessment of each Clinical Mental Health Counseling student's progress throughout the program, faculty will examine student learning in relation to demonstration of a combination of knowledge and skills, as well as professional dispositions. Competency-based assessments, in the form of Key Performance Indicators (KPIs), are embedded in the Clinical Mental Health Counseling coursework. Students who do not meet the required competency will be required to remediate the competency in order to receive a passing grade for that particular course. The instructor will assign a plan for remediating the

KPI assessment, and the student is responsible for completing the tasks outlined in the remediation plan. Detailed assignment information and associated grading rubrics are located in the designated course syllabi.

Counselor Dispositions

In addition to the College of Psychology Core Performance Standards, throughout the educational experience at Nova Southeastern University, applicants and students in the Clinical Mental Health Counseling concentration should develop and embody key professional dispositions. NSU counseling student dispositions are comprised of four categories, including professional behavior; positive attitude and self-awareness; communication, and ethical behavior. Faculty will monitor these dispositions at multiple points in time across the Clinical Mental Health Counseling curriculum. Faculty may identify problems in students' functioning, provide constructive feedback to them, and require a remediation plan to address those difficulties. Detailed assessment information is located in the designated course syllabi and in the Department of Counseling Student Center in Canvas.

Counselor Preparation Comprehensive Examination (CPCE)

All Clinical Mental Health Counseling students are required to complete the Counselor Preparation Comprehensive Examination (CPCE) and earn a passing score prior to graduation. The CPCE is a standardized multiple-choice examination that covers the eight common core areas of counseling: *Assessment and Testing, Career Development, Counseling and Helping Relationships, Group Counseling and Group Work, Human Development, Professional Counseling Orientation and Ethical Practice, Research and Program Evaluation, and Social and Cultural Diversity*. The passing score is determined by the Department of Counseling for each academic year. Information about exam format, suggested study materials, and passing scores is located in the Department of Counseling Student Center in Canvas.

Students enrolled in **PYCL 0681 Counseling Internship I** are eligible to sit for the CPCE. ***Students are required to register for the exam when enrolled in PYCL 0680: Counseling Practicum.*** Students can access the Department's CPCE registration link and registration deadlines in the Department of Counseling Student Center in Canvas. After registering with the Department, students will receive instructions to register with the Center for Credentialing Education (CCE). Upon approval from CCE, students schedule to take the CPCE through at a Pearson VUE Center. The current cost of the exam (Computer-Based Test-CBT) is **\$150 and may be subject to change.**

Students who do not earn a passing score on the CPCE will need to retake the exam. Students have one additional attempt (2 attempts total) during the 6-month testing authorization granted by the Center for Credentialing and Education (CCE). The exam cost is assessed for each attempt. If a student does not pass the CPCE on their third attempt, the student's best scores in each of the eight sections across the three attempts will be used to calculate a "super score." If the student's super score meets or exceeds the required passing score for the academic year in which the student attempted the exam for the third time, then the student has successfully completed the CPCE requirement. If the super score does not meet or exceed the required passing score, then the student will work with program faculty to devise a remediation plan prior to retaking the exam a fourth time. Each subsequent attempt will then be evaluated using the super score method, inclusive of all previous attempts. Students who defer any repeated exam attempts to future terms will be held to the standards and procedures in place for the term in which they sit for the exam. A student may repeat the exam as many times as needed; however, they must complete their program within five years from the date of first enrollment (see Time Limit Requirements).

Residential Institute

Clinical Mental Health Counseling students completing their degree in the **online format** and who entered the program during the Fall 2018 term and beyond are required to complete a three-day residency experience at either the NSU Fort Lauderdale/Davie campus or the NSU Orlando campus.

After successful completion of the pre-requisite course PYCL 0502 Counseling Theories and Practice, the **mandatory residency weekend will be required as a component of PYCL 0511 Introduction to Counseling Techniques and for matriculation (degree candidacy) into the program.** The remainder of the course will be conducted in the online format via Canvas, with some synchronous, online class meetings based on the course syllabus. Please refer to the Clinical Mental Health Counseling Matriculation Requirements for information about degree candidacy.

Students must register for the section of PYCL 0511 that corresponds with the dates and location of their selected residency weekend. Please refer to the Academic Calendar for Residential Institute dates and locations. Transferring sections after the Drop/Add deadline will not be permitted. Students will be unable to receive a passing grade in the course without Residential Institute attendance. Transportation and accommodations will be at the student's expense. Students from other concentrations and formats will not be permitted to register for the designated Residential Institute sections of PYCL 0511.

More information, including the Residential Institute Acknowledgement Form, is located on the Department of Counseling website and in the Department of Counseling Student Center in Canvas.

Clinical Mental Health Counseling Licensure and Certification

State of Florida Licensure for Mental Health Counselors

Students interested in licensure as a mental health counselor in Florida (LMHC) should request a copy of licensure requirements from the:

Department of Health
Board of Clinical Social Work, Marriage and Family Therapy,
and Mental Health Counseling
Medical Quality Assurance
4052 Bald Cypress Way
Bin # C08
Tallahassee, Florida 32399-3258
(850) 245-4474
Or visit their Web site at: www.doh.state.fl.us/mqa

Individual eligibility should be verified periodically through careful review of the state licensure regulations, which are subject to change.

Effective July 1, 2020: Chapter 491, Florida Statutes have been amended to no longer require 1000 hours to meet the requirements for licensure in the state of Florida. Clinical Mental Health Counseling students completing NSU's practicum and internship requirements of 750 hours (including at least 280 direct client services) will meet this requirement.

For students who graduated January 10, 2019 or thereafter, registered intern letters reporting practicum/internship hours to the State of Florida are no longer required. Students should apply to become a registered intern **after graduation wherein an official transcript with a degree conferral date can be ordered and provided to the State of Florida.**

MCAP Certification

Certified Master's Level Addiction Professional applicants must complete and document to the Florida Certification Board (FCB) that they have a minimum of 161 hours of content specific training, with minimum hour requirements for each content specific domain. Specific courses in the M.S. in Counseling Clinical Mental Health Counseling concentration curriculum can count toward these eligibility requirements. More information can be found at Florida Certification Board: www.Flcertificationboard.org.

State Authorization of Distance Learning

Federal and state regulations require that institutions of higher education comply with state laws regarding distance learning. Students that have any questions related to state authorization should contact their College advisor or NSU's Office of Licensure and State Relations. More information may be located at <http://www.nova.edu/academics/distance-education.html>

Clinical Mental Health Counseling Licensure

PROFESSIONAL LICENSURE DISCLOSURE STATEMENT
<https://psychology.nova.edu/about/certification.html>

School Counseling Concentration Description

The M.S. in Counseling, School Counseling concentration program is a Florida Department of Education, state-approved program. Additionally, Nova Southeastern University is accredited by the Council for the Accreditation of Educator Preparation (CAEP), 1140 19th St. NW, Suite 400, Washington, DC 20036, and is nationally recognized through the American School Counselor Association (ASCA) Specialized Professional Association (SPA) under CAEP. The School Counseling program is designed for the continued professional development of persons who presently serve or are interested in serving our youth and their families in an educational, Pre-K-12 setting. The professional school counselor, based on the American School Counselor Association National Model, delivers a comprehensive, developmentally appropriate, School Counseling program that addresses the academic, career, and social/emotional needs of all students. The course work provides broad-based training designed to equip Pre-K-12 students with the skills necessary to confront a wide variety of contemporary issues facing today's youth.

To be consistent with the Florida Department of Education's Rule 6A-5.066 for approved preparation programs, this handbook refers to an individual who has been admitted into and is currently enrolled in the School Counseling concentration, but who has not yet completed the program, as a "candidate."

This program will prepare candidates to become competent, professional school counselors in a multicultural and diverse society through:

1. understanding their professional identity as professional school counselors, including roles, functions and relationships with other education and community providers;
2. possessing a strong background in the history, philosophy, ethical standards, and educational policy issues related to School Counseling;
3. gaining specialized knowledge and skills needed to provide service delivery in a variety of ways, including individual, small group, and large-group interventions;
4. having a strong background in the nature and needs of children and adolescents at all developmental levels;
5. understanding the contextual basis for designing and/or implementing evidenced-based, school-wide programs;
6. gaining skills to develop and implement accountability measures for counseling interventions;
7. acquiring leadership skills to promote systemic change through collaboration and advocacy;
8. understanding and respecting the influences of varied backgrounds and experiences of individuals and families in a pluralistic society;
9. possessing knowledge and skills for preparing Pre-K-12 students for college and careers, as well as for transitions between grade levels;
10. collaborating with all relevant stakeholders including parents, faculty, administrators and outside agencies to provide optimal support for each student.

School Counseling Curriculum and Degree Requirements

Master's Degree Curriculum—Forty-eight (48) Semester Hours (does not include additional courses that may need to be completed by candidates who are not certified teachers by the Florida Department of Education)

Required Courses

PYCL 0503	Counseling Theories for School Counseling (Synchronous Online)
PYCL 0507	Research and Evaluation for Counselors (Asynchronous Online)
PYCL 0510	Career Development and College Planning (Asynchronous Online)
PYCL 0511	Introduction to Counseling Techniques (Online with a Required In-Person Residential Institute)
PYCL 0512	Human Growth and Development (Asynchronous Online)

PYCL 0515 Principles of School Counseling (Asynchronous Online)
PYCL 0550 Contemporary Clinical Interventions (Synchronous Online)
PYCL 0560 Appraisal & Evaluation in School Counseling (Asynchronous Online)
PYCL 0571 Ethical, Legal, & Professional Issues for School Counselors (Asynchronous Online)
PYCL 0585 Psychology of Exceptional & At-Risk Children (Asynchronous Online)
PYCL 0632 Social and Cultural Foundations of Counseling (Synchronous Online)
PYCL 0635 Group Theory and Practice (Online with a Required In-Person Residential Institute)
PYCL 0665 School Consultation Skills (Synchronous Online)
PYCL 0685 School Counseling Practicum (Synchronous Online)
PYCL 0688 School Counseling Internship (Synchronous Online)
PYCL 0689 Continuing School Counseling Internship (Synchronous Online)

2025-26 Planned Program of Study: School Counseling Concentration (48 credits)
Nova Southeastern University Master of Science in Counseling

Student Name: _____
NSU ID: _____ **Phone #:** _____
Street Address: _____ **City/State/Zip** _____
Student Email: _____@mysu.nova.edu

Advisor Name: _____
Campus: _____
 Online with Fort-Lauderdale Davie Campus Residencies

Required Foundational Counseling Courses (27 hrs.)

	Credit Hours	Required Tasks	Term Taken	Grade Earned
*PYCL 0503 Counseling Theories for School Counselors	3	<input type="checkbox"/> Orientation <input type="checkbox"/> KPI Theory Paper <input type="checkbox"/> APA Style Training <input type="checkbox"/> NSU Library Training		
PYCL 0507 Research and Evaluation for Counselors	3	<input type="checkbox"/> Research Article Critique KPI <input type="checkbox"/> Program Evaluation Project		
PYCL 0510 Career Development and College Planning	3	<input type="checkbox"/> CCR Presentation <input type="checkbox"/> ESE Process <input type="checkbox"/> Asmnt. Project <input type="checkbox"/> Final Exam		
PYCL 0511 Introduction to Counseling Techniques (Prerequisite: PYCL 0503)	3	<input type="checkbox"/> Skills Video KPI		
PYCL 0512 Human Growth & Development	3	<input type="checkbox"/> Human Development Paper KPI		
PYCL 0560 Appraisal and Evaluation in School Counseling (Prerequisite: PYCL 0507)	3	<input type="checkbox"/> Knowledge of Assessment <input type="checkbox"/> Review of Standardized Tests (KPI) <input type="checkbox"/> Using Assessment Data to Develop Supportive Schools <input type="checkbox"/> Career Assessment Project <input type="checkbox"/> ASCA Assess Project		
PYCL 0571 Ethical, Legal & Professional Issues for School Counselors (Prerequisite: PYCL 0503)	3	<input type="checkbox"/> FERPA, HIPAA, IDEA Paper <input type="checkbox"/> HIPAA Certificate KPI <input type="checkbox"/> Ethics Case Study		
PYCL 0632 Social & Cultural Foundations of Counseling	3	<input type="checkbox"/> Ethnographic Interview Paper KPI <input type="checkbox"/> Class Presentation		
PYCL 0635 Group Theory & Practice (Prerequisites: PYCL 0503, 0511)	3	<input type="checkbox"/> Group Plan KPI <input type="checkbox"/> Required Group Experience		

**See matriculation requirements below. Review matriculation policies, minimum grade requirements, disposition requirements, & dismissal policies in the handbook.*

Required School Counseling Concentration Courses (21 hrs.)

	Credit Hrs.	Required Tasks	Term	Grade
PYCL 0515 Principles of School Counseling	3	<input type="checkbox"/> History of School Counseling Assign. <input type="checkbox"/> Professional Dispositions Video <input type="checkbox"/> Interview of School Counselor <input type="checkbox"/> Student Standards Assignment <input type="checkbox"/> Consulting on Critical Issues/Lesson Plan Assignment		
PYCL 0550 Contemporary Clinical Interventions (Prerequisite: PYCL 0503)	3	<input type="checkbox"/> In-service Analysis <input type="checkbox"/> Rev. Paper		
PYCL 0585 Psychology of Exceptional and At-Risk Children	3	<input type="checkbox"/> Class Plan <input type="checkbox"/> ESE <input type="checkbox"/> LD		
PYCL 0665 School Consultation Skills	3	<input type="checkbox"/> Consultation Paper <input type="checkbox"/> Asmnt. Of Candidate Dispositions		
**PYCL 0685 School Counseling Practicum (10 hours/week)	3	<input type="checkbox"/> Dispositions <input type="checkbox"/> Accountability Project <input type="checkbox"/> Data Collection <input type="checkbox"/> SC Exam <input type="checkbox"/> Continuous Improvement Project <input type="checkbox"/> Final Eval. <input type="checkbox"/> 100 hours Documented in Lumivero		

**PYCL 0688 School Counseling Internship I (20 hours/week) (Prerequisites: PYCL 0503, 0511, 0512, 0515, 0550, 0571, 0632, 0635, 0665, & 0685 with a grade of B- or better; and consent of advisor)	3	<input type="checkbox"/> Case Presentation <input type="checkbox"/> Dispositions <input type="checkbox"/> Accountability Project <input type="checkbox"/> Data Collection <input type="checkbox"/> Midterm Eval <input type="checkbox"/> Final Eval <input type="checkbox"/> 300 hours Documented in Lumivero		
**PYCL 0689 School Counseling Internship II (20 hours/week) (Prerequisite: PYCL 0688 with a grade of B- or better)	3	<input type="checkbox"/> Case Presentation <input type="checkbox"/> Dispositions <input type="checkbox"/> Accountability Project <input type="checkbox"/> Data Collection <input type="checkbox"/> Midterm Eval <input type="checkbox"/> Final Eval <input type="checkbox"/> 300 hours Documented in Lumivero		

** Requires student to initiate Practicum Application and Approval process approximately 5 months prior to intended start. **Deadlines: January 15th for Fall start & September 15th for Winter start.** Instructions are located in Department of Counseling Student Center in Canvas. School Counseling Prac/Internship is not available during Summer.

***School Counseling Matriculation Requirements**

Date Passed

1.	Minimum 3.0 GPA obtained in the first 4 courses (12 credits) taken in the program	
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Exit Requirements

Date Passed

1.	Professional Education (PEd) Test of the Florida Teacher Certification Examination (FTCE)	
2.	School Counseling PK-12 Subject Area Examination (SAE) of the Florida Teacher Certification Examination (FTCE)	
3.	Reading or ESOL Endorsements ---OR---	
	---OR--- Reading Instruction (3 credits): RED 550 Foundations of Reading for Content Area Teachers ---AND---	
	English for Speakers of Other Languages (3 credits): TSOL 510 - Classroom TESOL, Theory and Strategies for Teachers	

Note: School Counseling Candidates are strongly encouraged to complete all subsections of the General Knowledge Test (GKT) in order to pursue an unrestricted professional license in the State of Florida.

Student's Professional Involvement & Activities: ACA ASCA FCA FSCA CSI Other: _____

SCHOOL COUNSELING REGULAR HYBRID SUGGESTED COURSE SEQUENCE (6-9 credits per term):

Regular Full-Time Year 1		
Fall Semester 1	Winter Semester 2	Summer Semester 3
PYCL 0503 (SO) + PYCL 0507 (AO)	PYCL 0511 (RI) PYCL 0515 (AO)	PYCL 0632 (SO) PYCL 0571 (AO) RED 0550 OR TSOL 0510
Regular Full-Time Year 2		
Fall Semester 1	Winter Semester 2	Summer Semester 3
PYCL 0635 (RI) PYCL 0665 (SO) PYCL 0512 (AO) Review Practicum Application Deadlines	PYCL 0510 (AO) PYCL 0685 (SO),++ (Practicum Field Placement, 10 hrs/wk)	PYCL 0550 (SO) PYCL 0560 (AO) Review FDOE Exit Exam Deadlines
Regular Full-Time Year 3		
Fall Semester 1	Winter Semester 2	
PYCL 0585 (AO) PYCL 0688 (SO),++ (Internship Field Placement, 20 hrs/wk) OR PYCL 0688/0689 (SO) (Internship Field Placement, 40 hrs/wk; Recommended) FDOE Exit Exams	PYCL 0689 (SO) (Internship Field Placement, 20 hrs/wk; if not taken in preceding term)	

+ Delivery format for each course is noted: AO = Asynchronous Online; SO = Synchronous Online; RI = Hybrid Residential Institute with in-person weekend attendance required at the Fort Lauderdale-Davie Campus.

++ School Counseling Practicum and Internship MUST be completed at different levels (e.g., elementary and middle school; middle and high school). Students may elect to complete their internship during one semester at 40 hours/week, or across two semesters (excluding summer term) at 20 hours/week.

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SCHOOL COUNSELING ACCELERATED HYBRID SUGGESTED COURSE SEQUENCE (9 credits per term):

Regular Full-Time Year 1		
<i>Fall Semester 1</i>	<i>Winter Semester 2</i>	<i>Summer Semester 3</i>
PYCL 0503 (SO) + PYCL 0507 (AO) PYCL 0512 (AO)	PYCL 0511 (RI) PYCL 0515 (AO) PYCL 0585 (AO)	PYCL 0550 (SO) PYCL 0571 (AO) PYCL 0632 (SO) RED 0550 OR TSOL 0510 Review Practicum Application Deadlines
Regular Full-Time Year 2		
<i>Fall Semester 1</i>	<i>Winter Semester 2</i>	<i>Summer Semester 3</i>
PYCL 0635 (RI) PYCL 0665 (SO) PYCL 0685 (SO),++ (Practicum Field Placement, 10 hrs/wk) Review FDOE Exit Exam Deadlines	PYCL 0510 (AO) PYCL 0560 (AO) PYCL 0688/0689 (SO),++ (Internship Field Placement, 40 hrs/wk) FDOE Exit Exams	

+ Delivery format for each course is noted: AO = Asynchronous Online; SO = Synchronous Online; RI = Hybrid Residential Institute with in-person weekend attendance required at the Fort Lauderdale-Davie Campus.

++ School Counseling Practicum and Internship MUST be completed at different levels (e.g., elementary and middle school; middle and high school). Students may elect to complete their internship during one semester at 40 hours/week, or across two semesters (excluding summer term) at 20 hours/week.

IMPORTANT NOTES:

- **Seat space in courses is limited. Students should register in their desired courses as soon as they are eligible to register.**
- **Students must complete all degree requirements within 5 years of date of enrollment.**
- **After matriculation, students are required to be in continuous enrollment each term. Students who register for fewer than 6 credits/term should review financial aid implications. Students who fail to enroll in courses MUST have an approved Leave of Absence or will be dismissed from graduate study.**
- **Given the rigor of graduate study in a professional clinical training program, students should work with their Academic Advisor to plan a reasonable course of study based on individual student circumstances (e.g., employment, family obligations).**

School Counseling Concentration Completion Timeframe

The Master of Science degree program in counseling with a concentration in School Counseling requires 48 hours of graduate credit and successful completion of the program's examination requirements. The M.S. in Counseling with a concentration in School Counseling program is offered online with courses delivered in a synchronous and asynchronous format. Two courses of the required 16 in the curriculum will be delivered online with a residential institute (PYCL 0511 and PYCL 0635). See the School Counseling Planned Program of Study for more information.

A candidate is expected to complete all requirements for the degree and graduate within five years of the date of first enrollment (see Time Limit Requirements).

A candidate must complete all courses for the degree with a grade point average of at least 3.0. In addition, all candidates must satisfactorily complete and pass practicum and internship, the Florida Teacher Certification Exam (Professional Education Test and Subject Area Exam in School Counseling PK-12), and additional courses required of those who do not hold an active and valid Florida teaching certificate (e.g., TESOL, reading). All these requirements must be completed before the M.S. in Counseling, School Counseling concentration degree is conferred.

Students who have achieved matriculation status (completed the four designated courses for their concentration) and would like to add or change an eligible concentration must complete a Concentration-Format Change Request form and submit to the master's program office for approval. In each concentration, students must satisfactorily complete all curriculum requirements for selected concentrations before the degree can be conferred. Dual concentrations may not be available in all concentrations and formats. Consult a program advisor for further details

School Counseling Matriculation Requirements (Degree Candidacy)

Candidates are admitted into graduate study in School Counseling at the master's level and are reviewed for degree candidacy (matriculation) after the completion of the first four courses (12 credits) for which the candidate is enrolled.

During the formal review for matriculation, candidates' academic performance and professional functioning in the first four courses will be examined. Candidates need a grade point average of 3.0 or above in the first four courses to be matriculated.

Candidates who achieve a grade point average of 2.5 or below, who receive two grades below a B minus (B-), or who receive a grade of F in any of the first four courses will not be matriculated and will be automatically withdrawn from graduate study. Under no circumstances will that candidate be permitted to take additional graduate level courses in a College of Psychology program.

Candidates with a grade point average greater than 2.5 but less than 3.0 for the first four courses will be maintained in a non-matriculated status. No more than four additional courses may be taken without achieving an overall grade point average of 3.0.

School Counseling Practicum and Internship Requirements

Practicum and internship are conceived to be that phase of the master's in School Counseling program in which counselors-in-training are able to crystallize their educational experiences by translating theoretical constructs into practice. This type of supervised practice in School Counseling is generally viewed as an experience that assists the prospective counselor to function effectively in a future employment situation. It serves as a bridge between the theoretical and the practical application. It is an opportunity for the counselor-in-training to apply what they have learned from the more didactic portion of the School Counseling program.

Candidates entering practicum/internship training may find it necessary to make special arrangements with their employer, including taking a leave of absence, to fulfill this requirement. Candidates will need to arrange their schedule to complete this degree requirement.

All candidates must apply by their local school district's policies and deadlines regarding placement. Additionally, candidates must ensure that the school district where they choose to do practicum or internship has a placement agreement with Nova Southeastern University. If the school district does not have an agreement with NSU, placement may be delayed. Candidates must communicate with the program office regarding practicum and internship placement options to ensure that placement is obtained according to the candidate's schedule.

Practicum and internship placement procedures vary among counties; candidates must abide by the differing guidelines. **Local school boards may charge school counseling candidates a fee for practicum/internship placement in a school with a cooperating school counselor. Should a candidate elect to complete their practicum/internship in a school district that requires such a fee, it will be the candidate's responsibility to submit the fee on the designated day and time stipulated by the school board staff in accordance with their guidelines.**

Local school boards may require candidates to complete a security clearance and background screening which may include, but not be limited to, background screening, fingerprinting, and/or drug testing. Some school districts may require additional documentation such as proof of immunizations, health screenings, etc. Candidates are expected to comply with school district procedures and timelines including incurring the cost of possible fees.

Some school districts may require additional documentation such as proof of immunizations (including but not limited to COVID-19 vaccination), health screenings, etc. Candidates are expected to comply with the school district and the timelines including incurring the cost of possible fees. The University is not required to provide alternative sites for practicums or internships should candidates be placed at a school that requires COVID-19 or other immunizations. Candidates' failure to comply with the immunization requirements for practicum or internship may result in the delay of program completion and/or the inability to satisfy the graduation requirements.

Candidates will choose to do their practicum experience at one of the three Pre-K-12 grade levels and the internship experience at a different Pre-K-12 grade level. The three grade levels from which to choose are elementary (Pre-K-5), middle (6-8) and high school (9-12).

Practicum responsibilities require candidates to spend 100 hours (40 of which are direct student contact hours) at a Pre-K–12 grade school setting. It is a distinct experience where candidates gain basic counseling skills and professional knowledge which may include individual and small-group counseling, classroom presentations, consultation, parent conferencing, individual and large group testing, involvement in the exceptional student education process, and other experiences relevant to the practicum setting. This experience is completed over the course of one semester (3 credit hours) and is to familiarize candidates with the role of the professional school counselor prior to internship. Candidates spend approximately 7 to 8 hours per week at a school.

Internship is an experience which requires candidates to spend 600 hours (240 of which are direct student contact hours) in a Pre-K–12 grade school setting. Candidates integrate knowledge acquired in the classroom to real, on the job supervised training. This experience enhances basic professional school counseling skills in the student academic, social/emotional, and career counseling areas. The six credit hours of internship afford counselors-in-training an opportunity to work with a variety of students, parents

or teachers over time. NSU ascribes to the American School Counselor Association National Model for school counseling programs and supports experiences that include leadership, student advocacy, collaboration and teaming, and systemic change.

Candidates may select from the following two scheduling options to fulfill the 600 hours (six credit hours) of internship experience:

1. Completion of one academic semester (fall or winter) where the candidate will be required to complete a minimum of 40 hours per week in a school setting.
2. Completion of two continuous semesters (fall and winter) where the candidate will be required to complete a minimum of 20 hours per week in a school setting.

Candidates employed by the school system will be required to obtain permission from their principal or designated school official for release time to pursue their internship. Candidates may be required to take a leave of absence or make other necessary arrangements to fulfill this requirement. Candidates are not permitted to complete their internship experience at the school where they work, unless they are employed as a school counselor and there is a supervisor within the school who meets the requirements put forth by the Florida Department of Education.

Please be advised that waiver of practicum and internship experience for any reason will not be permitted. The candidate must file an application for practicum and internship and receive approval prior to registering for these courses.

The practicum and internship courses must be completed with a grade of B minus (B-) or higher, otherwise the course will need to be repeated. The practicum and internship courses are offered in the synchronous online format. In addition to the experiential, in-school work required for practicum over one semester and for internship over one or two continuous semester/s, candidates will participate in synchronous online group supervision meetings with NSU candidates and faculty members at the university. Additionally, during practicum, individual or triadic supervision will take place on the alternate week with a faculty supervisor. Individual and group supervision meetings are held online at the time designated by the instructor. Specific details on practicum and internship are provided to candidates by the practicum coordinator at the appropriate time in their program. Please be advised that during practicum and internship, candidates may also be enrolled in regularly scheduled classes.

School Counseling Internship Prerequisites

To be eligible for practicum, candidates must have been matriculated.

To be eligible for internship, candidates must have been matriculated and must have successfully completed the following course work:

1. PYCL 0503 Counseling Theories for School Counselors
2. PYCL 0511 Introduction to Counseling Techniques
3. PYCL 0512 Human Growth and Development
4. PYCL 0515 Principles of School Counseling
5. PYCL 0550 Contemporary Clinical Interventions
6. PYCL 0571 Ethical, Legal, and Professional Issues for School Counselors
7. PYCL 0632 Social and Cultural Foundations of Counseling
7. PYCL 0635 Group Theory and Practice
8. PYCL 0665 School Consultation Skills
9. PYCL 0685 School Counseling Practicum*

***must be completed with a grade of “B minus” (B-) or better**

The candidate must file an application for practicum and internship and receive approval prior to registering for these courses. The HIPAA training certificate must be completed during PYCL 0571:

Ethical, Legal, and Professional Issues for School Counselors and is required for practicum and internship.

Candidates are responsible for the cost of their own fingerprinting and background checks for practicum and internships.

Competency Attainment

As part of a systematic assessment of each School Counseling candidate's progress throughout the program, faculty will examine candidate learning in relation to demonstration of a combination of knowledge and skills, as well as professional dispositions. Competency-based assessments, in the form of Key Performance Indicators (KPI's), are embedded in the School Counseling coursework. Candidates who do not meet the required competency will be required to remediate the competency in order to receive a passing grade for that particular course. The instructor will assign a plan for remediating the KPI assessment, and the candidate is responsible for completing the tasks outlined in the remediation plan. Detailed assignment information and associated grading rubrics are located in the designated course syllabi.

Florida Educator Accomplished Practices

The Florida Educator Accomplished Practices (FEAPs) were adopted by the State of Florida Department of Education (DOE) to delineate the knowledge base and skills required of educators in the public school system. Successful articulation of the Florida Educator Accomplished Practices delineated by DOE are a requirement for graduation from the School Counseling program and reflects the commitment of the College of Psychology to a performance-based assessment of these essential competencies.

Candidates receive the Candidate Guide to the Florida Educator Accomplished Practices upon admission to the School Counseling program. This guide describes the Florida Educator Accomplished Practices and outlines where the FEAPs are imbedded into the School Counseling coursework. This guide also lists the required assessments and forms that candidates will need to complete to meet the FEAP requirements. One of these forms is the Individual Remediation Plan (IRP) that the candidate and instructor will need to fill out together if the candidate has not met a specific FEAP assessment requirement within a course. The instructor will assign a plan for remediating the FEAP assessment, and the candidate is responsible for completing the tasks outlined in the remediation plan. Candidates cannot receive a grade for a particular course until all FEAPs within that course have been successfully completed.

School Counseling Examination Requirements

Prior to graduation, candidates are required to take two sub-tests of the FTCE: (1) Professional Education (PEd) Test, and (2) Subject Area Exam (SAE) in School Counseling PK-12. Degree conferral will be based upon successful completion of these two sub-tests of the FTCE and curriculum requirements. Official passing scores of the PEd and SAE examinations must be submitted to the program office prior to graduation. As state requirements are subject to change, candidates should expect changes or modifications to the curriculum and degree requirements. All costs related to certification and the FTCE are the responsibility of the candidate.

While not a current requirement for Florida Department of Education Certification in School Guidance and Counseling, candidates may consider completing all four sub-tests of the General Knowledge Test (GKT) of the Florida Teacher Certification Examination (FTCE). As an alternative, effective for tests administered on or after July 1, 2015, achievement of passing scores, as identified in Rule 6A-4.0021(12), F.A.C., on test sections of the GRE® revised General Test:

- GRE Analytical Writing combined minimum score of 4 out of 6 acceptable for GK Essay
- GRE Quantitative Reasoning minimum scaled score of 147 acceptable for GK Mathematics
- GRE Verbal Reasoning minimum scaled score of 151 acceptable for both GK English Language Skills and GK Reading.

Current support for the Florida Department of Education (FLDOE) exams includes:

- FLDOE: The FLDOE provides content resources to assist candidates in preparing for their exams, including sample questions, test information guides, and tutorials. Please see FLDOE resources at <http://www.fl.nesinc.com/resources.asp>
- Learning Liaisons: This site offers Florida-specific, on-demand video courses and online workshops. Please see <http://www.thelearningliaisons.com/?categoryid=11>

Candidates who already have a teaching endorsement in Reading or ESOL may not be required to take additional courses. However, they will need to take the School Counseling PK-12 SAE and the Professional Education (PEd) Test if their certification is not in this subject area. It is recommended that all candidates check their eligibility requirements with the FLDOE, whether or not they hold an active and valid professional teacher certificate.

Information regarding State of Florida certification may be obtained by contacting:

Florida Department of Education

325 West Gaines Street

Tallahassee, FL 32399

800-445-6739

<https://www.fldoe.org/teaching/certification/>

Residential Institute

School Counseling candidates completing their degree in the **online format** and who entered the program during the Fall 2022 term and beyond are required to complete two three-day residency experiences at either the NSU Fort Lauderdale/Davie campus or the NSU Orlando campus.

After successful completion of the pre-requisite course PYCL 0503 Counseling Theories for School Counseling, the **mandatory residency weekend will be required as a component of PYCL 0511 Introduction to Counseling Techniques**. The remainder of the course will be conducted in the online format via Canvas, with some synchronous, online class meetings based on the course syllabus.

After successful completion of the pre-requisite courses PYCL 0503 Counseling Theories for School Counseling and PYCL 0511 Introduction to Counseling Techniques, a second **mandatory residency weekend will be required as a component of PYCL 0635 Group Theory and Practice**. The remainder of the course will be conducted in the online format via Canvas, with some synchronous, online class meetings based on the course syllabus.

Candidates must register for the sections of PYCL 0511 and PYCL 0635 that correspond with the dates and location of their selected residency weekend. Please refer to the Academic Calendar for Residential Institute dates and locations. Transferring sections after the Drop/Add deadline will not be permitted. Candidates will be unable to receive a passing grade in the course without Residential Institute attendance. Transportation and accommodations will be the candidate's expense. Candidates from other concentrations and formats will not be permitted to register for the designated Residential Institute sections of PYCL 0511 and PYCL 0635.

More information, including the Residential Institute Acknowledgement Form, is located on the Department of Counseling website and in the Department of Counseling Student Center in Canvas.

Certification in School Counseling

<https://psychology.nova.edu/about/certification.html>

Candidates who **do not** have a teaching endorsement in reading or ESOL will be required to complete additional course work or submit documentation as required by the state. Candidates are responsible for verifying requirements for certification in School Counseling with their local school board certification office or with the Florida Department of Education. State of Florida approval for certification does not necessarily apply to certification requirements in other states. Certification requirements are subject to change. All costs related to certification and the FTCE are the responsibility of the candidate.

Applicants who **do not have a teaching endorsement in reading or ESOL must complete the following courses:**

1. RED 0550 - Reading in the Content Areas (3 credits)
2. TSOL 0510 – Classroom TESOL, Theory and Strategies for Teachers (3 credits)

Scheduling information for RED 0550 and TSOL 0510, offered by NSU’s Abraham S. Fischler College of Education in an online format, will be posted each semester via Canvas within the Master’s in Counseling Student Center.

School Counseling Non-Degree Certification Option

Teachers, educators, and counselors who hold an eligible master’s degree in a related area other than School Counseling may apply for admission as a “special (non-degree) student” for the purpose of taking courses in the master’s program in School Counseling that meet the requirements for Florida certification as a school counselor under Plan 2, Rule 6A-4.0181, *Florida Statutes* (course by course basis).

Special (non-degree) students seeking admission to the School Counseling program for the purpose of seeking certification by the Florida Department of Education will be required to complete the following courses at NSU. Per NSU policy, students wishing to transfer courses toward the certification option may do so (up to 6 graduate credit hours completed within five years) with the permission of the Department Chair. Students may be required to complete PYCL 0685 Counseling Practicum. Completion of PYCL 0688/0689 School Counseling Internship will be required at NSU regardless of previous internship experiences. **Please be advised that students seeking to only complete the practicum and/or internship requirement at NSU will not be admitted, and that waiver of the practicum and internship experience for any reason will not be permitted.**

*PYCL 0503	Counseling Theories for School Counselors
*PYCL 0511	Introduction to Counseling Techniques
PYCL 0510	Career Development and College Planning
*PYCL 0512	Human Growth and Development
*PYCL 0515	Principles of School Counseling
*PYCL 0550	Contemporary Clinical Interventions
*PYCL 0571	Ethical, Legal, and Professional Issues for School Counselors
PYCL 0560	Appraisal and Evaluation in School Counseling
PYCL 0585	Psychology of Exceptional & At-Risk Children
*PYCL 0635	Group Theory and Practice
*PYCL 0665	School Consultation Skills
*PYCL 0685	School Counseling Practicum
PYCL 0688/0689	School Counseling Internship

***These courses must be completed before applying for internship.**

Applied Behavior Analysis Concentration Description

The Applied Behavior Analysis concentration, housed under the Fischler College of Education and School of Criminal Justice at Nova Southeastern University, is an innovative academic program designed for the working professional actively involved in or entering the field of Applied Behavior Analysis (ABA). The program offers individuals the opportunity to earn a fully online degree in counseling with a concentration in Applied Behavior Analysis.

The master's in counseling program will develop the skills and leadership abilities of counselors who have a desire to provide, create and maintain high quality service delivery. The online instruction offers accessibility and flexibility along with a quality educational opportunity for the mature independent student.

The Applied Behavior Analysis concentration is designed for those students interested in becoming credentialed as a Board Certified Behavior Analyst (BCBA) through the Behavior Analyst Certification Board (BACB). Increased recognition of the field of ABA as an empirically validated discipline has led to an identifiable need to prepare well educated professionals in this field. The program is focused on developing behavior-analytic competent practitioners, scholars, and instructors who are solidly grounded in basic principles derived from the systematic study of behavior. As such, students in this program will be expected to take on a dynamic behaviorist perspective and inform their practice with current research findings. The mission of this program is to develop strong practitioners informed by science, supervisors, and consultants who will contribute to the advancement of the field of Applied Behavior Analysis. The Applied Behavior Analysis concentration is an Association for Behavior Analysis International (ABAI) verified course sequence that meets the academic requirements for certification.

This program will prepare students to become competent providers of Applied Behavior Analysis services in a multicultural and diverse society through:

1. understanding their professional identity in their area of concentration, including roles, functions and relationships with other providers
2. possessing a strong background in the history, philosophy, ethical code and policy issues related to their area
3. gaining specialized knowledge and skills needed to provide service delivery in Applied Behavior Analysis
4. understanding and respecting the influences of varied backgrounds and experiences of individuals in a pluralistic society
5. understanding the contextual basis for assessment and intervention and becoming effective consumers of research
6. applying knowledge and skills to the treatment of individuals, families and groups
7. designing and implementing prevention services

Applied Behavior Analysis Curriculum and Degree Requirements

The Association for Behavior Analysis International has approved the following as a verified course sequence that meets coursework requirements for eligibility to take the BCBA examinations. Students wishing to fulfill BACB requirements for professional certification should contact the BACB for specific information and advisement. It is recommended that students register with the BACB at <https://gateway.bacb.com/Account/Login.aspx> in order to receive monthly newsletters and stay well-informed of credentialing requirements. Please check with an academic advisor regarding course planning and selection.

Applied Behavior Analysis (BCBA) Concentration Requirements (54 credits total; 63 credits total if all 9 credits electives taken)

Core Course Requirements (33 credits)

PYCL 0502 Counseling Theories and Practice
PYCL 0507 Research and Evaluation for Counselors
PYCL 0512 Human Growth and Development
PYCL 0570 Ethical, Legal, and Professional Issues for Counselors
PYCL 0584 Diagnosis and Treatment of Adult Psychopathology
PYCL 0608 Psychological Testing for Individual Evaluation
PYCL 0612 Substance Abuse
PYCL 0631 Career and Lifestyle Assessment
PYCL 0632 Social and Cultural Foundations of Counseling
PYCL 0635 Group Theory and Practice
PYCL 0645 Couples and Family Counseling Strategies

Applied Behavior Analysis Requirements (Additional 21 credits)

ABA 0713 Behaviorism and Philosophical Underpinnings
ABA 0714 Concepts and Principles of Applied Behavior Analysis
ABA 0721 Applied Behavior Analysis Assessment and Application
ABA 0731 Applied Behavior Analysis Assessment and Delivery Models
ABA 0741 Evaluating Interventions in Applied Behavior Analysis
ABA 0752 Organizational Behavior Management
ABA 0756 Ethical and Professional Issues in Applied Behavior Analysis

Optional Electives* The ABA fieldwork course sequence partially fulfills clinical training requirements for BCBA certification.

(Additional 12 credits)

ABA 0761 Fieldwork in Applied Behavior Analysis I (**Elective**)
ABA 0771 Fieldwork in Applied Behavior Analysis II (**Elective**)
ABA 0781 Fieldwork in Applied Behavior Analysis III (**Elective**)

Non-Degree Applied Behavior Analysis

(Please note: Candidates must have a minimum of a Master's degree in from a regionally accredited institution to apply for the non-degree ABA concentration.)

ABA 0713 Behaviorism and Philosophical Underpinnings
ABA 0714 Concepts and Principles of Applied Behavior Analysis
ABA 0721 Applied Behavior Analysis Assessment and Application
ABA 0731 Applied Behavior Analysis Assessment and Delivery Models
ABA 0741 Evaluating Interventions in Applied Behavior Analysis
ABA 0752 Organizational Behavior Management
ABA 0756 Ethical and Professional Issues in Applied Behavior Analysis

2025-26 Planned Program of Study: Applied Behavior Analysis Concentration (54-63 credits)
Nova Southeastern University Master of Science in Counseling

Student Name: _____
NSU ID: _____ **Phone #:** _____
Street Address: _____

City/State/Zip Code: _____
Student Email: _____@mysu.nova.edu
Advisor Name: _____

33 Credit Hours: Required Core Counseling Courses (For course descriptions please consult your handbook.)	Credit Hours	Requirements	Term	Grade
*PYCL 0502 Counseling Theories and Practice	3	<input type="checkbox"/> Pers. Guiding Paper KPI <input type="checkbox"/> Dispositions		
*PYCL 0507 Research and Evaluation for Counselors	3	<input type="checkbox"/> Critique of a Research Article KPI		
PYCL 0512 Human Growth & Development	3	<input type="checkbox"/> Biographical Human Devel. Paper KPI		
*PYCL 0570 Ethical, Legal & Professional Issues for Counselors (Prerequisite: PYCL 0502)	3	<input type="checkbox"/> Ethical Decision-Making Case Study KPI		
PYCL 0584 Diagnosis & Treatment of Adult Psychopathology	3			
PYCL 0608 Psychological Testing for Individual Evaluation (Prerequisite: PYCL 0507)	3	<input type="checkbox"/> Assessment Plan KPI		
PYCL 0612 Substance Abuse (Prerequisite: PYCL 0502)	3			
PYCL 0631 Career & Lifestyle Assessment	3	<input type="checkbox"/> Career Theory Overview KPI <input type="checkbox"/> O*Net KPI		
PYCL 0632 Social & Cultural Foundations of Counseling	3	<input type="checkbox"/> Ethnographic Interview KPI		
PYCL 0635 Group Theory & Practice (Prerequisite: PYCL 0502)	3	<input type="checkbox"/> Group Counseling Plan KPI <input type="checkbox"/> Dispositions		
PYCL 0645 Couples and Family Counseling Strategies (Prerequisites: PYCL 0502, 0584)	3			

***Additional 21 Credit Hours Required: Applied Behavior Analysis Concentration Courses	Credit Hours	Requirements	Term	Grade
ABA 0713 Behaviorism and Philosophical Underpinnings	3			
* ABA 0714 Concepts and Principles of Applied Behavior Analysis	3			
ABA 0721 Applied Behavior Analysis Assessment and Application (Prerequisite: ABA 0714)	3			
ABA 0731 Applied Behavior Analysis Assessment and Delivery Models (Prerequisite: ABA 0714)	3			
ABA 0741 Evaluating Interventions in Applied Behavior Analysis (Prerequisite: ABA 0714)	3			
ABA 0752 Organizational Behavior Management (Prerequisite: ABA 0714)	3			
ABA 0756 Ethical and Professional Issues in Applied Behavior Analysis (Prerequisite: ABA 0714)	3			

Optional Additional 9 Credit Hours	Credit Hours	Requirements	Term	Grade
**ABA 0761 Fieldwork in ABA I (Elective) (Prerequisite: ABA 0714 with grade of B or better)	3			
ABA 0771 Fieldwork in ABA II (Elective) (Prerequisite: ABA 0714, ABA 0761 with grades of B or better)	3			
ABA 0781 Fieldwork in ABA III (Elective) (Prerequisite: ABA 0714, ABA 0771 with grades of B or better)	3			

**Courses required for matriculation. Review matriculation policies, minimum grade requirements, dispositional requirements, and dismissal policies in the Student Handbook.*
*** Requires student to initiate Practicum Application and Approval process approximately 5 months prior to intended course start. **Deadlines: January 15th for Summer start; April 15th for Fall start; & September 15th for Winter start.** Instructions located in Department of Counseling Student Center in Canvas. ABA 0714, 0761, 0771, & 0781 must be completed with a grade of B or better.*
****The Association for Behavior Analysis International® has verified the above courses toward the coursework requirements for eligibility to take the Board Certified Behavior Analyst® examination. Applicants will need to meet additional requirements before they can be deemed eligible to take the examination.*

Fieldwork	Concentrated Supervised Fieldwork (1,125 hours): Successful completion of ABA 0761, 0771, and 0781 results in partial fulfillment of BACB 2027 concentrated supervised fieldwork requirements.
Certification & Licensure Advising: <i>As states continue to create new legislation regarding licensure, please be aware that this list may not be exhaustive. Be sure to check with the licensing board of your state to determine licensure requirements</i>	Certification as a BCBA is necessary in order to practice Applied Behavior Analysis (ABA) independently in the United States. States Currently Requiring License for ABA Practice (https://www.bacb.com/u-s-licensure-of-behavior-analysts/) : Alabama, Alaska, Arizona, Connecticut, Georgia, Hawaii, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Mississippi, Missouri, Montana, Nevada, New Jersey, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Rhode Island, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Wisconsin, Wyoming (updated 7/2023)

Student's Professional Involvement & Activities: BACB ABAT ACA Other: _____

Suggested Course Sequence: Applied Behavior Analysis Concentration (54-63 credits)
Nova Southeastern University Master of Science in Counseling
FULL-TIME SUGGESTED COURSE SEQUENCE (6-9 credits per term): (BASED on Fall Start)

Full-Time Year 1		
<i>Semester 1</i>	<i>Semester 2</i>	<i>Semester 3</i>
PYCL 0502 PYCL 0507 ABA 0714	PYCL 0570 PYCL 0584 ABA 0714 (if not taken Semester 1)	PYCL 0635 ABA 0713*
Full-Time Year 2		
<i>Semester 1</i>	<i>Semester 2</i>	<i>Semester 3</i>
PYCL 0512 PYCL 0608 ABA 0721*	PYCL 0631 ABA 0741* Review Practicum Application Deadlines	PYCL 0632 ABA 0756*
Full-Time Year 3		
<i>Semester 1</i>	<i>Semester 2</i>	<i>Semester 3</i>
PYCL 0612 ABA 0731* ABA 0761 (Fieldwork in ABA I - Elective) Review BCBA Exam Application Deadlines	PYCL 0645 ABA 0752* ABA 0771 (Fieldwork in ABA II - Elective)	ABA 0781 (Fieldwork in ABA III - Elective)

INTENSIVE FULL-TIME SUGGESTED COURSE SEQUENCE (9-12 credits per term):

Intensive Full-Time Year 1		
<i>Semester 1</i>	<i>Semester 2</i>	<i>Semester 3</i>
PYCL 0502 PYCL 0507 PYCL 0512 ABA 0714	PYCL 0570 PYCL 0584 PYCL 0632 ABA 0714 (if not taken Semester 1) Review Practicum Application Deadlines	PYCL 0608 PYCL 0635 ABA 0713*
Intensive Full-Time Year 2		
<i>Semester 1</i>	<i>Semester 2</i>	<i>Semester 3</i>
PYCL 0612 ABA 0721* ABA 0731* ABA 0761 (Fieldwork in ABA I - Elective) Review BCBA Exam Application Deadlines	PYCL 0631 ABA 0741* ABA 0752* ABA 0771 (Fieldwork in ABA II - Elective)	PYCL 0645 ABA 0756* ABA 0781 (Fieldwork in ABA III - Elective)

IMPORTANT NOTES:

- **Seat space in courses is limited. Students should register in their desired courses as soon as they are eligible to register.**
- **Students must complete all degree requirements within 5 years from date of enrollment.**
- **After matriculation, students are required to be in continuous enrollment each term. Students who register for fewer than 6 credits/term should review financial aid implications. Students who fail to enroll in courses MUST have an approved Leave of Absence or will be dismissed from graduate study.**
- **Given the rigor of graduate study in a professional clinical training program, students should work with their Academic Advisor to plan a reasonable course of study based on individual student circumstances (e.g., employment, family obligations).**
- * **These courses are rotated (not offered every semester). Please refer to the Course Concentration Offering Guides provided in the MS Counseling Student Center for exact course rotation schedule.**

Applied Behavior Analysis Concentration Completion Timeframe

The M.S. in Counseling with a concentration in Applied Behavior Analysis is offered in the online format only and may be taken on a full-time or part-time basis. A student is expected to complete all requirements for the degree and graduate within five years of the date of first enrollment (see Time Limit Requirements,).

A student must complete all required courses for the degree with a grade point average of at least 3.0, including satisfactory completion of elective courses.

Course work in the counseling program can be taken in any sequence. The student should exercise care to ensure that matriculation requirements and other course prerequisites are met and should seek advisement from the appropriate academic advisor or faculty member as needed.

Applied Behavior Analysis Matriculation Requirements (Degree Candidacy)

Students are admitted into graduate study at the master's level and are reviewed for degree candidacy (matriculation) after completion of the designated four courses (12 credits) which must be completed within the first six courses (18 credits) or first two semesters for which the student is enrolled.

These four designated courses require demonstration of written, quantitative, and interpersonal skills, as well as overall professional functioning. The designated four courses for matriculation are:

1. PYCL 0502 Counseling Theories and Practice
2. PYCL 0507 Research and Evaluation for Counselors
3. PYCL 0570 Ethical, Legal, and Professional Issues for Counselors
4. ABA 0714 Concepts and Principles of Applied Behavior Analysis

During the formal review for matriculation, the students' academic, behavioral, interpersonal, and professional performance in the four designated courses listed above will be examined. Students need a grade point average of 3.0 or above in the four designated courses to be matriculated. **Students who receive two grades below a B minus (B-) in the PYCL matriculation courses, one grade below a B minus (B-) in a PYCL matriculation course and one grade below a B in an ABA matriculation course, or a grade of F in any of the four designated courses will not be matriculated and will be withdrawn from graduate study.**

Prior to the formal matriculation review, should a student receive a second grade below B minus (B-) in PYCL courses, a second grade below B in ABA courses, or a grade of F, the student will automatically be withdrawn from graduate study. Students with a grade point average greater than 2.5 but less than 3.0 for the four designated courses will be maintained in a non-matriculated status. No more than four additional courses may be taken without achieving an overall grade point average of 3.0.

Under no circumstances will students who achieve a grade point average of 2.5 or below in the four designated courses be permitted to take graduate level courses in a College of Psychology program.

Applied Behavior Analysis Fieldwork Requirements

Fieldwork is conceived to be that phase of the master's in counseling program in which a trainee is able to crystallize their educational experiences by translating theoretical constructs into practice. This type of supervised practice in ABA is generally viewed as an experience that assists the prospective behavior analyst to function within a clinical setting. It serves as a bridge between theory and practice. It is the first opportunity for the trainee to apply what he or she has learned from the academic courses in the counseling program.

Fieldwork courses are electives designed to provide degree-seeking students with a supervised experience in an appropriate clinical setting. The ABA fieldwork course sequence partially fulfills clinical training requirements for BCBA certification. Students electing this option will be required to complete the designated clinical training experiences in their concentration. Students should be aware that some clinical training sites require evenings and weekends as well as daytime hours. Students are also expected to meet all clinical obligations during holidays and academic session breaks. Students will be required to meet BACB standards for clinical training. In addition, students are required to attend the regularly scheduled class meetings.

Students eligible to begin fieldwork will complete and submit a fieldwork (practicum) form to initiate the placement process. **Students who submit an application to start the fieldwork will have completed the prerequisite coursework required prior to starting fieldwork.** The application and deadline dates are published in the Student Center in Canvas. It is important that students list the correct address for placement as the application is routed to the designated Fieldwork (Practicum) Coordinator for that area. It is advised that students who reside outside of the South Florida area apply several months before the deadline date. Students must resubmit an application if there is a delay to a subsequent term.

Students will be notified by the program office of their approval or rejection to begin fieldwork. Those students approved to begin fieldwork will be provided with instructions regarding application for site approval several months in advance of the term start. Students will be, responsible for submitting a list of their preferred fieldwork sites in rank order. If their site(s) of interest is not included in the list of NSU affiliated training facilities, students will be required to submit supplementary information regarding the site(s) for review. Fieldwork training facilities will be student-centered and provide adequate resources for training. If the student would like to participate in fieldwork at the same site where he or she is employed, it must be completed in a different department/unit, must involve completely different duties, and must be supervised by a qualified professional unrelated to his or her present position. The student must provide documentation supporting his/her request. Should the request be granted, an NSU representative will contact the agency on behalf of the student. While many students can complete the requirement while working, they should be prepared to make whatever arrangements are necessary to complete this requirement including a leave of absence, adjustment of the work schedule, etc. Fieldwork must not be compensated.

Applied Behavior Analysis Fieldwork

Three semesters of fieldwork are offered as electives to help students gain clinical training experience under the supervision of a Board Certified Behavior Analyst. Students will work closely with the program administrator to identify and secure a fieldwork placement. Students will be provided with a list of approved fieldwork sites, and they will submit a rank order of training sites that they are interested attending. Students may also identify possible fieldwork sites for review and approval for a fieldwork placement. The clinical training coordinator will contact the site and determine what types of support and supervision will be needed and secure affiliation agreements with the fieldwork site. In order to be approved to begin fieldwork training, students will be required to interview with the site of interest and receive a formal invitation to receive supervised training (as per the agreed upon affiliation agreement) at the site. The student must successfully complete all prerequisite coursework. In addition, students will execute a supervision agreement with both their onsite supervisor and their faculty supervisor before starting to accrue experience hours. Lastly, students will need to successfully complete NSU's HIPAA training and receive background screening clearance. Students will complete 25 hours per week of clinical training during fieldwork. Students may choose to complete supervision privately through their place of employment or through contracting with a local BCBA. If a student chooses this option, the student will coordinate his or

her own experience independent of the university. For more information regarding specific requirements for certification please consult the BACB at www.bacb.com.

Some states may mandate additional hours than required by Nova Southeastern University for licensure. Students wishing to meet their respective state training requirements may increase clinical training hours (no more than 130 per month) during the regularly scheduled fieldwork course. It is the student's responsibility to review and understand respective state or local statutes and requirements for supervised fieldwork experiences in their selected discipline.

Please be advised that most sites require a student to undergo a background screening that may include, but not be limited to, fingerprinting and/or drug testing. Some sites may require additional documentation such as proof of immunizations (including but not limited to flexibility-19 vaccination), health screenings, etc. Students are expected to comply with agency procedures and timelines including incurring the cost of possible fees. The University is not required to provide alternative sites for field work should students be placed at a site that requires COVID-19 or other immunizations. Students' failure to comply with the immunization requirements for practicum or internship sites may result in the delay of program completion and/or the inability to satisfy the graduation requirements.

Fieldwork schedules are a departure from the asynchronous format. Students will be required to register for a section and be available for the live, synchronous class via Canvas during the posted class meeting times. Sections meet during the week at varying times, as listed in Self-Service Banner/ WebSTAR.

*****Please note placement at a fieldwork site is not guaranteed*****

Applied Behavior Analysis Fieldwork Prerequisites

1. ABA 0714 Principles and Concepts of Applied Behavior Analysis (must be completed with a grade of B or better)
2. HIPAA training (required as part of New Student Orientation in Canvas; a certificate will be issued to the student upon completion of the training; the student must upload the certificate to Canvas.)

The student must file an application for fieldwork and receive approval prior to registering for fieldwork.

Competency Attainment

As part of a systematic assessment of each ABA student's progress throughout the program, faculty will examine student learning in relation to demonstration of a combination of knowledge and skills, as well as professional dispositions. Competency-based assessments, in the form of Key Performance Indicators (KPI's), are embedded in the ABA coursework. Students who do not meet the required competency will be required to remediate the competency in order to receive a passing grade for that particular course. The instructor will assign a plan for remediating the KPI assessment, and the student is responsible for completing the tasks outlined in the remediation plan. Detailed assignment information and associated grading rubrics are located in the designated course syllabi.

Fieldwork is a time for students to practice and build on their clinical skills. If by the end of the semester, the student has not demonstrated proficiency in the use of the basic ABA skills, the student will receive an

appropriate grade reduction. Students must earn a grade of B or higher in all fieldwork courses. Students may be referred to professional standing if there are concerns regarding his/her level of competency.

Applied Behavior Analysis Licensure and Certification

<https://psychology.nova.edu/about/certification.html>

Behavior Analyst Certification Board (BACB)

For information regarding the requirements for certification in Applied Behavior Analysis, students should review the requirements for certification at <http://www.bacb.com>

Substance Abuse Counseling/Substance Abuse Counseling and Education Concentrations Descriptions

Note: The Substance Abuse Counseling and Substance Abuse Counseling and Education concentrations are no longer accepting new students effective Fall 2024

The Master's in Counseling Program with a Substance Abuse Counseling (SAC) concentration or Substance Abuse Counseling and Education (SACE) concentration, housed under the College of Psychology at Nova Southeastern University, offers an innovative academic program designed for the working professional actively involved in or entering the field of substance abuse counseling or related fields. The program offers individuals the opportunity to earn a fully online degree in counseling with concentrations in Substance Abuse Counseling or Substance Abuse Counseling and Education.

The master's in counseling program will develop the skills and leadership abilities of counselors who have a desire to provide, create and maintain high quality service delivery. The online instruction offers accessibility and flexibility along with a quality educational opportunity for the mature independent student.

The Substance Abuse Counseling or Substance Abuse Counseling and Education concentrations are designed for the continued professional development of persons who presently serve or will serve their community in a variety of counseling or related capacities. Master's training is based on a developmental model that emphasizes interdisciplinary collaboration, prevention of dysfunction, and direct service. The field of counseling, which has experienced a great deal of growth over the past decades, now has professionals placed in mental health settings, business and industry, substance abuse clinics, hospices, hospitals, educational settings, and private practices. The coursework provides broad-based training designed to equip individuals with the skills necessary to confront a wide variety of contemporary issues. The Substance Abuse Counseling or Substance Abuse Counseling and Education concentration curriculum meets the academic requirements for certification as a Florida Certified Addictions Professional and Florida Masters Level Addiction Professional through the Florida Certification Board.

This program will prepare students to become competent providers of substance abuse services in a multicultural and diverse society through:

1. understanding their professional identity in their area of concentration, including roles, functions and relationships with other providers
2. possessing a strong background in the history, philosophy, ethical standards and policy issues related to their area
3. gaining specialized knowledge and skills needed to provide service delivery in mental health, substance abuse, or applied behavior analysis.
4. having a strong background in the nature and needs of individuals at all developmental levels
5. understanding and respecting the influences of varied backgrounds and experiences of individuals in a pluralistic society
6. understanding the contextual basis for assessment and intervention and becoming effective consumers of research
7. applying knowledge and skills to the treatment of individuals, families and groups
8. designing and implementing prevention services

Substance Abuse Counseling/Substance Abuse Counseling and Education Curriculum and Degree Requirements

Master's Degree in Counseling, Substance Abuse Counseling (SAC) Concentration (48 credit hours total) and Substance Abuse Counseling and Education (SACE) Concentration Curriculum (60 credit hours total)

Substance Abuse Counseling (SAC) Concentration Requirements (48 credits total)

Core Course Requirements (33 credits)

PYCL 0502 Counseling Theories and Practice
PYCL 0507 Research and Evaluation for Counselors
PYCL 0512 Human Growth and Development
PYCL 0570 Ethical, Legal, and Professional Issues for Counselors
PYCL 0584 Diagnosis and Treatment of Adult Psychopathology
PYCL 0608 Psychological Testing for Individual Evaluation
PYCL 0612 Substance Abuse
PYCL 0631 Career and Lifestyle Assessment
PYCL 0632 Social and Cultural Foundations of Counseling
PYCL 0635 Group Theory and Practice
PYCL 0645 Couples and Family Counseling Strategies

Substance Abuse Counseling Concentration Requirements (Additional 15 credits)

SA 0710 Foundations of Substance Abuse and Mental Health Counseling in Community Settings
SA 0720 Issues in Clinical Supervision
SA 0730 Treatment of Co-occurring Disorders
SA 0740 Psychopharmacology of Illicit and Licit Drugs
SA 0770 Substance Abuse Counseling Practicum I
SA 0780 Substance Abuse Counseling Practicum II **Elective**

Substance Abuse Counseling and Education (SACE) Concentration Requirements (60 credits total)

Core Course Requirements (33 credits)

PYCL 0502 Counseling Theories and Practice
PYCL 0507 Research and Evaluation for Counselors
PYCL 0512 Human Growth and Development
PYCL 0570 Ethical, Legal, and Professional Issues for Counselors
PYCL 0584 Diagnosis and Treatment of Adult Psychopathology
PYCL 0608 Psychological Testing for Individual Evaluation
PYCL 0612 Substance Abuse
PYCL 0631 Career and Lifestyle Assessment
PYCL 0632 Social and Cultural Foundations of Counseling
PYCL 0635 Group Theory and Practice
PYCL 0645 Couples and Family Counseling Strategies

Substance Abuse Counseling and Education Concentration Requirements (Additional 27 credits)

SA 0710 Foundations of Substance Abuse and Mental Health Counseling in Community Settings
SA 0720 Issues in Clinical Supervision
SA 0730 Treatment of Co-occurring Disorders
SA 0740 Psychopharmacology of Illicit and Licit Drugs
SA 0750 Prevention Programming and Education
SA 0770 Substance Abuse Counseling Practicum I
SA 0780 Substance Abuse Counseling Practicum II
SA 0790 Substance Abuse Counseling Practicum III
Clinical Mental Health Counseling Concentration Elective

Substance Abuse Counseling/Substance Abuse Counseling and Education Concentration Timeframes

The Master of Science degree program in Counseling with a concentration in Substance Abuse Counseling requires 48 semester hours of graduate credit (core courses 33 credit hours + 15 credit hours substance track). The Master of Science degree program in Counseling with a concentration in Substance Abuse Counseling and Education requires 60 semester hours of graduate credit (core courses 33 credit hours + 15 credit hours substance track + 12 credit hours substance abuse advanced track which includes a 3 credit elective from the Clinical Mental Health Counseling concentration).

The M.S. in Counseling with concentrations in Substance Abuse Counseling and Substance Abuse Counseling and Education is offered in the online format and may be taken on a fulltime or parttime basis. A student is expected to complete all requirements for the degree and graduate within five years of the date of first enrollment (see Time Limit Requirements).

A student must complete all courses for the degree with a grade point average of at least 3.0, including satisfactory completion of practicum and internship.

Course work in the counseling program can be taken in any sequence. The student should exercise care to ensure that matriculation requirements and other course prerequisites are met and should seek advisement from the appropriate academic advisor or faculty member as needed.

Students who have achieved matriculation status (completed the four designated courses for their concentration) and would like to add or change an eligible concentration must complete a specialty track request form and submit to the master's program office for approval. In each concentration, students must satisfactorily complete all curriculum requirements for selected concentrations before the degree can be conferred. Dual concentrations may not be available in all concentrations and formats. Consult a program advisor for further details.

Substance Abuse Counseling/Substance Abuse Counseling and Education Matriculation Requirements (Degree Candidacy)

Students are admitted into graduate study at the master's level and are reviewed for degree candidacy (matriculation) after completion of the designated four courses (12 credits) which must be completed within the first six courses (18 credits) or first two semesters for which the student is enrolled.

These four designated courses require demonstration of written, quantitative, and interpersonal skills, as well as overall professional functioning. The designated four courses for matriculation are:

1. PYCL 0502 Counseling Theories and Practice
2. PYCL 0507 Research and Evaluation for Counselors
3. PYCL 0570 Ethical, Legal, and Professional Issues for Counselors
4. SA 0710 Foundations of Substance Abuse/Mental Health Counseling in Community Settings

During the formal review for matriculation, the students' academic, behavioral, interpersonal, and professional performance in the four designated courses listed above will be examined. Students need a grade point average of 3.0 or above in the four designated courses to be matriculated. **Students who receive two grades below a B minus (B-) or a grade of F in any of the four designated courses will not be matriculated and will be withdrawn from graduate study.**

Prior to the formal matriculation review, should a student receive a second grade below B minus (B-) or a grade of F, the student will automatically be withdrawn from graduate study. Students with a grade point average greater than 2.5 but less than 3.0 for the four designated courses will be maintained in a nonmatriculated status. No more than four additional courses may be taken without achieving an overall grade point average of 3.0.

Under no circumstances will students who achieve a grade point average of 2.5 or below in the four designated courses be permitted to take graduate level courses in a College of Psychology program.

Substance Abuse Counseling Practicum Requirements

Practicum is conceived to be that phase of the master's in counseling program in which a counselor trainee is able to crystallize his or her educational experiences by translating theoretical constructs into practice. This type of supervised practice in counseling is generally viewed as an experience that assists the prospective counselor to function within a clinical setting. It serves as a bridge between the theoretical and the real. It is the first opportunity for the counselor trainee to apply what he or she has learned from the more didactic portion of the counseling program. Practicum experiences are designed to provide students with a sequential, supervised field experience in an appropriate clinical setting. Students will be required to complete the designated clinical training (field) experiences in their concentration. If more than one clinical training experience is required in a concentration, students are required to complete the practicum in continuous semesters. Students should be aware that some clinical training sites require evenings and weekends as well as daytime hours. Students are also expected to meet all clinical obligations during holidays and academic session breaks. If the student elects to intern more than the required hours per week, it should be discussed during the initial interview with the site. In addition, the student is required to attend the regularly scheduled class meetings. Students may elect to complete additional hours as required for licensure or certification in their state.

Students eligible to begin practicum will complete and submit a practicum form to initiate the placement process. **Students who submit an application to start the practicum will have completed the prerequisite coursework required prior to starting practicum.** The application and deadline dates are published in the Student Center in Canvas. It is important that students list the correct address for placement as the application is routed to the designated Practicum Coordinator for that area. It is advised that students who reside outside of the South Florida area apply several months before the deadline date. Students must resubmit an application if there is a delay to a subsequent term. Students will be notified by the program office of their approval or rejection to begin practicum. Those students approved to begin practicum will be provided with instructions regarding application for site approval and placement several months in advance of the term start. If a student is requesting placement outside of Florida or not near an NSU regional campus, the student is responsible for providing information on appropriate agencies in their local or surrounding areas.

Providing counseling services via telehealth modalities is permitted, but may not be available. These opportunities vary based on site placement, student training, and site and student needs. NSU does not guarantee opportunities to provide counseling services via telehealth. If permitted, it may require the approval of the Placement Coordinator.

If the student would like to do his or her practicum at the same site where he or she is employed, it must be completed in a different department/unit, must involve completely different duties, and must be supervised by a qualified professional unrelated to his or her present position. The student must receive permission from the program coordinator before requesting a placement in the place of his or her employment. An NSU representative will contact the agency on behalf of the student. While many students can complete the requirement while working, they should be prepared to make whatever arrangements are necessary to complete this requirement including a leave of absence, adjustment of the work schedule, etc

If a clinical site provides students with a stipend for a practicum or internship experience, it must be approved by the Placement Coordinator. NSU does not guarantee nor facilitate the provision of stipends, and if included, stipends are independent of NSU.

Private practice is approved through NSU as long as there is a sliding scale for fees and the agency has a grant or contract (state or federal) this includes Medicaid or Medicare or a DCF contract.

Please note that placements cannot be made in the state of New York or outside of the United States or its Territories.

Substance Abuse Counseling (SAC) Practicum

One semester of practicum is required. The practicum spans a 15-week semester. The student will spend a minimum of 160 hours (approx. 11 hrs/week) with a minimum of 75 hours of direct client contact in a community agency setting and participate in a practicum seminar class. Students may elect to take an additional practicum to gain more experience and to satisfy certification requirements.

Substance Abuse Counseling and Education (SACE) Practicum

Three consecutive semesters of practicum are required to afford students the opportunity of working with a variety of client populations over time. Each practicum spans a 15-week semester, on average. The student will spend a minimum of 160 hours (approx. 11 hrs/week) with a minimum of 75 hours of direct client in a community agency setting and participate in a practicum seminar class each semester.

Some states may require more practicum hours than required by Nova Southeastern University for licensure/certification. Students wishing to meet their respective state requirements for practicum may increase hours during the regular scheduled practicum or add additional practicum courses to meet state requirements.

It is the student's responsibility to check your respective state or local statutes and requirements for supervised practicum experiences in your selected discipline.

Students are responsible for the cost of their own fingerprinting and background checks for practicum and internships.

For online students, practicum and internship schedules are a departure from the asynchronous format. Students will be required to register for a section and be available for the live, synchronous class via Canvas during the posted class meeting times. Sections meet during the week at varying times, as listed in Self-Service Banner/WebSTAR.

*****Immediate placement at a practicum site may not be guaranteed*****

Substance Abuse Counseling (SAC) Practicum Prerequisites

To be eligible for SA 0770 Substance Abuse Counseling Practicum I, students must have completed the following prerequisite courses:

PYCL 0502 Counseling Theories and Practice

PYCL 0507 Research and Program Evaluation

PYCL 0570 Legal, Ethical and Professional Issues for Counselors**

PYCL 0584 Diagnosis and Treatment of Adult Psychopathology

PYCL 0612 Substance Abuse

PYCL 0632 Social and Cultural Foundations of Counseling

PYCL 0635 Group Theory and Practice

SA 0740 Psychopharmacology of Illicit and Licit Drugs*

***SA 0740 must be completed with a grade of B minus (B-) or better**

**** HIPAA training was required as part of PYCL 0570. A certificate was issued to the student upon completion.**

Substance Abuse Counseling and Education (SACE) Practicum Prerequisites

SA 0770 Practicum I

Students have an ongoing responsibility to report any address changes via Self-Service Banner/Webstar while enrolled.

Students must file an application for practicum and receive approval prior to registering for a practicum. Students were required to complete the HIPAA training certificate as part of the PYCL 0570 class and is a requirement for practicum.

Please be advised that most sites require a student to undergo a background screening that may include, but not be limited to, fingerprinting and/or drug testing. Some sites may require additional documentation such as proof of immunizations (including but not limited to COVID-19 vaccination), health screenings, etc. Students are expected to comply with agency procedures and timelines including incurring the cost of possible fees. The University is not required to provide alternative sites for clinical practicums or internships should students be placed at a site that requires COVID-19 or other immunizations. Students' failure to comply with the immunization requirements for practicum or internship sites may result in the delay of program completion and/or the inability to satisfy the graduation requirements.

Further practicum instructions will be provided to students prior to practicum registration.

Competency Attainment

As part of a systematic assessment of each Substance Abuse Counseling student's progress throughout the program, faculty will examine student learning in relation to demonstration of a combination of knowledge and skills, as well as professional dispositions. Competency-based assessments, in the form of Key Performance Indicators (KPI's), are embedded in the Substance Abuse Counseling coursework. Students who do not meet the required competency will be required to remediate the competency in order to receive a passing grade for that particular course. The instructor will assign a plan for remediating the KPI assessment, and the student is responsible for completing the tasks outlined in the remediation plan. Detailed assignment information and associated grading rubrics are located in the designated course syllabi.

Substance Abuse Counseling Licensure and Certification

Nova Southeastern University, College of Psychology, Master of Science in Counseling, Substance Abuse Counseling and Substance Abuse Counseling and Education Concentrations meet the educational degree completion requirements for certification through the Florida Certification Board.

The Florida Certified Board has multilevel certifications that allow addictions professionals to work and bill through Medicare, specifically the Florida Master's Level Addiction Professional (MCAP). The Master of Science in Counseling, Substance Abuse Counseling or the Substance Abuse Counseling and Education degree will qualify for the academic portion.

The Florida Certification Board (FCB) will only accept applications post master's degree. The FCB requires 4000 experience hours which can be earned within 5 years prior to the application and/or 5 years after the application. All practicum hours will count toward the 4000 hour requirement.

Students seeking licensure in the state of Florida through the Department of Health as a Licensed Mental Health Counselor should be advised that the Master of Science in Counseling, Substance Abuse Counseling and Substance Abuse Counseling and Education do not meet requirements for licensure as a Licensed Mental Health Counselor.

Reciprocity may be offered to those in other states and internationally by receiving an endorsement from the International Certification and Reciprocity Consortium (IC&RC). IC&RC is an organization of Alcohol and Drug counselor credentialing bodies that offer reciprocal level credentials and examinations in various boards at the state level, internationally in other countries, through the armed services and Indian Health services. Approval for this endorsement is determined by these IC&RC boards on a jurisdictional level. Local boards can be found at www.internationalcredentialing.org for more information. For information regarding the Florida CAP and MCAP requirements, students should review the requirements for certification at <http://flcertificationboard.org/certification/available-certifications/>. Students interested in pursuing national addictions certification should review requirements of the National Association for Addiction Professionals at www.naadac.org and the Master Addictions Counselor through the National Board for Certified Counselors at <https://www.nbcc.org/certification/mac>.

Please be advised that the MS Counseling Substance Abuse Counseling or the Substance Abuse Counseling and Education Concentration does not meet licensure requirements as a licensed professional counselor. Students seeking to become a licensed professional counselor should seek advisement on other degree paths that would apply.

If you have trouble obtaining the information you need, or if you have any other questions, please contact the Counseling Department at counseling@nova.edu for assistance.

Florida Certified Addiction Professional (CAP) and Florida Master's Level Addiction Professional (MCAP)

The Florida Certified Board has multilevel certifications that allow addictions professionals to work and bill through Medicare, specifically the Florida Master's Level Addiction Professional (MCAP). The Masters of Science in Counseling, Substance Abuse Counseling or the Substance Abuse Counseling and Education degree will qualify for the academic portion.

The Florida Certification Board will only accept applications post master's degree. The FCB requires 4000 experience hours which can be earned within 5 years prior to the application and/or 5 years after the application. All practicum hours will count toward the 4000 hour requirement.

Reciprocity may be offered to those in other states and internationally by receiving an endorsement from the International Certification and Reciprocity Consortium (IC&RC). IC&RC is an organization of Alcohol and Drug counselor credentialing bodies that offer reciprocal level credentials and examinations in various boards at the state level, internationally in other countries, through the armed services and Indian Health services. Approval for this endorsement is determined by these IC&RC boards on a jurisdictional level. Local boards can be found at www.internationalcredentialing.org for more information. For information regarding the Florida CAP and MCAP requirements, students should review the requirements for certification at <http://flcertificationboard.org/certification/available-certifications/>. Students interested in pursuing national addictions certification should review requirements of the National Association for Addiction Professionals at www.naadac.org and the Master Addictions Counselor through the National Board for Certified Counselors at <https://www.nbcc.org/certification/mac>.

GRADING POLICY

The following policies apply to all academic programs in the College of Psychology effective Fall 2017. All degree programs in the College of Psychology programs assign grades to coursework according to the following system:

Grade	Points or Percentage Earned	Quality Points
A	93–100	4.00
A-	90–92	3.75
B+	88–89	3.50
B	83–87	3.00
B-	80–82	2.75
C+	78–79	2.50
C	73–77	2.00
C-	70–72	1.75
F	Below 70	0.00
I	Incomplete	-
PR	Progressing	-
W	Withdraw	-

In all courses, a letter grade will be assigned based on the individual instructor's assessment and evaluation of the student's work.

Before the first class session, dropped courses will be deleted from a student's record. A grade of W is assigned when a student withdraws from a course after the "last day to drop courses," indicated in the section on Withdrawal from Classes. A grade of W will appear on the student's official transcript and will be included in attempted credit hours. **Students failing to officially withdraw before the "last day to drop courses" will be subject to grading as described in the course syllabus.**

A "PR" (Progressing) grade indicates that clinical or research activities are ongoing. It is used for practicum and internship.

An "I" (Incomplete) indicates that the student has not completed the course requirements during the scheduled time and the instructor has given additional time to do so. An "I" grade is not routinely assigned in courses. An "I" grade is not assigned by faculty members when students fail to complete the course requirements. Students cannot be assigned an "I" to finish extra credit work.

A student must request an Incomplete from the instructor. If the instructor approves an Incomplete, a contract form is signed by the instructor and the student and submitted to the master's program office. The contract must specify the following:

1. The requirements to be completed by the student to remove the incomplete.
2. The time period within which the student must satisfy the incomplete. The time limit is to be specified by the instructor, but must not exceed **10** weeks from the end of the semester.
3. The grade that the student will receive if the incomplete is not satisfied by the conclusion of the specified time period.

Should the instructor choose not to assign an incomplete, the grade assigned will then be based upon the instructor's assessment of the quality and quantity of work completed. A student will not be permitted to register for a sequential course when a grade lower than a B- or an "I" (incomplete has been received in a prerequisite course.

**The ABA program does not issue minus grades.

Policy for Grading Disputes

Grade disputes shall be limited to concerns about the method(s) (i.e., error in calculation of grades) by which grades are determined. A student seeking to dispute a decision regarding a course grade and/or other evaluation should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated:

- a. Course Instructor/Supervisor
- b. Program Coordinator
- c. Department Chair or Designee (**Final Decision of Dispute Process**)

A student seeking to resolve a grade problem or dispute through the administrative channels cited above must initiate such action in writing within five business days (excluding official school holidays and weekends) from the date that the grade was recorded in Self-Service Banner/WebSTAR. The grade appeal should include a concise statement of the basis of the appeal and shall not exceed one (1) page. The student will then have five days from the time of notification of the decision at each level in order to proceed to the next level in the administrative channels cited above (i.e., if the student receives notification of an unfavorable decision by the course instructor/supervisor, the student must proceed with his/her appeal to the program administrator within five days of said notification). Where a student fails to either initiate this process or proceed through this process within the specified time frame, the student will be deemed to have waived his/her right to dispute the grade in question.

In the case of a grade dispute or other appeals relating directly to a student's academic performance, an administrator may not substitute his/her judgment for the performance appraisal of the faculty member rendering the grade or assessing the students' work. **The decision of the faculty chair is the final decision in the process. There are no further appeals permitted.**

Remediation Policy

A student receiving a grade of F in any course must repeat and successfully complete the course within one year (excluding leaves of absence). Both grades shall remain on the student's record and shall count toward the cumulative total of below B minus (B-) grades; however, only the higher of the two grades will be counted toward the student's grade point average.

A grade lower than B minus (B-) in the following courses reflects inadequate performance and does not satisfy curriculum requirements:

Clinical Mental Health Counseling: PYCL 0666 Case Conceptualization and Treatment Strategies, PYCL 0680 Counseling Practicum, PYCL 0681 Counseling Internship, and PYCL 0682 Continuing Counseling Internship

Substance Abuse Counseling: SA 0770 Substance Abuse Counseling Practicum I, Substance Abuse Counseling and Education: SA 0780 Substance Abuse Counseling Practicum II, and SA 0790 Substance Abuse Counseling Practicum III

A grade lower than B in the following courses reflects inadequate performance and does not satisfy ABA curriculum requirements:

Applied Behavior Analysis: ABA 0714 Concepts and Principles of Applied Behavior Analysis (**grade lower than B if enrolling in ABA fieldwork courses**), ABA 0761 Fieldwork in ABA I, ABA 0771 Fieldwork in ABA II, ABA 0781 Fieldwork in ABA III

School Counseling: PYCL 0685 School Counseling Practicum, PYCL 0688 School Counseling Internship and PYCL 0689 Continuing School Counseling Internship

The student must repeat the course and a minimum grade of B minus (B-) must be achieved. Both grades shall remain on the student's record and shall count toward the cumulative total of below B minus (B-) grades; however, only the higher of the two grades will be counted toward the student's grade point average.

As part of the Remediation Policy of the college, any student receiving a grade below B minus (B-) during matriculation or placed on academic probation is required to meet with the Program Coordinator or Department Chair.

NSU CODE OF CONDUCT AND ACADEMIC RESPONSIBILITY

All NSU students are required to familiarize themselves with the university-wide policies, including the NSU Code of Conduct and Academic Responsibility, located in the www.nova.edu/student-handbook

Moreover, all counselors-in-training are expected to comply with the legal and ethical codes and standards of practice of the profession. Violations will result in disciplinary action.

The institution reserves the right to dismiss a student at any time for misconduct as described above. It also reserves the right to impose probation or suspension of a student whose conduct is determined to be unsatisfactory.

Students who feel their rights have been denied are entitled to due process.

PROFESSIONAL STANDING COMMITTEE

The Professional Standing Committee of the College of Psychology is appointed by the Dean and serves in a variety of capacities related to the review of student professional standing matters. The committee consists of faculty, concentration adviser, and other members as appointed by the Dean.

The committee may be asked to review alleged violations of the university Student Code of Conduct, including academic standards and ethical standards of the field. In addition, the committee may conduct reviews concerning emotional and behavioral problems serious enough to suggest interference with professional functioning (e.g., in relation to staff and faculty, other students in the program, and/or those in practicum and internship sites), academic performance, or performance in a clinical practicum or internship setting.

The purpose of the committee's review and recommendations are not limited to disciplinary actions, but may encompass efforts to remediate a deficiency or problems so that students can continue their education and function competently as professionals. Committee activities are designed to ensure a process by which all relevant facts can be determined, including providing the student with full opportunity to present important information. Actions the committee may recommend to the Dean could include, but are not limited to, remediation, referral, warning or sanctions up to suspension or termination.

In instances of complaints regarding violations of Student Conduct and Academic Responsibility, the Dean may charge the committee with conducting a formal investigation into the facts pertaining to allegations of misconduct. In such cases the committee will adhere to professional standing committee guidelines that ensure a timely and complete review of the facts. The process will ensure that the student and involved parties have the opportunity to present relevant information.

ACADEMIC STANDING

Academic Standing (Following Matriculation)

The grading policy for all graduate programs in the College of Psychology requires candidates to maintain a minimum cumulative grade point average of 3.0. In addition, other minimum requirements are in existence. Failure to meet these requirements will result either in academic probation or dismissal as detailed below.

Probation

Academic probation will occur automatically when any of the following conditions exist:

1. The cumulative grade point average falls below 3.0.
2. A grade of F is received.
3. Three concurrent incompletes (I) appear on the transcript.

The candidate, the master's program administration and the Department Chair will be notified in writing of the candidate's probationary status. A candidate is allowed one year (two full semesters, excluding summer sessions and leaves of absence) to remove probationary status.

Academic probation may affect the candidate's financial aid status.

Dismissal

Automatic dismissal from any counseling program in the College of Psychology will occur when any of the following conditions exist:

1. Academic probation extends beyond one year.
2. More than 2 grades below B minus (B-) are received.
3. Two grades of F are received.

For Applied Behavior Analysis:

1. Academic probation extends beyond one year.
2. More than two grades below a B minus (B-) are received in PYCL courses and one or more grades below a B in ABA courses; or more than 2 grades below B are received in ABA courses.
3. Two grades of F are received.

Academic Standing (Non-Degree Seeking Students)

Non-Degree seeking students will be held to the same standards in coursework as degree seeking students. Students will be notified to contact a Program Coordinator should they receive a first grade below B minus (B-). Should a non-degree seeking student receive a second grade below B minus (B-) or a grade of F, the student will automatically be withdrawn from graduate studies and must wait one year (three academic terms) to reapply.

Applied Behavior Analysis non-degree seeking students will be notified to contact a Program Coordinator should they receive a first grade below B minus (B-) in a PYCL course or a B in an ABA course. Should a non-degree seeking student receive a second grade below B minus (B-) or a grade of F, the student will automatically be withdrawn from graduate studies and must wait one year (three academic terms) to reapply.

DEGREE CONFERRAL

Once students have completed 100 percent of their degree requirements, degrees will automatically be conferred. As long as the student account is free from any academic or financial holds, students will be invited to participate in their college's commencement ceremonies and diplomas along with complimentary academic transcript will be mailed to the address on file.

GRADUATION

Graduation exercises for Nova Southeastern University take place each spring/summer. Eligibility to graduate is determined by having completed all requirements prior to the graduation date or by the end of the **summer** term. Students eligible to participate in graduation may contact the Office of the University Registrar for information about graduation ceremonies.

ACADEMIC REGULATIONS AND INFORMATION

Department of Counseling Academic Calendar 2025-2026

Fall 2025 – Full Semester	
Monday, August 18	Fall semester classes begin Last day for completing regular registration
Sunday, August 24	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, August 31	End of 75% refund
Monday, September 1	Labor Day – university offices closed
Sunday, September 7	End of 50% refund
Sunday, September 14	End of 25% refund Last day for dropping classes with refund
September 26, 27, 28	Residential Institute – Ft. Lauderdale <i>(Online Clinical Mental Health Counseling and School Counseling)</i>
October 17, 18, 19	Residential Institute – Orlando <i>(Online Clinical Mental Health Counseling and School Counseling)</i>
Sunday, November 16	Last day to withdraw from classes (no refund)
Thursday, November 27 Friday, November 28	Thanksgiving – university offices closed
Sunday, December 7	Fall semester classes end
TBA	Winter Holiday – university offices closed * Subject to university president's discretion and approval
Fall A 2025 (8-Week / Intensive Weekend Format)	
Monday, August 18	Fall A classes begin Last day for completing regular registration
Sunday, August 24	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, August 31	End of 75% refund
Monday, September 1	Labor Day – university offices closed
Sunday, September 7	End of 50% refund
September 12, 13, 14	Intensive weekend-format class meeting <i>(Clinical Mental Health Counseling – Regional Campuses)</i>
Sunday, September 14	End of 25% refund

	Last day for dropping classes with refund
Sunday, September 21	Last day to withdraw from classes (no refund)
October 3, 4, 5	Intensive weekend-format class meeting <i>(Clinical Mental Health Counseling–Regional Campuses)</i>
Sunday, October 12	Fall A classes end
Fall B 2025 (8-Week / Intensive Weekend Format)	
Monday, October 13	Fall B classes begin Last day for completing regular registration
Sunday, October 19	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, October 26	End of 75% refund
Sunday, November 2	End of 50% refund
November 7, 8, 9	Intensive weekend-format class meeting <i>(Clinical Mental Health Counseling–Regional Campuses)</i>
Sunday, November 9	End of 25% refund Last day for dropping classes with refund
Sunday, November 16	Last day to withdraw from classes (no refund)
Thursday, November 27 Friday, November 28	Thanksgiving – university offices closed
December 5, 6, 7	Intensive weekend-format class meeting <i>(Clinical Mental Health Counseling–Regional Campuses)</i>
Sunday, December 7	Fall B semester classes end
Winter 2026 – Full Semester	
TBA	Winter Holiday – university offices closed * Subject to university president's discretion and approval
Monday, January 5	Winter semester classes begin Last day for completing regular registration
Sunday, January 11	End of 100% refund Last day for completing late registration / adding classes
Sunday, January 18	End of 75% refund
Monday, January 19	Martin L. King, Jr. Day – university offices closed
Sunday, January 25	End of 50% refund
Sunday, February 1	End of 25% refund

	Last day for dropping classes with refund
February 6, 7, 8	Residential Institute – Ft. Lauderdale <i>(Online Clinical Mental Health Counseling and School Counseling)</i>
February 20, 21, 22	Residential Institute – Orlando <i>(Online Clinical Mental Health Counseling and School Counseling)</i>
March 2 – March 6	Spring Break
Sunday, April 12	Last day to withdraw from classes (no refund)
Sunday, May 3	Winter semester classes end

Winter A 2026 (8-Week / Intensive Weekend Format)	
Monday, January 5	Winter A classes begin Last day for completing regular registration
Sunday, January 11	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, January 18	End of 75% refund
Monday, January 19	Martin L. King, Jr. Day – university offices closed
Monday, January 25	End of 50% refund
January 30, 31, February 1	Intensive weekend-format class meeting <i>(Clinical Mental Health Counseling–Regional Campuses)</i>
Sunday, February 1	End of 25% refund Last day for dropping classes with refund
Sunday, February 8	Last day to withdraw from classes (no refund)
February 27, 28, March 1	Intensive weekend-format class meeting <i>(Clinical Mental Health Counseling–Regional Campuses)</i>
Sunday, March 1	Winter A classes end
Winter B 2026 (8-Week / Intensive Weekend Format)	
Monday, March 9	Winter B classes begin Last day for completing regular registration
Sunday, March 15	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, March 22	End of 75% refund

March 27, 28, 29	Intensive weekend-format class meeting (<i>Clinical Mental Health Counseling–Regional Campuses</i>)
Sunday, March 29	End of 50% refund
Sunday, April 5	End of 25% refund Last day for dropping classes with refund
Sunday, April 12	Last day to withdraw from classes (no refund)
April 24, 25, 26	Intensive weekend-format class meeting (<i>Clinical Mental Health Counseling–Regional Campuses</i>)
Sunday, May 3	Winter B semester classes end

Summer 2026 – Full Semester	
Monday, May 4	Summer semester classes begin Last day for completing regular registration
Sunday, May 10	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, May 17	End of 75% refund
Sunday, May 24	End of 50% refund
Monday, May 25	Memorial Day – university offices closed
Sunday, May 31	End of 25% refund Last day for dropping classes with refund
June 26, 27, 28	Residential Institute – Ft. Lauderdale & Orlando (<i>Online Clinical Mental Health Counseling</i>)
Friday, July 3 (<i>Observed</i>) Saturday, July 4	Independence Day – university offices closed
Sunday, July 19	Last day to withdraw from classes (no refund)
Sunday, August 9	Summer semester classes end

Summer A 2026 (8-Week / Intensive Weekend Format)	
Monday, May 4	Summer A classes begin Last day for completing regular registration
Sunday, May 10	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, May 17	End of 75% refund
Sunday, May 24	End of 50% refund
Monday, May 25	Memorial Day – university offices closed
May 29, 30, 31	Intensive weekend-format class meeting <i>(Clinical Mental Health Counseling–Regional Campuses)</i>
Sunday, May 31	End of 25% refund Last day for dropping classes with refund Last day to withdraw from classes
June 19, 20, 21	Intensive weekend-format class meeting <i>(Clinical Mental Health Counseling–Regional Campuses)</i>
Sunday, June 21	Summer A classes end
Summer B 2026 (8-Week / Intensive Weekend Format)	
Monday, June 22	Summer B semester classes begin Last day for completing regular registration
Sunday, June 28	End of 100% refund Last day for completing late registration Last day for adding classes
Friday, July 3 (Observed) Saturday, July 4	Independence Day – university offices closed
Sunday, July 5	End of 75% refund
Sunday, July 12	End of 50% refund
July 17, 18, 19	Intensive weekend-format class meeting <i>(Clinical Mental Health Counseling–Regional Campuses)</i>
Sunday, July 19	End of 25% refund Last day for dropping classes with refund Last day to withdraw from classes
August 7, 8, 9	Intensive weekend-format class meeting <i>(Clinical Mental Health Counseling–Regional Campuses)</i>
Sunday, August 9	Summer B semester classes end

**M.S. in Clinical Mental Health Counseling
M.S. in School Counseling
(Online Programs)**

Fall 2025

August 18 – December 7, 2025

September 26-28: Residential Institute – Ft. Lauderdale
(Online Clinical Mental Health Counseling and School Counseling)

October 17-19: Residential Institute – Orlando
(Online Clinical Mental Health Counseling and School Counseling)

Winter 2026

January 5 – May 3, 2026

February 6-8: Residential Institute – Ft. Lauderdale
(Online Clinical Mental Health Counseling and School Counseling)

February 20-22: Residential Institute – Orlando
(Online Clinical Mental Health Counseling and School Counseling)

Summer 2026

May 4 – August 9, 2026

June 26-28: Residential Institute – Ft. Lauderdale & Orlando
(Online Clinical Mental Health Counseling)

**Master's Programs in Clinical Mental Health Counseling
Regional Campus Intensive Weekend Class Meeting Dates**

Fall 2025
Session A: August 18 – October 12 September 12, 13, 14 October 3, 4, 5
Session B: October 13 – December 7 November 7, 8, 9 December 5, 6, 7
Winter 2026
Session A: January 5 – March 1 January 30, 31, February 1 February 27, 28, March 1
Session B: March 9 – May 3 March 27, 28, 29 April 24, 25, 26
Summer 2026
Session A: May 4 – June 21 May 29, 30, 31 June 19, 20, 21
Session B: June 22 – August 9 July 17, 18, 19 August 7, 8, 9

CALENDAR AND CLASSES

Current Academic and Program Information

All current course schedules, forms, and department handbooks are located in the *Department of Counseling Student Center* in Canvas. The Student Center also contains information about professional counseling organizations, opportunities for professional involvement, and activities appropriate for students. Students must complete the required modules to access the materials, including completion of the Degree Acknowledgement requirement.

Academic Year

The academic year for students is divided into three semesters. Students are expected to register for classes at the designated time in accordance with procedures outlined in this text and in program literature unless they have an approved leave of absence (see section below on Student Enrollment).

Course Attendance and Engagement

Students are expected to engage with courses on the first day of class. Students not attending the courses by the 14th day of class will be marked as non-attending and may be withdrawn from coursework in accordance with University Registrar and Roster Reconciliation policies.

Students are expected to attend all scheduled learning activities including classes, lectures, and seminars. Anticipated absences should be approved in advance with the instructor. Excessive absences may result in a lower grade at the instructor's discretion or may necessitate a withdrawal from the course.

Roster Reconciliation

Students are required to attend the first class of each course in order to start academic work for the semester, unless they have obtained prior approval for an absence from the instructor. Without such approval, a student will be reported as not in attendance, which may result in the student being dropped from the class through the university's roster reconciliation process. However, it remains the student's responsibility to monitor class registration status in accordance with the Student Enrollment Agreement (SEA), regardless of the instructor's roster reconciliation submission.

Religious Holidays Policy

A student with a personal religious belief, requesting to be excused from class or an educational activity for a work-restricted religious holiday, shall notify the NSU Assistant Dean for Student Development, Benjamin O. Johnson Ph.D. at BJ379@nova.edu or (954) 262-7281 within three (3) calendar days after the start of the semester. See the *NSU Student Handbook*, Religious Holidays policy section. Visit <https://www.nova.edu/studentconduct/religious-holiday-policy.html> for more information.

Student Enrollment

All degree seeking students are considered full-time students when they register for two or more courses per semester. This requirement is independent of the number of transfer credits the student may receive. NSU requires all students to make consistent progress toward obtaining an eligible degree or certificate program at the university.

Full-time Status

Students are considered to be full-time if they complete six credit hours each semester. A student on financial aid considering completing less than the scheduled credit hours in any given semester should discuss this with the master's program office and the Office of Student Financial Services and Registration prior to the time of registration. It is the responsibility of the student to seek advisement of options available for completing the Master's Program.

Please be advised that the M.S. in Counseling degree is designed for full time enrollment. Students will not be able to complete course requirements within the required five years with part time enrollment.

Leave of Absence

A leave of absence is a temporary period of time during which the student is not in attendance but is not considered withdrawn from the university. A student may request a leave when he or she can demonstrate an extenuating circumstance beyond the realm of his or her control. A request for leave due to poor academic performance, financial issues, or to delay the return of unearned Title IV funds is not considered an extenuating circumstance.

Federal guidelines state the maximum period of time allowed for an approved LOA is 180 days within a 12-month period. If the student is granted one LOA, and then is granted a second LOA, the total period of both LOAs cannot exceed 180 days within the 12-month period. Prior to an LOA approval, the university must determine there is a reasonable expectation the student will return from the leave.

Conditions for Leave of Absence

All approved LOAs (status and dates) must be reported to the National Student Clearinghouse (NSC).

A student who was approved for a leave for less than 180 days but fails to return to the university when the LOA is over will be reported as withdrawn to the NSC as of the last date of attendance.

Students who are concurrently enrolled in multiple programs of study cannot request a leave from one program and remain enrolled in a second program. Students cannot be registered in any program at the university during an approved LOA. The university will not disburse any financial aid to students while on an approved LOA.

A student is expected to return at the end of his or her approved LOA. A student returning from an LOA is required to complete the courses they started prior to the leave. The university cannot impose additional charges or disburse additional financial aid until the student has earned the Title IV financial aid previously paid for the courses.

Requesting a Leave of Absence

The *Leave of Absence Request Form* must be submitted at least 14 days prior to the start of the requested leave unless the student is incapacitated and unable to meet the 14-day requirement. Leaves requested after the semester/term has begun will be considered for approval only in a documented extreme circumstance.

To receive an approved LOA:

1. The student must have successfully completed one (1) semester/term in their current degree program.
2. The student must confer with their academic advisor/program office prior to submitting the *Leave of Absence Request Form*.
3. The student must not be in an academic standing that prohibits registration.

4. The student must not have a hold(s) (e.g., disciplinary, financial, etc.) which would prohibit registration. An employee hold is an exception to this requirement.
5. The student must submit a written, signed, and dated *Leave of Absence Request Form*, with documentation, detailing the reason(s) for the LOA being requested and declaring an expected return date. Medical LOA requests must be accompanied by a signed typed letter/form from a medical doctor or treating psychologist their letterhead. Military LOA requests must be accompanied by a copy of the military orders.

Students, where possible, should seek advisement from their program director or advisor when considering a leave.

The Leave of Absence Request Form and policy statement can be found here: [Leave of Absence Policy \(nova.edu\)](http://nova.edu).

Excused Absences for Participation in Co-Curricular Activities

While enrolled at NSU, students are expected to make academic participation their top priority. However, there may be instances when students must miss class due to their commitment to officially represent the University in certain co-curricular activities. NSU will consider travel to and participation in certain University-sponsored co-curricular events as grounds for approval of an excused absence, including but not limited to: NCAA intercollegiate athletic competition, musical/theatrical performances, and academic program field trips. Practices and rehearsals for university-sponsored co-curricular events, participation in club or intramural athletic competition, and field trips that are not associated with the student's academic program are not considered grounds for an approved absence. Students who intend to miss class due to participation in a co-curricular event must still follow all applicable policies and procedures of their academic program to ensure that their academic program and instructors are aware of their absence and to receive direction on the makeup of any missed academic instruction and/or coursework. Students who are approved for an excused absence pursuant to this policy remain responsible for the completion of any academic instruction and/or coursework missed during the period of excused absence.

Academic Inactivity Policy

Any student who does not complete a course and earn credit(s) for two consecutive semesters/four terms when pursuing the M.S. in Counseling degree will be considered inactive and withdrawn from the University, excluding any semesters/terms where the student is on an approved leave of absence. Students withdrawn pursuant to this policy who wish to continue their academic program are required to follow the readmission process as detailed in this handbook. Readmission is solely at the discretion of the student's college or academic program and may include specific conditions, including the repeat of courses or the entirety of the academic program, when deemed appropriate by the college/academic program.

Time Limit Requirements

Students must complete their program within five years from the date of first enrollment. This means that students are expected to complete all degree requirements and graduate with the master's degree within this time period. In the event that a matriculated student has not completed all requirements within the five year time limit and has not maintained continuous enrollment, the student will be withdrawn from the program. If the student wishes to resume the program to complete their degree, they must apply for readmission in order to re-enroll in the master's program. Readmission is not guaranteed.

In the event that a matriculated student has not completed all requirements within the five year time limit and has maintained continuous enrollment or is readmitted into the program, the student must:

1. Maintain full-time status (minimum six credits per semester).

2. Complete remaining degree requirements, which will include any course work that is more than five years old.

All other program, college, and university requirements will be in effect.

Degree Recission Policy

Nova Southeastern University (NSU) awards degrees on the basis of the successful completion of all academic and program requirements and in accordance with NSU's Code of Conduct requiring academic honesty and integrity. NSU reserves the right to rescind a degree in the event there are findings of academic misconduct, fraud, or other violations committed by a student in completing and/or obtaining the degree. The Dean or designee of the college or school that oversees the degree program is essential in determining the discovery and receipt of credible information for review or investigation and will follow the protocols outlined in the applicable student catalog and handbook.

The recission recommendation is presented to the Provost and President for review and support. The decision to rescind the degree is the responsibility of the President of the University with the approval of the NSU Board of Trustees.

Once the decision to rescind a degree has been approved by the NSU Board of Trustees, the following will occur:

1. The Provost will communicate the actions required to formally rescind the degree and will provide the University Registrar, with a copy to the Dean, written authorization to proceed as follows:
 - a. Send a certified notification to the individual informing the individual of the university's decision to rescind the degree and requesting return of the diploma provided after degree conferral.
 - b. Remove the degree conferred status and date from the individual's academic record, the official transcript, and in all other pertinent education records maintained in the student information system (current and archive).
 - c. Inform the College Dean, the National Student Clearinghouse, the Office of Alumni Affairs, the Library (if applicable for publications), and, if applicable, any local, state, national, or international agency of the degree rescission so that their records are revised to reflect this action.
 - d. Enter a "Degree Rescinded" notation on the individual's academic record indicating rescission action and date of the Board of Trustee's decision.
 - e. Place a University (UA) Hold on the individual's record to prevent future admissions, registration, and enrollment at the university.
 - f. Ensure the Provost's written authorization and all supporting documentation are placed in the individual's permanent university records.

Degree Limits Policy

To encourage focused academic achievement, promote postgraduate professional success, and allocate university resources efficiently, NSU has established the following limitations with respect to the number of degrees it will award to a single student:

- A maximum of four degrees at the master's level, regardless of academic program, major or concentration
- A maximum of two education specialist (EdS) degrees
- One of each type of all other doctoral or professional degrees (e.g., PhD, MD, JD, DO, etc.) at NSU.

Multiple doctoral degrees of the same type are not permitted, regardless of whether they have different majors/concentrations or are offered through different colleges or academic programs at NSU. By setting these limits, NSU aims to support students in achieving depth and specialization in their chosen fields while balancing academic rigor and maintaining the quality and accessibility of its educational offerings.

Although degrees awarded at other institutions do not count toward this policy, when exercising its academic discretion with respect to admissions decisions, NSU considers the totality of an applicant's academic history, including the nature and number of degrees possessed by the applicant.

Continuous Enrollment

All students are expected to be in continuous enrollment every semester until they receive their degree (see section on Student Enrollment). Arrangement with the Bursar's Office regarding payment of tuition and fees is part of the registration process and registration is a prerequisite to class attendance.

Non-degree seeking students who are not registered for two consecutive semesters will be withdrawn from graduate study.

Failure to Register/Withdrawal

Students who fail to register for a regular semester without a leave of absence are considered to have withdrawn from their program. If a student is withdrawn from the program due to failure to register, they must go through the readmission process, including submitting an application for readmission, if they wish to apply to resume the program. Readmission is not guaranteed.

Advising

The college offers academic advisement to students. Advisers are accessible to students to assist with course planning and selections, development of a planned program of study, appraisal of their academic standing, review of university policies and procedures, respond to individual circumstances, etc.

All matters pertaining to a student's record, schedule of classes, leaves of absences, etc. should be directed to the master's program administration by contacting counseling@nova.edu.

Orientation

A formal orientation program will be available to all students to familiarize them with the academic program and requirements, registration procedures, library information, student responsibilities, and university resources. Students may meet with an adviser regularly during registration or at any time upon request. Student are also provided access to Canvas orientation courses each semester.

Registration

Students register directly on the university system: <https://ssb.nova.edu/>.

All students must complete the Student Enrollment Agreement (SEA) form in order to register for classes. The SEA requires students to agree with NSU standards and policies regarding course registration and withdrawal, financial responsibility, a release of liability, and more. Students registering for courses will be prompted to complete the form as part of the registration process on Sharklink (<https://sharklink.nova.edu/>) and Self-Service Banner/WebSTAR (https://ssb.nova.edu).

TUITION AND FEES

Payment of Tuition and Fees

Payment of tuition and fees is due within 30 days of the beginning of a particular semester. Students awarded financial aid will have fees/tuition deducted before receiving a refund.

Arrangement with the Bursar's Office regarding payment of tuition and fees is part of the registration process and **registration is a prerequisite to class attendance.**

University Student Services Fee

NSU offers to all students—on campus, online, clinical, or hybrid—the same quality education and many opportunities for student benefits depending on the student’s choice of educational modality selected. Therefore, the university sets the overall student fees on an aggregate, student-centric basis for the entire student body. The overall costs exceed the amount collected from student fees charged to all students. These student fees are blended together to create INSU with high-tech systems, student activities, and many other essential student services that make a complete, integrated university. This mission transcends the development and ultimate determination of the amount of student fees for all students, irrespective of their choice of learning modality.

NSU Student Health Insurance Requirement

NSU requires all students to carry adequate health insurance coverage. Therefore, all NSU students will automatically be enrolled in the NSU Student Health Insurance Plan, and their student accounts will be charged when they register for classes. Students who reside and take classes outside of the United States are exempt from this requirement. Students who already have health insurance must opt out of the NSU Student Health Insurance Plan each academic year by the given waiver deadline for their program. For detailed information, including waiver deadlines access the online waiver, NSU Student Health Insurance Plan features, costs and more, students should visit the Office of the University Bursar website: <https://www.nova.edu/bursar/health-insurance/index.html>

Professional Liability Insurance

All master’s students are required to carry professional liability insurance through the university. Students are assessed a fee at the time of each registration. All students are required to abide by the ethical standards of the profession. Students will abide by the ethical standards of the profession as delineated in the American Counseling Association Publication, *Code of Ethics*, <https://www.counseling.org/docs/default-source/default-document-library/ethics/2014-aca-code-of-ethics.pdf?sfvrsn=55ab73d0>. In addition to complying with the policies and procedures of the College of Psychology, students must also follow all rules and regulations of the agency/school/district where his or her practicum and or internship will be completed.

The college/student professional liability insurance policy provides coverage while the student is attending Nova Southeastern University and while he or she is functioning in approved college activities. This policy does not provide coverage for nonapproved or noncollege related activities.

Clinical Mental Health Counseling students will need to purchase individual liability insurance before starting practicum (PYCL 0680 Counseling Practicum). More information can be found in the Canvas Student Center linked [here](#).

Tuition and Fees 2025-2026

Master’s tuition for 2025–2026 will be charged at the rate of \$955 per credit hour. **Students should anticipate an annual review of fees by the university and possible increases.** Students receiving financial aid must familiarize themselves with the requirements of that office with regard to payments and may defer payment only if they have been officially notified of an award. Once a loan check is disbursed, students will be responsible for making all appropriate payments.

Tuition	\$955 per credit hour
Application Fee	\$50 (non-refundable)
Late Payment Fee	\$100 per semester
Student Services Fee	\$680 per semester (4 or more credits)

Textbooks	\$340 per semester (under 4 credits)
Official Transcript Fee	\$80-200 per course (approximate cost) \$19.50/\$17.00 (<i>printed/electronic</i>)
Student Health Insurance Fee	\$2,520 coverage August 1, 2025 thru July 31, 2026 (12-month coverage period) (<i>Student Health Insurance Plan Details, Rates, and Waiver Deadlines are published at https://www.nova.edu/bursar/health-insurance/index.html .)</i>)
Fingerprinting/Background Checks	Fee determined by agency
<u>CMHC Students Only:</u>	
Counselor Preparation Comprehensive Exam	\$ 150 per attempt for CMHC students only
CMHC Practicum/Internship Liability Insurance	\$40-105 per year (practicum & internship students only)
<u>ABA Students Only:</u>	
ABA Fieldwork Liability Insurance	\$35-50 per year (fieldwork students only; recommended)
Behavior Development Solutions Modules	\$338 per 6-month license \$398 per 12-month license \$498 per 24-month license \$598 per 36-month license \$698 per 48-month license

The expenses outlined above are to be considered as very general estimates and may vary considerably depending on individual circumstances. Some courses may require additional fees for laboratory and/or equipment (e.g., calculator, testing materials) and supplemental course materials. Students are provided NSU Email accounts at no charge. Off-campus students will need to make arrangements for Internet access and are responsible for any corresponding costs.

*** Please note that all above fees are subject to change without notice.**

[Tuition and Fees | College of Psychology \(nova.edu\)](#)

Refund Policy

Any student in good standing enrolled in the **M.S. in Counseling** programs wishing to withdraw from classes because of illness or some other satisfactory reason must contact the Master's Program Office immediately at 954-262-5740 or via email at counseling@nova.edu.

Adjustment of tuition fees will be computed from the date on which the notice is received by the Program Office.

- (a) No part of the application fee or the registration fee will be refundable upon withdrawal.
- (b) The refundable percentage of total tuition (paid or due) will be computed in accordance with the refund timeframes and rates provided on the College of Psychology Academic Calendar in this handbook.

Indebtedness to the University

By registering for courses at Nova Southeastern University, the student accepts financial responsibility for payment of all institutional costs including, but not limited to, tuition, fees, housing, health insurance, and meal plan (if applicable), and any additional costs when those charges become due. Payment is due in full at the time of registration. NSU eBill notifications are sent the middle of each month to the student's NSU email address. However, to avoid late charges, students should not wait for their billing notice to pay their tuition and fees. A student will not be able to register for future semesters until all outstanding balances from previous semesters have been paid in full. If a student has a balance 30 days after the start of the semester, a hold and a \$100 late fee will be placed on his or her account. This hold stops all student services, including, but not limited to, access to the NSU RecPlex, and future registrations. It will remain on the student's account until the balance has been paid in full. Delinquent student account balances may be reported to a credit bureau and referred to collection agencies or litigated. Students with delinquent accounts will be liable for any costs associated with the collection of unpaid charges, including attorney fees and court costs. All registration agreements shall be construed in accordance with Florida law, and any lawsuit to collect unpaid fees shall be brought exclusively in the appropriate court sitting in Broward County, Florida, regardless of the student's domicile.

Class Cancellation Policy

The university reserves the right to cancel any class. If a class is cancelled and a replacement is not offered, then students will receive a full refund of tuition paid for the cancelled class. If the student registered for only one class, then the registration fee would be refunded as well.

Drop/Add

The academic calendar outlines the dates and refund schedule for courses dropped or added. A course that is dropped within the time frame indicated on the academic calendar will not appear on the student's official transcript. Once a semester begins, master's students must contact the program office to drop a course.

Withdrawal from a Course

When the student drops a course prior to the first class, the course is deleted from the student's record. A "W" grade is assigned when a student withdraws from a course after the last date indicated on the academic calendar to drop courses with a refund and prior to last published date to withdraw for the term. If the student fails to withdraw by the final published date to withdraw for the term, the student will be assigned a grade of "F." Withdrawal from a course may affect the student's financial aid status.

TRANSFER OF CREDIT

All transfer credit must be awarded during the student's **first academic year in the master's program**. Students requesting transfer of credit must submit a written request for transfer along with supporting documentation to the master's program office. Sufficient documentation is required to allow for evaluation by faculty committee and the Department Chair, including an official transcript from the institution where the course was taken and a course description as listed in the institution's catalog. Other documentation may be required, such as syllabi, course notes, or other material.

The number of transfer credits that will be credited towards graduation is six. Transfer of credits will be awarded when the course being evaluated meets all of the following criteria:

1. It is a graduate level course taken at an institution accredited as degree granting- by a recognized regional accrediting body for higher education at the time the course was completed. A graduate level course is defined as one that would be credited toward a master's degree at the institution where the course was taken. At minimum, this must be verified in the school's catalog or a letter from the chair of the department.
2. It is equivalent in content to a required course in the curriculum.
3. It was completed no longer than five years prior to the student's first enrollment in the program.
4. A grade of B or higher was received. A grade of P (Pass) or CR (Credit) or other such grades cannot be accepted as equivalent unless it can be officially verified as such.

It will be the responsibility of the student to satisfactorily demonstrate the equivalence of the course(s) proposed in order for credits to be awarded. Course work submitted from a foreign institution will be evaluated for equivalency in accordance with accreditation standards.

Courses completed at other institutions after the student has enrolled in the master's program will be considered only if there has been prior approval by faculty committee and the Department Chair. Typically, such transfer credit is granted only under special circumstances. Transfer credits are not taken into account when computing the student's grade point average.

No transfer credit may be applied to practicum, internship or for portfolio-based- experiential learning.

Federal Regulations require that veteran students **MUST** report all prior credit and training, and that the school **MUST** evaluate such and grant credit as appropriate, with training time and tuition reduced proportionately and with the VA and student so notified.

Credits earned at Nova Southeastern University are transferable only at the discretion of the receiving school.

It is the student's responsibility to verify with the State of Florida Department of Education, that courses transferred are applicable toward the educational requirements for Florida Certification in School Counseling (Pre-K-12).

COURSE AUDIT POLICY

[Course Audit Policy \(nova.edu\)](http://nova.edu)

An audit is a registration status allowing students to attend a course without receiving academic credit. Undergraduate, graduate, and professional students may audit a course that does not require special preparation (e.g., prerequisite courses) and/or admissions to a program of study. Students have access to course materials and assignments but will not be required to submit assignments, participate in discussions, or take exams.

NSU must ensure all students participating in a course are registered to have accurate class rosters of individuals in a classroom in case of an emergency, to comply with maximum seating limits as set by fire marshal regulations, and to maintain university records.

Requirements for Course Audit

- A course may only be audited with the written approval from the instructor and Department Chair/Director after determining if the student has met any prerequisites tied to the course.
- Students wishing to audit a course must complete the Course Audit Request Form found at [Course Audit Policy \(nova.edu\)](#).
- A course can only be audited on a space-available basis. The registration will not be processed until all non-audit students are registered.
- Students are not able to register to audit a course through their SharkLink account. The registration(s) must be processed through their advisor or program office.
- An audit course does not affect a student's part-time or full-time enrollment status and does not count toward the determination of continuous enrollment.
- An "AU" grade will be posted to the student's academic record and will appear on the academic transcript for any audited course(s) but will not affect the student's attempted credits, earned credits, and grade point average (GPA).
- Students must identify themselves to their instructor as auditing students and discuss the parameters of participating in class discussions and completing assignments and exams.
- Evaluation of course work is at the discretion of the instructor.
- An audited course cannot be changed to a letter grade once the course has begun (or vice versa). If a letter grade is required, a student must retake the course and pay full tuition and all applicable fees.
- An audited course(s) does not fulfill degree or certificate requirements.
- Except for students participating in the Lifelong Learning Institute, the cost of an audit course will be 100 percent of the course tuition cost as well as the University Student Services Fee, the Registration Fee, and any additional applicable fees.
- Financial aid (e.g., scholarships, grants, discounts, and loans) will not be available to cover the cost of an audit course. Audited courses will not be counted toward a student's financial aid eligibility.
- Instructors may request the Department Chair/Director to officially withdraw a student who is auditing a course if the student is interfering with learning in the class. A tuition refund will be considered in accordance with the semester/term refund schedule dates.
- Any course required for the completion of the student's program/degree can only be audited after it has been previously passed. In other words, students may audit a course as a "refresher" but not as a "practice run."

EVALUATION OF MASTER'S STUDENTS

Core Performance Standards for Admission and Progress

The standards required for admission keep in mind the safety and well-being of clients whom its graduates will eventually serve in clinical situations. Candidates for the degree must possess with or without reasonable accommodation(s), multiple abilities and skills including intellectual, conceptual, integrative, and quantitative abilities; and intrapersonal, communication, behavioral, and personal attributes including empathy, emotional self-awareness, and emotional maturity.

Each student is evaluated on an ongoing basis while enrolled in the program, including during the practicum/internship experience. In addition to course evaluations, matriculation and evaluation of readiness for practicum is coordinated by the master's program office. The purpose of evaluation is to provide students with relevant feedback concerning their performance and to serve as a screening process in order to ensure high standards for the profession. Relevant information including practicum evaluations is coordinated through the program administration.

In addition to academic abilities and skills, students will be evaluated on an ongoing basis, including on the practicum/internship experience, on intrapersonal, communication, behavioral, and personal attributes that are considered integral and necessary parts of professional functioning. Faculty will monitor these areas of functioning and may, identify problems in their students' functioning, provide constructive feedback to them, and require a remediation plan to address those difficulties.

While it is difficult to operationally define all characteristics associated with quality professionalism, students and faculty have targeted several observable behavioral categories that they consider to be an integral and necessary part of professional functioning. These broad areas include the following:

1. Academic Achievement
 - a. Academic standing as discussed in this handbook.
 - b. Ability to communicate orally and in writing.
 - c. Management of practicum/internship experiences.
2. Responsible Behavior
 - a. Dependability in commitment (e.g., punctuality in attending classes, submitting papers and assignments, meeting with clients, etc.).
 - b. Accepts responsibility for own work.
 - c. Carries through and completes tasks.
 - d. Seeks needed guidance from appropriate sources.
3. Ethical Behavior
 - a. Abides by the ethical standards of the profession as delineated in the American Counseling Association publication, *Code of Ethics*, <https://www.counseling.org/docs/default-source/default-document-library/ethics/2014-aca-code-of-ethics.pdf?sfvrsn=55ab73d0> and/or the American School Counselor Association *Ethical Standards* [https://www.schoolcounselor.org/About-School-Counseling/Ethical-Responsibilities/ASCA-Ethical-Standards-for-School-Counselors-\(1\)](https://www.schoolcounselor.org/About-School-Counseling/Ethical-Responsibilities/ASCA-Ethical-Standards-for-School-Counselors-(1))
 - b. Abides by university requirements as outlined in this handbook and in other published university and college documents.
4. Intrapersonal Behavior
 - a. Displays mature and appropriate behavior.
 - b. Demonstrates ability to function independently.
 - c. Exhibits usual and customary judgment and discretion in both student and professional activities.
 - d. Presents a generally respectful and non-hostile attitude.
 - e. Participates in activities that are pursuant to professional development.
 - f. Develops intrinsic criteria to evaluate own performance.
5. Interpersonal Behavior
 - a. Cooperative with and respectful of others.
 - b. Ability to give, accept, and utilize constructive criticism.
 - c. Develops and maintains positive relationships with peers and faculty.
 - d. Develops satisfactory working relationships with supervisors and advisers.

PROVISIONAL ADMISSIONS

Students may be provisionally admitted to a degree-seeking program based on a review of unofficial transcripts or other specific program admission requirements. However, this admission includes a condition that final and official documents and requirements must be received within 90 calendar days from the start of the term. If these final and official documents and/or requirements are not received by that time, the student will not be allowed to continue class attendance. Financial aid will not be disbursed to a provisional/conditional student until he or she has been fully admitted as a regular student (all admission requirements have been approved by the college/program admissions office).

STUDENT RIGHTS AND RESPONSIBILITIES

Ethical Issues in the Master's Program

All students and graduates are expected to be knowledgeable about and conform to both the letter and spirit of their professions' ethical standards. Counseling students are expected to abide by the 2014 *Code of Ethics* as approved and adopted by the American Counseling Association Governing Council. Additionally, School Counseling students should review the American School Counselor Association's *Ethical Standards for School Counselors* and Clinical Mental Health Counseling students should review the American Mental Health Counselors Association *Code of Ethics for Mental Health Counselors*. ABA students should review the BACB (Behavioral Analyst Certification Board) *Professional and Ethical Compliance Code for Behavior Analysts*, and Substance Abuse Counseling students should review the NAADAC (National Association for Addictions Professionals) *Code of Ethics*. A copy of the full text of materials to which students and graduates are expected to conform will be made available in the relevant ethics course(s). From time to time these materials are amended. Students and graduates are expected to review these materials periodically to ensure that they have an understanding of current guidelines.

In particular, attention is drawn to the following points, which are illustrative rather than exhaustive or comprehensive:

1. Students enrolled in NSU's College of Psychology have a continuing duty to disclose any arrest, conviction, guilty or no contest plea, adjudication of guilt withheld for a criminal offense or participation in a pretrial diversion program or its equivalent for any criminal offense. Students are required to notify the dean's office within 10 days of any arrest or subsequent conviction, guilty or no contest plea, or participation in a pretrial diversion program or its equivalent for any criminal offense.

While enrolled at NSU, students have a continuing duty to disclose all the above, along with any arrests or pending criminal charges, within 10 days of any arrest or charges filed. Students must notify the Dean or designee of any arrests or pending criminal charges. A failure to timely disclose any arrests or pending criminal charges may result in disciplinary action, up to and including dismissal from NSU.

2. No student should represent themselves as being in possession of the master's degree, either orally or in writing, directly or by implication, until all formal requirements for the degree have been satisfactorily completed, and the NSU Board of Trustees has met and conferred the degree.
3. It is misleading and inappropriate to append "master's student", or some similar designation, after your name.
4. A student should guard against being in a position of having final clinical responsibility for clinical work. This is most important both ethically and legally.
5. When a student is in practicum/internship, the student will verbally identify themselves to their supervisor, the agency or school staff and each client and client's family as a graduate student "trainee" in Clinical Mental Health Counseling, School Counseling, Substance Abuse Counseling or Applied Behavior

Analysis.

6. In Florida, new graduates are legally ineligible to represent themselves as “mental health counselor” or to offer or advertise independent services until the Florida license is awarded. Students should comply with the rules of their particular state.
7. Any academic, professional, or personal difficulty which results in action being taken by the master’s program regarding a student will be brought to the attention of a program administrator. Depending upon the particular type of difficulty identified, a number of processes are available to the program administrator.
8. Florida students in the Clinical Mental Health Counseling program should familiarize themselves with Chapter 491, *Florida Statutes*, the Florida State Law for licensure as a Mental Health Counselor. Florida students in the School Counseling program should familiarize themselves with the Florida Department of Education guidelines for certifying school counselors. Students from other states should familiarize themselves with the laws of their state.

Dual Relationships between Faculty Members and Students

While in principle the ACA and ASCA policy of discouraging dual relationships is endorsed, recognition is given to the fact that, given the complexity and diversity of our functions, certain dual relationships between faculty members and students are bound to arise. Faculty members and students are therefore urged to be sensitive to and aware of the existence of dual relationships and to enter into these with full awareness of their implications.

Sexual relationships between a university faculty member or administrator and a student who are not married to each other or who do not have a preexisting analogous relationship are inappropriate whenever the university faculty member or administrator has a professional responsibility for the student in such matters as teaching a course or otherwise evaluating, supervising, or advising a student as part of a school program. Even when a university faculty member or administrator has no professional responsibility for a student, the university faculty member or administrator should be sensitive to the perceptions of other students that a student who has a sexual relationship with a professor may receive preferential treatment. A university faculty member or administrator who is closely related to a student by blood or marriage or who has a preexisting analogous relationship with a student should eschew roles involving a professional responsibility for the student whenever possible. Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member’s class (including supervised student activities for which academic credit is given) may be or appear to be coercive and are discouraged. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in that class. It is, therefore, improper conduct for a faculty member to engage in a romantic or sexual relationship with a student enrolled in the faculty member’s class.

At Nova Southeastern University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

It is specifically required that when either a faculty member or any agency, corporation, or program under the auspices of a faculty member employs a student, or whenever a student or any agency, corporation, or program under the auspices of a student employs a faculty member, both parties shall document the existence of this dual relationship in a letter to the Dean of the College of Psychology. This documentation shall be retained in both the student’s and the faculty member’s permanent files. As necessary, an ad hoc committee shall be appointed to review any complaints that might arise as the result of dual employment relationships.

Further, no services provided by a faculty member or any agency, corporation, or program under the auspices of a faculty member shall result in academic credit being granted to a student unless the services are officially rendered as part of the recognized curriculum (e.g., practicum work, supervised university research, internship, or course work). Approval of such rendering of service must be in writing and approved by the Dean.

The provision of psychological services by faculty to students is discouraged. Extenuating circumstances may exist, such as when some unusual expertise is possessed by a faculty member or when a student was in treatment with a faculty member prior to becoming a student. In such cases, the Dean must approve the provision of psychological services to a student. Adjunct faculty members who expect no further instructional or supervisory relationship with a student may provide services without this reporting requirement.

No Direct Payment to Faculty

Direct student payment to faculty for educational or professional services is not permissible. That is, no student is to make private arrangements to reimburse any faculty member for psychotherapy, tutoring, supervision, or other educational assistance. Students are encouraged to seek whatever educational help they need from faculty members and to seek professional services (such as psychotherapy) outside of the program.

Student Grievances and Appeals

The College of Psychology faculty and staff value professionalism, honesty, and ethical conduct in the handling of student concerns. At all times, matters are handled in the spirit of education and development. The purpose of the student grievance and appeals process is to allow for the orderly resolution of student grievances concerning a policy, procedure, or administrative action. At all times, the respect and protection of students is of utmost concern.

Evaluation of course work and assessment of competency resides within the expertise of faculty who are uniquely qualified by their training experience. Such evaluations and grades are not subject to student grievances and appeals under this section, unless there is an allegation of federally/state protected discrimination, but rather are subject only to appeal under the Policy for Grading Disputes where applicable.

Informal Procedure

Before initiating a formal appeal, the student must first meet with the party against whom the complaint is being made and present supporting information in an attempt to resolve the matter informally. If this does not result in an acceptable resolution the student shall bring all academic matters to the attention of the Program Coordinator within 30 working days of its occurrence, where informal resolution will continue in consultation with the Department Chair or Designee. Should the Department Chair or Designee find insufficient evidence or if this step fails to bring about an acceptable resolution, the student must next request intervention through the Dean of the College of Psychology within another 30 days.

Formal Procedure

1. A student wishing to proceed with the grievance must file a written appeal with the Dean. This document should contain a concise statement of the particular manner of harm, along with all relevant facts and compelling supporting evidence.
2. Upon receipt of a written appeal, the Dean shall review the document to determine if the complaint warrants further review.
 - a. If the Dean decides that no further action should be taken, the appeal will be terminated and a brief written explanation will be submitted to the student.
 - b. If the Dean decides that a further review should occur, the appeal should be referred to the college's standing Appeals Committee. The committee will conduct a substantive review of all facts it deems pertinent to the appeal. The committee, at its discretion, may interview the student or any other pertinent person, which it judges has information relevant to the review. No persons may have legal counsel accompany them or appear in their behalf.

3. The Appeals Committee will file a written recommendation to the Dean with justification, including whether sufficient evidence exists to uphold or overturn the action being grieved. The Dean will notify the student of a determination in writing within a reasonable period following the filing of the appeal.
4. If the student has evidence that there have been any procedural irregularities within the appeals process, such irregularities must be presented in writing to the director within 5 days of the notification of determination. The Dean will review the document and notify the student of a decision. Should any irregularities have occurred, the director will return the appeal to the Appeals Committee for consideration consistent with the process described in this policies and procedures handbook.
5. Following a review of the committee's report, the Dean's decision shall be final. Students acknowledge upon their acceptance into this program that the above procedure provides for adequate review of university action by any other outside parties or jurisdictions. Further, the jurisdiction for all grievance issues related to policies, procedures, and/or administrative action shall be Broward County, Florida.

Readmission

Students withdrawn from NSU due to academic inactivity and seeking readmission to their academic program will be required to petition their specific college or academic program for readmission.

Students dismissed or withdrawn from the program may petition for readmission after one calendar year (three consecutive semesters, including summer terms). Applicants should complete the readmissions application and supply supporting documentation regarding remediation. Readmission petitions should be submitted to the College of Psychology Admissions Office. Applicants are advised to petition for readmission no earlier than the semester prior to the expiration of the one calendar year dismissal period.

Students will have their records examined by the master's program admission committee. The admission committee will consider the circumstances that led to the student's departure from the program. Students who were withdrawn or dismissed from the program may present information relevant to how they remedied the factors that contributed to such departure, steps taken to prevent their recurrence, and any other information the committee deems relevant. Approval for readmission is not guaranteed. If approved, the student will be readmitted to the program in effect at that time. Only those courses, previously completed in the College of Psychology master's program within the past five years with grades of B- or better and that are equivalent will be applied toward the master's degree. Applications must be received by the deadlines posted on the College of Psychology website. Readmission is not guaranteed.

University Equal Opportunity/Non-Discrimination/Title IX

Consistent with all federal and state laws, rules, regulations, and/or local ordinances, it is the policy of Nova Southeastern University not to engage in any discrimination or harassment against any individuals and to comply with all federal and state laws, orders, and regulations. Any such acts are unacceptable and strictly prohibited by the university.

In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in any investigation or resolution of a complaint of discrimination or harassment. This policy applies to all activities and programs. Inquiries about perceived discrimination, related policies, and Title IX may be referred to NSU's Title IX coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

For inquiries or complaints regarding perceived discrimination based on gender or sex, please contact:

Laura Bennett

Title IX Coordinator

Phone: (954) 262-7858

Email: laura.bennett@nova.edu or titleIX@nova.edu

Website and Online Reporting Form: nova.edu/title-ix

Office of Human Resources

3300 S. University Drive

Fort Lauderdale, FL 33328-2004

All other inquiries or complaints regarding perceived discrimination should be directed to:

Benjamin Johnson, Ph.D.

Assistant Dean for Student Development

Phone: (954) 262-7281

Email: bj379@nova.edu

Grievance Procedure for Complaints of Discrimination

Nova Southeastern University has established the below grievance procedures to review, investigate, and resolve allegations of discrimination, harassment, and/or retaliation in violation of the University's Equal Opportunity/Nondiscrimination Policy, other than complaints subject to the NSU Title IX/Sexual Misconduct Policy, which will follow the policies and procedures contained therein. Please refer to [*NSU Student Handbook*](#) for more details on the procedure.

OTHER UNIVERSITY POLICIES AND INFORMATION

Nova Southeastern University Accreditation Statement

Nova Southeastern University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate's, baccalaureate, master's, educational specialist, doctoral, and professional degrees. Nova Southeastern University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Nova Southeastern University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 7, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org)

Flexibility in Policies

University policies are intended to describe some of the expectations of members of the university community, as well as outline the university's community policies and programs. They are intended to be used as a guideline and do not create an express or implied contract that cannot be changed or modified. Circumstances not specifically addressed in university policies will be handled on a case-by-case basis by the appropriate official selected by the university. As the need may arise, the university reserves the right to, in its sole discretion, modify, revise, supplement, rescind, suspend, terminate, or change its policies, procedures, programs, activities, and services, in whole or in part, to the fullest extent permitted by law.

Student Contact and Personal Information

Students must keep their contact information current in SharkLink at <https://sharklinkportal.nova.edu> at all times, including preferred and permanent mailing addresses and phone numbers, to ensure that they can be contacted in an emergency, receive financial aid refunds, and any important information sent by postal mail. Students may update their address in SharkLink.

To make a change to other personal information, such as a name, Social Security Number, or date of birth, Nova Southeastern University requires official documentation. Students must submit a completed Data Change Request available at nova.edu/registrar/forms1.html along with supporting legal documentation. For details on acceptable documentation for each change, visit the Registrar's website at nova.edu/registrar/services.html.

Also, due to state-specific licensure guidelines, it is important to make sure that student contact information on-file is up to date and have knowledge of licensure state-specifics. It is the responsibility of the student to keep the Department of Counseling up to date via Self-Service Banner/WebSTAR regarding their current mailing address, phone number, email address, and emergency contact information. Any questions should be directed to counseling@nova.edu.

Force Majeure

NSU's duties and obligations to the student shall be suspended or modified immediately, without notice, during all periods that the university determines it is closed or ceases or modifies or curtails operations because of force majeure events including, but not limited to, any fire or any casualty, flood, earthquake, hurricane, lightning, explosion, strikes, lockouts, prolonged shortage of energy supplies, riots or civil commotion, Act(s) of God, war, governmental action, act(s) of terrorism, infectious diseases, epidemic, pandemic, physical or structural dangers, or any other event beyond the university's control. If such an event occurs, NSU's duties and obligations to the student (including its delivery and format of classes, student

housing and dining, campus facilities, and related services, activities, and events) will be postponed, canceled, or modified until such time as the school, in its sole discretion, may safely reopen or resume normal operations. Under no circumstances, except as otherwise required by Federal or State statute, will NSU be obligated to refund, reduce, or credit any portion of tuition, housing, meal plans, fees, or any other cost or charge attributable to any location, delivery modality, or service affected by any such force majeure event necessitated by acts of God, university or academic or health and safety decisions, and/or any situations outside of the university's control. This includes, but is not limited to, any suspensions to or changes from in-person, on-campus education, services, and/or activities to remote services, activities, and/or remote learning. By choosing to enroll or study at NSU, students agree to these terms.

Any decisions by the university to provide a refund or credit, in whole or in part, of any fee or other charge, in the event of a campus closure, suspension, or other change to the delivery format of education, activities, housing, dining, and/or services shall be in the university's discretion and shall not create an expectancy that any individual is legally entitled to such refund or credit or that it will be provided in any other instance.

Image Use Statement

As part of the Student Enrollment Agreement (SEA), which students are required to read and accept with their first registration each year, students consent to the following Image Use Statement:

I permit and authorize Nova Southeastern University (NSU) and its employees, agents, representatives, contractors, and personnel who are acting on behalf of NSU to take and/or obtain my photograph, name, alias, video and/or audio recording, or other likeness of myself, or any combination thereof, at any public NSU-related events or at any public areas on NSU's property (hereinafter "my likeness"). I further grant NSU permission to utilize my likeness for commercial purposes, including publicity, marketing, and promotion for NSU and its programs, without compensation to me, to the extent permissible under the Family Educational Rights and Privacy Act (FERPA). I understand and consent to NSU copying, reproducing, and distributing my likeness in any media format. I further understand that my likeness may be subject to reasonable modification and/or editing and waive any right to inspect or approve the finished product or material in which NSU may eventually use my likeness. I acknowledge that NSU owns a non-exclusive right to my likeness and understand that, although NSU will endeavor to use my likeness in accordance with standards of good judgment, NSU cannot warrant or guarantee that any further dissemination of my likeness will be subject to NSU's supervision or control. Accordingly, I release NSU from any and all liability related to the use, dissemination, reproduction, distribution, and/or display of my likeness in any media format, and any alteration, distortion, or illusionary effect of my likeness, whether intentional or otherwise, in connection with said use. I also understand that I may not withdraw my permission for use of my likeness which was granted.

Student-athletes are permitted to use, control, and commercialize use of their likeness in a wide range of activities (NIL Activities), including, but not necessarily limited to: commercials/advertisements for products and services development and promotion of the student-athlete's own brand/business personal appearances promotion of student-athlete-run camps, clinics, and private lessons sponsored social media activities autograph sessions.

In accordance with NSU's Student-Athlete Name, Image, and Likeness Policy, Section 1006.74, and current NCAA Division II Bylaws, NSU will not restrict student-athletes from the ability to commercialize use of their likenesses. However, NSU student-athletes shall not use NSU intellectual property in connection with their NIL Activities unless the prior written permission of NSU has been secured in writing through an agreement granting specified rights. NSU intellectual property includes, but is not limited to, NSU's name, trademarks, service marks, logos, colors, symbols, apparel with university trademarks/logos, and uniforms, regardless of whether the intellectual property is registered. NSU may grant or refuse to grant permission in its sole discretion. Student-athletes may, in connection with NIL Activities, state that they are a student-athlete at NSU and/or list their personal academic or athletic accolades. However, student-athletes shall not

state or imply, directly or indirectly, that NSU is endorsing the NIL Activity or any products or services associated with that NIL Activity.

Classroom Recording Policy

NSU recognizes that recordings of live class content can be a valuable tool in enhancing the academic experience for students and in supporting the University's goals in improving the delivery of education. As such, course instructors are permitted to record their live class content (e.g. lectures, presentations, student participation, etc.) and make it available for review utilizing the tools provided by NSU and subject to the requirements of this policy. Students, faculty, staff, and visitors should not have an expectations of privacy while they are in recordable spaces at NSU, such as classroom/lecture halls (including online participants), common areas, or other spaces that are generally open to members of the NSU community. Any course where class content may be recorded should include a syllabus statement detailing the terms and conditions associated with such recordings, such as statement included in this policy detailed below.

Recordings depicting personally identifiable information of students (such as images, audio recordings, or documents) are considered education records subject to the Family Educational Records Privacy Act ("FERPA"). As such, student access to recorded class content will be limited to those students registered to participate in the live offering of the class, regardless of a student's section, discipline, or if they are participating online. ***(Some class lectures/content may be delivered to students form separate courses, colleges, or disciplines, in a single classroom setting. For purposes of this policy, all students registered to participate in the class, including those participating online, will be permitted to access and review the recorded course content.)*** Faculty members seeking to grant access to or share recordings of class content with students or third parties who were not registered to participate in the live offering of the class must obtain written approval from their college's Dean or designee before doing so. If approved, the faculty member must make the following steps before making the recording available to students or third parties who were not registered to participate in the liver offering of the class:

1. Review the lecture recording for any personally identifiable student information and remove or redact any such information from the recording (e.g. blurring the student's image, altering the student's voice, removing sections of the recording featuring student information, etc.); or
2. Obtain written consent from any student whose personally identifiable information appears in the recording (including video, audio, or student documentation) using the Distribution Student Recording Classroom Consent Form. The college must provide a copy of the signed form to the NSU Registrar's Office to be maintained in accordance with the student's educational records. Faculty members cannot compel or require students to give consent to the release of their information.
3. Nothing in this policy restricts access to or disclosure of classroom recordings where in such access or disclosure is otherwise permissible in accordance with the Family Educational Rights and Privacy Act ("FERPA").

Students are prohibited from recording audio or video or taking photographs in classrooms in all modalities (including online classes) without prior written permission from the instructor or pursuant to an approved disability accommodation. Students are further prohibited from reproducing, sharing, or disseminating class content recordings, or any portion thereof with individuals who are not registered for the class. Engaging in such activities will be considered a breach of the Student Code of Conduct and subject to disciplinary action.

Individuals seeking guidance on issues related to student consent and FERPA should contact Nova Southeastern University's Office of the University Registrar at (954) 262-7263 or nsuregistrar@nova.edu.

GENERAL COLLEGE OF PSYCHOLOGY POLICIES

College of Psychology Student Aid Programs

College Scholarships

The College of Psychology maintains a limited amount of scholarship funds. Information on various scholarships, including College of Psychology, is available at:

<https://www.nova.edu/financialaid/scholarships/index.html>
[Scholarships](#) | [Psychology](#) | [Nova Southeastern University](#)

College of Psychology Student Employment

Student employment opportunities are available within the College of Psychology or its affiliates. These positions are generally awarded on a competitive basis and usually require a 10-to-20-hour time commitment per week.

Drug and Alcohol Policy

The use of illegal drugs, the use of controlled substances without a prescription, and the use of or being under the influence of alcohol while in class or a clinical rotation/clinical experience are prohibited. Should a student receive a positive drug or alcohol screen and a positive follow-up screen the student will be referred to the dean's office for a professional standing review that could result in dismissal from the program. Students who receive a positive test or screen must follow the procedure for medical review. They cannot participate in a clinical or counseling placement until the disposition of the matter is determined.

If a student reports to the academic program chair for help with a personal drug or alcohol use concern, PRIOR to an impending drug test, the student will be required to report to the Dean's Office for referral to the Student Assistance Program. The student will only be permitted to report to class or a placement if cleared by the committee and Dean's Office.

Drug and Background Screenings

The College of Psychology may require students to submit to Level 1 and/or Level 2 background checks and/or drug screenings. This will be particularly applicable to students assigned to clinical and counseling placements. These programs include, but are not limited to, School Psychology – Psy.D.; Specialist in School Psychology – Psy.S.; Clinical Psychology – Psy.D.; Clinical Psychology – Ph.D.; and Master's in Counseling programs.

College of Psychology Drug Screening

College of Psychology students may be required to submit to urine drug screen testing. Students who test positive for illegal or illicit drugs, marijuana even if prescribed or certified by a physician, or for a controlled substance for which they do not have a prescription, will be referred to the College to be handled in connection with the College's policies and procedures.

College of Psychology Background Screening

The NSU College of Psychology may require students within its graduate programs to submit to a Level 1 and/or Level 2 background check, as defined in Chapter 435, Florida Statutes, prior to enrollment in a practicum, internship, or other training activity. Each College of Psychology program may have program-specific requirements for background screening of students that can be found in their program and/or practicum and internship handbooks. Students enrolled in such programs are required to authorize the NSU

College of Psychology or affiliate clinical training facilities to obtain background check(s) pursuant to this policy.

If the background check(s) reveals information of concern, which the NSU College of Psychology may deem unfavorable, the College will request that the individual provide a detailed written explanation of the information contained in this report, along with appropriate documentation (e.g., police reports). Students may also be required to authorize clinical training facilities that they are assigned to by the College of Psychology to obtain a background check with the results reported to the clinical training facility. Acceptance of a background screening by an NSU College of Psychology program does not automatically guarantee that a student with information of concern will be accepted by clinical training facilities to which they may be assigned. Students with questions concerning the background checks should contact their respective college and/or academic program for more information.

If information received in connection with any background check indicates that the student has provided false or misleading statements, has omitted required information, or in any way is unable to meet the requirements for completion of the program, then the student may be disciplined or dismissed, or his or her enrollment may be terminated.

Student, Intern, or Resident Continuing Duty to Disclose

Students enrolled in NSU's College of Psychology have a continuing duty to disclose any arrest, conviction, guilty or no contest plea, adjudication of guilt withheld for a criminal offense or participation in a pretrial diversion program or its equivalent for any criminal offense. Students are required to notify the dean's office within 10 days of any arrest or subsequent conviction, guilty or no contest plea, or participation in a pretrial diversion program or its equivalent for any criminal offense.

While enrolled at NSU, students have a continuing duty to disclose all the above, along with any arrests or pending criminal charges, within 10 days of any arrest or charges filed. Students must notify the Dean or designee of any arrests or pending criminal charges. A failure to timely disclose any arrests or pending criminal charges may result in disciplinary action, up to and including dismissal from NSU.

GENERAL DEPARTMENT OF COUNSELING POLICIES

Degree Works/Degree Audit

Students are responsible for viewing their degree audit through Degree Works at least once a semester to be aware of remaining degree requirements. Students can access Degree Works through Sharklink.

Concentration and Format Changes

Students in the Department of Counseling's M.S. in Counseling degree program are admitted into a format and concentration (i.e. Main Campus, Online, Regional Campus Formats and Applied Behavior Analysis, Clinical Mental Health Counseling, or School Counseling Concentrations). Students typically complete the master's degree program in the concentration and format in which they were admitted. However, a student may apply for a change in concentration and/or format once in the duration of the M.S. in Counseling degree program by submitting an application to the Program Coordinator.

Concentration and format changes are not guaranteed. Approvals are granted based on the quality of the application, the student's commitment to the chosen format and/or concentration, and the student's progress in the program thus far. All format and concentration change requests are dependent on availability.

The following will be considered when determining the outcome of a concentration and/or format change application: 1) Student's description of their motivation for the concentration change, including how this change aligns with their educational and career goals, 2) Student's commitment to follow through with all requirements of the concentration to which they are applying through graduation, including their ability to be successful in the delivery format of the new concentration, 3) Student's progress and grades in their current concentration provided by the student via an unofficial transcript or Degree Works pdf document, 4) Student's description of their progress in the program thus far including how they have responded to any challenges they have faced academically, and 5) Recommendations from faculty.

In addition to the above considerations, **all concentration and format changes are subject to space available in the concentration of choice.**

A faculty committee will review the completed application for a concentration and/or format change. Evaluation for approval will be based on the quality of the student's application and faculty recommendations. Decisions made by the faculty committee are final.

The student is responsible for contacting the Office of Financial Aid to assess the impact the requested change will have on the student's financial aid.

Please be aware that the Department of Counseling cannot approve changes to formats and concentrations where we do not meet licensure or certification requirements.

Dual concentrations are not available in all concentrations and formats. Consult a program advisor for further details. If a student pursues dual concentrations, they must satisfactorily complete all curriculum and degree requirements for each concentration before the degree can be conferred.

Disclosures

Licensure

Licensure for programs offered at the College of Psychology are regulated at the state level and as such may vary from state to state. Individual eligibility should be verified periodically through careful review of state licensure regulations, which are subject to change. Degree conferral does not ensure automatic acceptance of program curricula by a given state for the purpose of licensure. Individual eligibility should be verified through careful review of the state licensure regulations for the state in which you plan to reside to determine its specific requirements.

Please be advised that in accordance with state and federal regulations, NSU is required to provide the following information to applicants and students completing their coursework outside of the state of Florida, including field experiences (e.g., internships, practicums, clinical placements), when their program of study customarily leads to professional licensure. Students who reside in Florida should review requirements in case they should relocate to another state.

If you have trouble obtaining the information you need, or if you have any other questions regarding certification, please visit us at <https://psychology.nova.edu/about/certification.html> or contact the Counseling Department at counseling@nova.edu for assistance.

School Counseling Certification

PROFESSIONAL LICENSURE DISCLOSURE STATEMENT
<https://psychology.nova.edu/about/certification.html>

Clinical Mental Health Counseling Licensure

PROFESSIONAL LICENSURE DISCLOSURE STATEMENT
<https://psychology.nova.edu/about/certification.html>

Substance Use and Addiction Counseling Certification

Nova Southeastern University, College of Psychology, Master of Science in Counseling, Substance Abuse Counseling and Substance Abuse Counseling and Education Concentrations meet the educational degree completion requirements for certification through the Florida Certification Board.

The Florida Certified Board has multilevel certifications that allow addictions professionals to work and bill through Medicare, specifically the Florida Master's Level Addiction Professional (MCAP). The Master of Science in Counseling, Substance Abuse Counseling or the Substance Abuse Counseling and Education degree will qualify for the academic portion.

The Florida Certification Board (FCB) will only accept applications post master's degree. The FCB requires 4000 experience hours which can be earned within 5 years prior to the application and/or 5 years after the application. All practicum hours will count toward the 4000 hour requirement.

Students seeking licensure in the state of Florida through the Department of Health as a Licensed Mental Health Counselor should be advised that the Master of Science in Counseling, Substance Abuse Counseling and Substance Abuse Counseling and Education do not meet requirements for licensure as a Licensed Mental Health Counselor.

Reciprocity may be offered to those in other states and internationally by receiving an endorsement from the International Certification and Reciprocity Consortium (IC&RC). IC&RC is an organization of Alcohol and

Drug counselor credentialing bodies that offer reciprocal level credentials and examinations in various boards at the state level, internationally in other countries, through the armed services and Indian Health services. Approval for this endorsement is determined by these IC&RC boards on a jurisdictional level. Local boards can be found at www.internationalcredentialing.org for more information. For information regarding the Florida CAP and MCAP requirements, students should review the requirements for certification at <http://flcertificationboard.org/certification/available-certifications/>. Students interested in pursuing national addictions certification should review requirements of the National Association for Addiction Professionals at www.naadac.org and the Master Addictions Counselor through the National Board for Certified Counselors at <https://www.nbcc.org/certification/mac>.

Please be advised that the MS Counseling Substance Abuse Counseling or the Substance Abuse Counseling and Education Concentration does not meet licensure requirements as a licensed professional counselor. Students seeking to become a licensed professional counselor should seek advisement on other degree paths that would apply.

If you have trouble obtaining the information you need, or if you have any other questions, please contact the Counseling Department at counseling@nova.edu for assistance.

Applied Behavior Analysis Certification & Licensure

PROFESSIONAL LICENSURE DISCLOSURE STATEMENT
<https://psychology.nova.edu/about/certification.html>

International Students

Counseling (Online) Students

International students are advised that all practicum and internship training through the College of Psychology must be completed in the United States. It is recommended that candidates contact NSU's International Student and Scholars office to review and/or inquire about student visa, as a student visa may be required for individuals that come to the United States to study. Information regarding NSU's International Student and Scholars office can be found at the following link:

<https://www.nova.edu/internationalaffairs/students//index.html>. Students should be prepared to make whatever arrangements necessary to complete clinical training requirements including a leave of absence, adjustment of the work schedule, etc. Prospective students should determine in advance of their enrollment their ability to access appropriate practicum training (if required).

Endorsement/Recommendation Policy

The counseling program faculty and administration are committed to assisting students and graduates pursuing licensure, certification, or employment in their area of specialization and professional competency. Endorsements are provided when the individual has successfully demonstrated meeting program standards and competencies through required coursework and clinical field experiences, and who have met core standards for admission and progress. Such standards include demonstration of professional comportment and ethical conduct as required of professional counselors.

The program faculty or administrators may verify a graduate's completion of the degree and educational and clinical requirements after review of the official transcript. When responding to requests for recommendations for graduate study and employment, faculty familiar with the student can take into account the student's performance in coursework, evaluations from field supervisors in practicum and internship, outcomes of professional examinations, (e.g., NBCC, state examinations, and/or other academic accomplishments). They are not able to endorse extracurricular activities outside the curriculum. Thus, faculty reserve the right to

decline endorsement outside their area of specialization or if they have had insufficient interaction with a student.

Written requests for recommendations should be made to the appropriate faculty or office. A job description or relevant information about the position and a resume should be included. Faculty may refer a student to a faculty or field supervisor who had directly observed a student's work.

It is the student's responsibility to keep abreast of state regulations pertaining to licensure that are subject to change. Regulations are available from a state licensing board who should be contacted about current standards.

Professional Opportunities and Engagement

Students are encouraged to join and become involved in professional associations such as the American Counseling Association and its divisions (<https://www.counseling.org/about/divisions-regions-branches>), the American Mental Health Counseling Association and its chapters (<https://www.amhca.org/about/chapters>), the American School Counseling Association (<https://www.schoolcounselor.org>), the Association for Addiction Professionals (<https://www.naadac.org/>), the Association for Applied Behavior Analysis International (<https://www.abainternational.org>) and students' respective state counseling associations, such as the Florida Counseling Association (www.flacounseling.org). Activities appropriate for students include membership, accessing resources (webinars, peer-reviewed journals, newsletters, etc.), attending professional conferences, participating in committee work, working with faculty guidance on projects related to publication and presentations, activities related to professional advocacy, and networking with other students and professionals. Students are encouraged to discuss additional activities and opportunities with their faculty advisors.

In addition to membership and involvement in professional associations, additional opportunities and activities appropriate for students include joining and participating in NSU's Chi Sigma Iota/Chi Sigma Omega (CSI); <https://psychology.nova.edu/students/chisigmaiota/index.html> and attending workshops and seminars relevant to students' area of interest, such as those offered by NSU's College of Psychology (<https://psychology.nova.edu/cc/index.html>).

NSU Regional Campuses Contact Information

Miami:

Nova Southeastern University
Miami Regional Campus
8585 SW 124 Avenue
Miami, FL 33183
(305) 275-2600
Fax: (305) 274-8075
Email: nsu-miami@nova.edu

Orlando:

Nova Southeastern University
Orlando Regional Campus
4850 Millenia Blvd.
Orlando, FL 32829
(407) 264-5600
Fax: (407) 264-5656
Email: nsu-orlando@nova.edu

Tampa Bay:

Nova Southeastern University
Tampa Bay Regional Campus
3400 Gulf to Bay Blvd.
Clearwater, FL 33759
(813) 574-5200
Fax: (813) 574-5280
Email: nsu-tampa@nova.edu

Regional Campus Important Telephone Numbers

Master's Programs Office: 1-800-541-6682 x25740; (954) 262-5740

Office hours: Monday - Thursday 8:00am 7:30pm; Friday 8:00am 5:00-pm

Site Coordinators

Miami	Mayra Diaz, M.Ed.	md1079@nova.edu
Orlando	Charles Phan, MSOM	cphan@nova.edu
Tampa Bay	Kelsey Truncale, MSL	kkaplane@nova.edu

Practicum Coordinators

Fort Lauderdale (School Counseling)	Anna Owens, Ph.D. Laura Cohen, Ph.D.	aowens1@nova.edu lcohen1@nova.edu
Jacksonville	June Latney, MSW	latney@nova.edu
Orlando/Central Florida	Jennifer Salzborg, M.S., LMHC	jsalzborg@nova.edu
Tampa/SW Florida	Danielle Wright Elders, LCSW	dwrighte@nova.edu