



**UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE**

**DOCTORAL STUDENT HANDBOOK**

**Department of Counseling**

**College of Education**

**University of North Carolina at Charlotte**

**Charlotte, North Carolina 28223-0001**

**(<http://education.uncc.edu/counseling>)**

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## INTRODUCTION

Welcome to the Ph.D. program in Counseling at UNC Charlotte. We are pleased that you have decided to pursue your doctoral education with us. We are committed to helping you make this experience both professionally and personally rewarding. We hope that this professional preparation will equip you with new and advanced knowledge and skills to enable you to contribute uniquely and significantly to the counseling profession as well as the individuals and communities you will serve.

The Doctoral Student Handbook has been designed as a program introduction and guide to assist you in your program planning. The handbook includes program description, course and clinical requirements, course sequencing, curriculum planning, comprehensive examination process, dissertation procedures, forms, and policies. You are responsible for knowing and abiding by the policies contained in this handbook. While every attempt has been made to include the most current information and forms in this handbook, students are responsible for contacting the department, university, graduate school, and college for the most current information. We urge you to discuss any questions you may have with your Advisor or with other members of the faculty.

Again, welcome to the program. We look forward to working with you.

Sincerely,

Kok-Mun Ng, PhD, LPC, NCC  
*Doctoral Program Coordinator*  
*kokmunng@uncc.edu*

## DOCTORAL PROGRAM MISSION STATEMENT

The Ph.D. Program in Counseling at the University of North Carolina at Charlotte is committed to preparing multiculturally competent, ethical, clinically skilled, and knowledgeable professionals for positions as counselor educators in university settings or as clinicians and/or counselor supervisors in schools and community settings. Students in the doctoral program strive to acquire knowledge, values, and skills that are relevant to providing quality direct service to diverse populations.

## ADMISSIONS

### Admission Criteria

Applicants will meet the following criteria:

1. Possess a Master's Degree in counseling with a cumulative GPA of 3.5 (on a scale of 4.0) or higher. Students with Master's Degrees in counseling or related fields requiring less than 60 semester hours may need to complete prerequisite courses. Students with Master's-level courses insufficient to match entry-level CACREP program core courses may also be required to make up the deficiencies.
2. High level of professionalism and potential for leadership (Evidenced in letters of reference).
3. Two years of counseling-related work experience preferred.
4. Strong writing skills (Evidenced in essay or writing sample and GRE analytic writing scores).
5. Clear objectives related to obtaining the doctorate (Evidenced in essay and interview).
6. A satisfactory score on the GRE within the last 5 years.
7. International students must submit official test scores on the Test of English as a Foreign Language (TOEFL) of at least 557 on the paper-based tests, 220 on the computer-based test, 83 on the Internet-based test, or a score of at least 85% on the Michigan English Language Assessment Battery (MELAB). All tests must have been taken within the past two years.
8. Possess appropriate interpersonal skills (Determined in personal interviews with program faculty).

Applicants must also fulfill the university general application requirements for admission. This information is found the current UNC Charlotte Graduate Catalog. Information about admissions to UNCC can be found on the Graduate School's web page (<http://www.uncc.edu/gradmiss/prospect.html>).

### Deadlines for Applications

Applications must be submitted online to the Graduate School by the **December 1** deadline. Completed applications will be referred to the Department of Counseling for further review following the December 1 deadline. Applications received after December 1 will only be considered if all of the positions for the entering cohort have not been filled. Applications for admission to the doctoral program will be processed once a year.

## Doctoral Program Admissions Process

The **applicant is responsible** for ensuring that all application materials are submitted online by the December 1 deadline (<http://graduateschool.uncc.edu/admissions/apply-now.html>). Once all the materials have been received by the Graduate School, applications will be referred to the Doctoral Program Coordinator who oversees the admissions review process. The Program Coordinator will assign the applications to the Doctoral Admissions Committee for review and selection. The Admissions Committee, comprised of the Doctoral Program Coordinator and at least three other faculty members, considers each applicant individually. The Admissions Committee recommends the final decision to the Graduate School.

## Documents to be Submitted for Admission

1. An application is to be completed through the online application system, *Apply Yourself*, on the Graduate School Admissions homepage (<http://graduateschool.uncc.edu/admissions/apply-now.html>).
2. Three letters of reference from individuals who know the applicant's current work and/or academic achievements in previous degree work. Names and addresses of two other professionals familiar with the applicant's clinical work. Include contact information of these two persons in applicant's vita.
3. Official transcripts of all academic work attempted since high school.
4. GRE scores (taken within last 5 years).
5. TOEFL or MELAB scores (if an international students).
6. A current resume or portfolio.
7. A professional goal statement.
8. One writing sample (can be a paper written in graduate school, a published article, etc.). Send the sample directly to the Doctoral Program Coordinator if unable to be submitted online.
9. Transcript Analysis Form for Applicants from non-CACREP Programs.

## Applicant Folder Review Process

Each application will be reviewed by at least two Doctoral Admissions committee members in terms of academic potential and fit with the program. Applicants who do not meet academic or "fit" standards will be advised that their applications are no longer under consideration. Applicants whose folders are evaluated as acceptable will be invited to an on-campus interview. Applicants can track their application status using Apply Yourself.

## Interview Process

Applicants evaluated as potential students will be invited to the campus for an interview. The on-campus interview typically includes: (a) an orientation to the department and the program, (b) an interview with the faculty, (c) a writing exercise, (d) a basic counseling skill demonstration, and (e) interaction with current doctoral students. The on-campus interview provides an opportunity for faculty to observe the

interpersonal skills of the applicants and their respective suitability for the Doctoral Program. In addition, this meeting will allow applicants the opportunity to become more familiar with the program and faculty and to evaluate the program in regard to their individual goals.

Applicants who have been selected for interview **may** initiate additional conferences with faculty members who have expertise or interests which the applicants share. Applicants may access faculty members' vitae on the Counseling Program's webpage (<http://education.uncc.edu/counseling>) for more information regarding their expertise and research interests.

All faculty members are encouraged to advocate for any applicant at any time. Such advocacy should be in the form of written comments to the Doctoral Program Coordinator. Following the interviews the Doctoral Admission Committee together with the faculty will meet to determine the applicants to be recommended for acceptance into the program.

### **Notification of Doctoral Admissions Committee Decision**

The Graduate School will advise applicants in writing of the Admissions Committee decision. Applicants can track their application status on Apply Yourself.

### **Deferring Admissions**

Currently, the Graduate School at UNC Charlotte does not allow for admission to be deferred. Students who are admitted into the program but are not able to begin their studies yet wish to be considered for the following academic year will have to **re-apply** by the closing date for the next admissions.

### **Financial Aid**

Some financial assistance is available with the Department of Counseling in the form of Graduate Assistantships and tuition waivers for both in- and out-of-state students. The amount of these funds varies from year to year. When available, the assistantships in the department normally require up to 10 hours per week of work time. This will qualify students for tuition waiver (Graduate Assistance Support Plan – see Graduate School web site for more information). Typically, the assistantships in the department are only awarded to full-time students in their first three years of studies. Yearly renewal of assistantship is contingent upon job performance. These departmental assistantships are not available in the summer sessions. The tuition waiver program is also not available for the summer sessions.

In addition, there are Graduate Assistantships available in various departments and offices on campus. However, the Department of Counseling has no control over awarding them so students must apply for them at each of the departments and programs on campus. Unfortunately, there is no central listing of graduate assistantships for the campus. Some of these opportunities require up to 20 hours per week and pay as much as \$19,000 for the year.

## **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

The university has an Office of Disability Services that provides educational opportunities for persons with disabilities through accessible program services and insures a campus environment that complies with disability rights legislation. Services include (but are not limited to): testing accommodations, note taking services, interpreter services for students who are deaf, taped textbooks, Braille and/or enlarged print for visually impaired students, assistive technology loans, priority registration, and adaptive furniture.

## RETENTION AND DISMISSAL

### Rationale

The American Counseling Association's 2005 Code of Ethics states that (faculty members) (a) assist students in securing remedial assistance when needed, (b) seek professional consultation and document their decision to dismiss or refer students for assistance, and (c) ensure that students have recourse in a timely manner to address decisions to require them to seek assistance or to dismiss them and provide students with due process according to institutional policies and procedures (Section F.9.b).

### Procedural Guidelines for Screening Students

1. Students may be terminated for academic failure, ethical violations and/or "personal unsuitability for the counseling profession."
2. All students will be evaluated two times per year by the entire faculty. The focus will be on clinical, professional, interpersonal, and academic functioning. Where there is sufficient concern, a statement which includes the specific behaviors consideration problematic will be written, with a copy, signed by the students, placed in the students' file. If further monitoring is needed, a committee will be formed, consisting of the students' Advisor and two other faculty members who are familiar with the students' academic performance and personal attributes.
3. Next, a meeting will be held with the student. This meeting may include the student and the entire screening committee or only the students' Advisor. The faculty's concerns are clearly explained (both verbally and in written form) to the students. The student will be allowed to discuss his/her thoughts, feelings, reactions to the report.
4. The student will be given an opportunity to address the faculty's concerns and will be made aware of the possible consequences of failure.
5. If there is insufficient improvement within the specified time period, the student will be so advised and given a period of two weeks to prepare his/her side of the case.
6. If the decision is to terminate the student's affiliation with the program, the student will be notified in writing. The nature of the problem and the basis for the final decision will be clearly stated.
7. The committee and/or the student are free to consult with others who may offer supportive data.
8. The results of all meetings and consults will be documented and kept in the student's confidential file.
9. The student may choose to comply with the recommendations or use the appeals process already in place at the university.

## ACADEMIC REGULATIONS AND UNIVERSITY POLICIES

### Academic Integrity

Students have the responsibility to know and observe the requirements of The UNC Charlotte Code of Students Academic Integrity (Policy Statement 105) (<http://www.legal.uncc.edu/policies/ps-105.html>).

This code forbids cheating, fabrication or falsification of information, multiple submissions of academic work, plagiarism, abuse of academic materials, and complicity in academic dishonesty.

## **Appeal Procedures**

### **College policy:**

1. When a student complains about any policy, procedure, practice, or act of the College of Education, the person to whom the complaint is communicated will attempt to address the complaint if he/she was the person representing a Department of the College when the complaint was occasioned except when policy, procedure, or practice specifically identifies the receiver of complaints. If the person hearing the student's complaint is not the Department Representative, as described above, he/she shall advise the student that the student should see the appropriate Representative.
2. If the student decides that his/her complaint has not been responded to satisfactorily by the Department Representative, he/she shall be directed to the Departmental Chairperson by the Department Representative as described above.
3. If the student pursues the complaint with the Departmental Chairperson, the Departmental Chairperson will meet with the student at a time mutually convenient to both parties but not more than ten (10) work days after receiving a request from the students.
4. If the student decides that the Chairperson has not responded to his/her complaint satisfactorily, the Chairperson will advise the student that he/she may file a grievance and will provide him/her with the procedures for filing a grievance.
5. Grievances shall be filed on Student Grievance Form not later than thirty (30) days after the end of the semester in which the cause for the complaint occurred. Grievances filed beyond the 30 day period will not be considered.

### **University policy:**

Any student or applicant may appeal any decision affecting his/her status as a graduate student by submitting a written petition to the Appeals Committee of the Graduate Council, in care of the Graduate School, after remedies have been exhausted in the appropriate college. The petition shall briefly describe the facts which support his/her claim and the remedy being sought. The petition must be submitted within six calendar months of notification of the action being appealed. After receiving the petition, the chairperson of the Appeals Committee will schedule a hearing as soon as possible. A hearing will be held within 60 days of receipt of the written petition of appeal. Evidence will be received from the petitioner and other parties having information bearing on the appeal. The chairperson of the Appeals Committee shall report its decision on any appeals matter (a) directly to the Dean of the Graduate School, and (b) to the Graduate Council at the first board meeting following the hearing. Questions about the procedure should be addressed to the Dean of the Graduate School.

## **Funding for Travel**

The Graduate and Professional Student Government (GPSG) and its affiliated chartered graduate program organizations have supplemental funding available to help Graduate Students travel to professional conferences and workshops that benefit their education while representing UNC Charlotte at these events.

Information about GPSG funding can be found online (<http://www.sco.uncc.edu/gpsg/services-resources/forms/>).

### DESCRIPTION OF DOCTORAL PROGRAM IN COUNSELING

The Ph.D. in Counseling requires completion of a **minimum of 60** semester hours beyond those earned in an accredited Master's program in counseling of at least 48 semester hours. The program has been designed to prepare dedicated, knowledgeable, skillful, socially and culturally aware, and ethically responsible professionals for the 21<sup>st</sup> century. Advanced preparation is required in the following areas:

- Implications of ways in which diversity (e.g., race, gender, age, religion, spirituality, ethnicity, mental/physical ability, nationality, and sexual orientation) influences counseling practice and counselor education.
- Theories pertaining to the principles and practice of counseling, career development, group work, and consultation.
- Clinical skill development in counseling, group work, and consultation.
- Theories and practice of counselor supervision.
- Design and implementation of quantitative research and methodology (e.g., univariate, multivariate, single subject design).
- Design and implementation of qualitative research and methodology (e.g., grounded theory, ethnography, and phenomenological methodologies).
- Models and methods of assessment and use of data.
- Ethical and legal considerations in counselor education and supervision.
- Instructional theory and methods relevant to counselor education.
- In addition, doctoral students participate in internship experiences of at least 600 clock hours that may include counselor education, supervision, advanced counseling practice, and research. Students also collaborate with faculty in teaching, supervision, counseling services, research, professional writing, and service to the community, region, and profession. (**At least one internship in counselor education is required.**)

Students also collaborate with faculty as a part of their Professional Development plan in teaching, supervision, counseling services, research, professional writing, and service to the community, region, and profession.

#### Program Objectives

The Program Objectives are:

1. To acquire, integrate, and apply empirical and theoretical knowledge of the field of counseling.

2. To develop leadership skills in counselor education, supervision, advanced counseling practice, and research.
3. To apply advanced skills and competencies in field-based settings.
4. To conduct research and generate new knowledge in counseling.
5. To design, adapt, and evaluate curricula in the field of counseling.
6. To develop depth and breadth in professional growth and continued life-long learning.
7. To examine the influence of social context and policy variables on human behavior.
8. To show increased sensitivity and clinical skills that demonstrate awareness of the diversity of race, gender, age, religion, ethnicity, mental/physical ability, nationality, and sexual orientation as relevant to counseling professionals.

### **Total Hours Required**

The program requires a **minimum of 60** credit hours (in addition to a minimum of 48 semester hours from previously earned Master's Degree in counseling or a related field). Students with Master's Degrees requiring less than 60 semester hours or with insufficient courses to match CACREP Master's core requirements may need to complete prerequisite courses. In addition, students who have not had post-master's clinical experience will be required to add to their Program of Study two (2) additional clinical internships courses. These additional internships need to be completed prior to students taking the Clinical Supervision in Counseling course (CSLG8110).

### **Residency**

The residency requirement is completing at least 21 semester hours in one calendar year.

### **Time Limitation**

Students will have a total of eight (8) years to complete the program beginning from the date of the first course to be applied towards degree requirements. With the approval of the students' Advisor, the Doctoral Program Coordinator, and the Department Chair, a maximum of six hours of transfer credit for post-Master's coursework earned at a regionally accredited university within the previous five years will be accepted. The date on which the first of these courses commenced will become the starting date for the eight-year period in which the degree is to be completed.

### **Transfer Credit**

Two courses or six credit hours (not credited towards another degree) can be transferred towards the doctoral degree. The grade in these transfer courses must be an "A" or "B." Other Graduate School conditions for transfer credits need to be satisfied as well (see Graduate Catalog).

### **Advising**

When students are accepted into the program, the Coordinator of the Doctoral Program will initially serve as Advisor. During the first semester in the program, students will take the Doctoral Seminar (CSLG 8101). A component of the class will be meetings with faculty. **By the end of the first semester** in the

program, students will select a Program Advisor and two additional faculty members in the department who will serve as program advisory committee members. The Program Advisor will (a) work with the students in developing the Program of Study, (b) sign off on the Multicultural Awareness Journal, (c) help the students determine the activities for the Professional Development requirement, and (d) help the students develop Practicum and Internship sites.

**By the end of their first semester**, students are required to submit a Program of Study to the Doctoral Program Coordinator which is approved by the Program Advisor, Program Committee, and the Doctoral Program Coordinator. The assistance of the Advisor does not relieve the students of responsibility for completing required work and for following departmental or university procedures. The Program Advisor and Committee will serve through the completion of the students' course work, including the Comprehensive Exam, internships, and professional development activities. Upon the successful completion of the Comprehensive Exam, the students will select a faculty member to serve as Dissertation Chair and three additional members of the Dissertation Committee (two from the Department of Counseling and one research advisor). The Chair **may be** the students' Program Advisor **or** a new person may be asked to serve in this role.

### **Program of Study**

Students will work with their Program Advisor to develop their Program of Study. Along with the Program of Study students are to develop a **Professional Develop Plan** with their Program Advisory Committee.

### **Course Load**

A course load of nine (9) semester hours in a long semester constitutes full-time enrollment status. Authorization from the Advisor is required if students want to enroll for more than 12 hours. However, students should not register for more than 12 credit hours in a semester. A course load of six (6) hours in a summer session is considered full load. Below you will find two sample course sequences. The first one demonstrates the curriculum for full-time students who begin their course of study in the fall following their admission. The second demonstrates a sequence for those who begin in the summer following their admission.

### **Course Numbering**

The 8000 series of courses are open to doctoral level students only. Within our 8000-level courses, the following numbering system has been developed: 8100-8109 are courses related to counseling theory; 8110-8119 are courses related to supervision; 8120-8129 are courses related to group counseling; 8200-8209 are courses related to professional development and instruction; 8340-8349 are seminars related to multicultural counseling; 8410-8440 are courses related to practicum and internships; 8600-8699 are elective courses; and 8990-8999 are courses related to dissertation. There are several elective courses that are cross listed with both a 7000 number (for Master's students) and an 8000 number (for Doctoral students). Doctoral students should not sign up for the 7000-level course. However, if an elective is only listed as a 7000-level course and does not have a 8000 number, students can sign up for the 7000-level course.

**Required Courses** (see Graduate Catalog for detailed course descriptions)

#### **Counseling core courses (21 credit hours):**

CSLG 8105    Doctoral Seminar (1G) (fall)

CSLG 8106	Advanced Multicultural Career Counseling (1G) (spring)
CSLG 8107	Advanced Group Seminar (1G) (fall, spring)
CSLG 8100	Advanced Counseling Theory Seminar (fall)
CSLG 8110	Clinical Supervision in Counseling (fall)
CSLG 8203	Instructional Theory in Counselor Education (summer only)
CSLG 8345	Advanced Multicultural Counseling (fall)
CSLG 8346	Applied Multicultural Counseling (fall)
CSLG 8998	Seminar in Prospectus Design (fall)

**Clinical/field experience courses (12 credit hours):**

CSLG 8440	Internship I (fall, spring)
CSLG 8410	Practicum in Clinical Supervision (spring)
CSLG 8431	Doctoral Practicum in Counseling (spring, fall)
CSLG 8445	Internship II (fall, spring)

**Dissertation hours:**

CSLG 8999	Dissertation (9-12 credits)
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**Research courses (12 credit hours)**

RSCH 8210	Applied Research Methods
RSCH 8110	Descriptive and Inferential Statistics
RSCH 8120	Advanced Statistics
RSCH 8140	Multivariate Statistics or Qualitative Statistics, <b>or</b>
RSCH 8211	Qualitative Research Methods

**Electives:**

CSLG 8111	Solution-Focused Brief Therapy
CSLG 8142	Introduction to Play Therapy
CSLG 8143	Filial Therapy
CSLG 8144	Theory and Practice of Play Therapy
CSLG 8145	Special Topics in Play Therapy
CSLG 8154	Diagnosis and Treatment Planning in Counseling
CSLG 8160	Theories of Chemical Dependence
CSLG 8161	Assessment and Diagnosis of Chemical Dependency
CSLG 8162	Chemical Dependency: Counseling Individuals, Families, and Groups
CSLG 8163	Chemical Dependency: Treatment Planning and Relapse prevention
CSLG 8200	Introduction to Theories of Family Counseling
CSLG 8201	Counseling Needs of Women
CSLG 8600	Sexual Orientation Diversity in Clinical Practice
CSLG 8601	Counseling: The Spiritual Dimension
CSLG 8604	Counseling Sexual Minority Families and Couples
CSLG 8645	Cognitive-Behavior Theory and Practice
CSLG 7141	The School Counselor
CSLG 8646	Administration and Leadership of School Counseling Services
CSLG 8680	Crisis Counseling
CSLG 8681	Grief and Loss Counseling
CSLG 8800	Individual Study in Counseling (1-6)

In consultation with their Program of Study Advisory Committee, students can consider taking electives not listed above but are being offered in a certain semester. Electives can also include research courses outside of the required four. Students may want to consider obtaining one or more of the post-master's certificates the department offers in play therapy, substance abuse counseling, and school counseling. Students can use the required two electives to count toward a relevant certificate program. Details of the certificate programs are available online (<http://education.uncc.edu/counseling/certificates.htm>). The gerontology certificate program is also available. Students interested in these programs should contact the respective program coordinators for more details.

### Sequence of Classes

Key points to keep in mind are:

- The sequence shows the semesters when courses will be offered. Be aware that some courses are only offered in the fall semester and some only in the spring semester. Some are offered in both long semesters.
- You will take two semesters of Internship (one of 8440, one of 8445). They are both offered in the fall and spring semesters; that is why they show up several times in the sequence below.
- You will only be required to take two electives even though there are more electives listed below. You may choose when to take these electives. **You may want or your program of study committee may require you to take additional electives because of your career goals and professional development needs.** Consult with your program of study committee.

If you begin in the summer:

	<u>Summer</u>	<u>Fall</u>	<u>Spring</u>
<u>Year 1</u>	Elective Prerequisites	CSLG 8105 CSLG 8100 CSLG 8345 RSCH 8210	CSLG 8106 CSLG 8346 CSLG 8431 RSCH 8110 Elective
<u>Year 2</u>	CSLG8203 Elective Prerequisites	CSLG 8110 CSLG 8998 RSCH 8120 Elective	CSLG 8410 CSLG 8440 RSCH 8140 <b>or</b> 8111 Elective
<u>Year 3</u>	CSLG 8999	CSLG 8107 8440/8445 Internship I CSLG 8999	Or CSLG 8107 8445 Internship II CSLG 8999

If you begin in the fall:

	<u>Summer</u>	<u>Fall</u>	<u>Spring</u>
<u>Year 1</u>		RSCH 8210 CSLG 8100 CSLG 8345 CSLG 8105 Prerequisites	RSCH 8110 CSLG 8431 CSLG 8346 CSLG8106 Prerequisites

<u>Year 2</u>	CSLG 8203 Prerequisites Electives	RSCH 8120 CSLG 8110 CSLG 8998 Elective	RSCH 8140 or 8111 CSLG 8410 CSLG 8440 Elective
<u>Year 3</u>	CSLG 8999 Electives	8440/8445 Internship CSLG8107 CSLG 8999	8445 Internship II Or CSLG8107 CSLG 8999

The sequence of courses is due for review in fall 2009. Students will be kept updated.

### **Prerequisite Courses**

Students whose admission into the program entails prerequisite courses are required to complete them as soon as possible. Likely, students can complete them during the summer sessions before they begin their first fall semester. Depending on the actual course deficiency, **students will not be allowed to enroll in related doctoral level courses until these prerequisites are completed.**

### **Additional Internships**

Students who are admitted into the program with additional internship requirements are required to complete them before they can enroll in Clinical Supervision in Counseling (CSLG 8110), which is typically taken in the fall of the second year of studies. Students are advised to complete these requirements during their first year of studies. The Doctoral Program Coordinator will assist with students in seeking internship site placement before they begin their studies. Students will enroll in CSLG7435 Internship to fulfill this requirement. Typically, the internship requirement entails 300 hours at an approved site in the community.

### **Doctoral Practicum**

The Doctoral Practicum requires 150 hours during the semester at an approved site in the community. Students will provide a minimum of four hours a week of individual counseling and will work under the supervision of a professional at the site and the faculty assigned to the course. The practicum experience will be composed of new learning experiences for doctoral students including those who choose to do their practicum at sites where they are employed. The determination of the site is made by the students with consultation with his/her Program Advisor. See the doctoral clinical handbook for more details and related forms.

### **Doctoral Internships**

Doctoral students are required to complete a total of 600 clock hours (spread over two semesters) of Internship (CSLG 8440/8445). The internships will be composed of new learning experiences. One of the internship classes will be devoted primarily to developing clinical skills. Clinical supervision, training, or program evaluation may be included in the experience. The other will be in counselor education designed for students to develop their knowledge and skills in counselor education. This counselor education internship will involve teaching with the Counseling Faculty at UNC Charlotte. Procedures and the Doctoral Field Experience forms can be found in the Doctoral Clinical Handbook.

Students who are licensed counselors (LPCs, LMFTs, or LCASs) may request to replace the clinical internship with a counselor education internship if the following conditions are met:

1. The students have had substantial clinical experience before they enter the doctoral program.
2. Endorsed by the Doctoral Practicum instructor in a letter that the students have demonstrated exceptional clinical skills in Doctoral Practicum (CSLG8431).
3. The request is approved by the students' Program of Study Committee.

The content of the experience and the site selected will be determined by the students and their Program of Study Committee. When the students identify a site that has not been previously used, with the knowledge of their Program Advisors, they will inform the Doctoral Program Coordinator so the coordinator can initiate contact with the site to verify that it meets the needs of the program in terms of the students' goals and supervision requirements.

### **Language and/or Research Requirements**

While there are no foreign language requirements for the Ph.D. in Counseling, the competent professional in the counseling doctoral program must have a mastery of (a) statistics and research methodologies, (b) models and methods of appraisal, and (c) computer literacy. Given the initiation of graduate work in Spanish on our campus, many of our students will benefit from developing proficiency that will enable them to provide services to our increasing Spanish-speaking population. Students will find it helpful to consult with their Advisors on how best to meet these requirements as part of their program of study. Where proficiency in a foreign language is selected, language courses may be taken as electives.

### **Pre-registration and Registration**

Pre-registration is normally scheduled in early April for fall semester and summer sessions and in early November for spring semester. Open registration is held the week preceding the first class day. The academic calendar for the University lists pre-registration and registration dates.

### **Grades Required**

Students must maintain a GPA of at least 3.0. An accumulation of three (3) grades of "C" will result in termination of the students' enrollment in the graduate program. Students who make a grade of "U" on any course will have their enrollment terminated.

### **Accreditation**

The doctoral program in counseling is accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). The program is being revised in accordance to the latest 2009 CACREP standards (<http://www.cacrep.org/2009standards.html>) at the time when this handbook is being revised.

## **PROGRESSING THROUGH THE GRADUATE PROGRAM**

The Ph.D. program serves both traditional and non-traditional students, and it can be tailored to meet students' individual needs. It may be helpful for students to consider the following:

1. Become familiar with the procedures of the University (see UNC Charlotte Graduate Catalog and other materials available through the Graduate School).
2. Know the academic year, both for the University and for the program. This include various deadline dates such as registration, add/drop, filing for graduation, and so forth.

3. Often doctoral coursework requires time commitment beyond the actual class meeting times. For example, students in the Clinical Supervision (CSLG 8110) course will assist with the Master's level Counseling Techniques courses. This will incur an additional three (3) hours per week. When students take CSLG8106 (Advanced Group Seminar), they will be required to run a T group for 1.5 hours and attend another hour of group supervision which is likely to be scheduled on another day. There may be other expectations for out-of-class activities as well, for example, immersion and social advocacy projects in the advanced multicultural counseling courses.
4. Get to know your Program Advisor. Use him/her for advice and counsel.
5. Course work frequently requires students to deal with personal and professional issues, both situational and developmental in nature. Students' openness to self-examination and constructive feedback are integral parts of professional development. Moreover, as professionals who adhere to the Code of Ethics (American Counseling Association), the faculty are committed to an on-going screening process designed to assist students whose issues interfere significantly with their progress in the program. See Procedural Guidelines for Screening Students.
6. Seek opportunities to collaborate with faculty members in research project, conference presentation, professional organization involvement, and other professional and scholarly activities. This will enrich your experience and enhance your professional standing.

### **Multicultural Awareness Journal**

Students will keep a multicultural awareness journal while enrolled in CSLG 8345 and 8346. This journal will include weekly entries that reveal reflections on individual awareness of bias and prejudice and insights gained as a result of class materials. The expectation is that the students will reflect (a) on a personal level about self, (b) on an interpersonal level about both positive and negative interactions with others, (c) on a professional level about counseling interventions and practices, and (d) on a societal level about ways counselors can influence the larger community to be affirmative about diversity and multiculturalism. The final entry in the journal will be an age analysis paper of personal change with emphasis on changed personal and professional constructs relative to diversity and multiculturalism. The final entry will be due soon after completion of Applied Multicultural Counseling (CSLG 8346).

The depth and quality of the analysis paper are expected to exceed those of Master's level work. Students are expected to demonstrate the ability to reflect upon advanced multicultural knowledge, skills, and values in relation to personal experience besides mere articulation of reflections and impressions. Students are encouraged to be creative in presenting their final analysis. When completed the Advisor and the Doctoral Program Coordinator and the instructor(s) of the Multicultural Counseling courses will sign off on the **journal completion form** (see Appendix). A copy of the signed form should be kept in the students' record folder in the department.

### **Record of Progress**

Doctoral students with their Program Advisor, Dissertation Chair, and committee members will submit various forms to document their progress through the program. The forms required are included in the appendix at the end of this handbook. Some of these forms are generated by the Graduate School and are available online on its website ([http://www.uncc.edu/gradmiss/gs\\_forms.html](http://www.uncc.edu/gradmiss/gs_forms.html)). In each instance it is the **students' responsibility** to (a) initiate the approval process for each of these forms, (b) secure the appropriate signatures on the forms, (c) submit the completed forms to the relevant offices (e.g., Department of Counseling, Graduate School), (d) keep the Record of Progress form up to date, and (e) make sure all the forms remain in their record folder.

## **Professional Organizations**

Students and graduates are encouraged to join and to become active in professional organizations (or associations). One method to remain current in the profession is by presenting at various conferences, serving on committees, writing for professional journals, attending workshops, and becoming active in leadership. Your involvement with professional counseling organizations reflects commitment to your professional identity.

While there are many benefits to be derived from membership in a professional organization, only the primary ones are noted here. As a member of a professional organization, you:

- receive the organization's publications.
- are entitled to reduced membership rates and reduced registration rates for professional meetings sponsored by the organization.
- are eligible for member services (e.g., professional liability insurance, legal defense fund, library resource use, etc.)
- have a method of direct involvement with activities and issues directly or indirectly pertinent to your profession.
- are affiliated with other professionals having interests and areas of expertise similar to yours.
- may remain current in the knowledge, practices, and research findings in the field.

The primary national organization to join is the American Counseling Association (ACA). The primary state organization is the North Carolina Counseling Association (NCCA). There are also divisions within the organizations for counseling specialties (e.g., Counselor Education and Supervision, School Counselors, Specialists in Group Work, Career Counselors, International Association of Marriage and Family Counselors, and Mental Health Counselors).

Chi Sigma Iota is an international honor society of counseling professionals and students dedicated to excellence in scholarship, research, and clinical practice. Its purpose is to promote and recognize exemplary achievement in the study and practice of counseling. All doctoral students are encouraged to join Mu Tau Beta, our multi-year award-winning local chapter of Chi Sigma Iota. Applications for ACA, NCCA, and Chi Sigma Iota are available in the departmental office.

## **Comprehensive Examination**

The following guidelines apply to doctoral students admitted since May 2009. Students who entered the program before May 2009 can opt to follow the evaluation procedure detailed in the doctoral handbook at the time of admission into the program or request to be evaluated according to the procedure documented in this handbook.

The main objective of the Comprehensive Exam is to ensure that the students demonstrate an in-depth understanding of the counseling professions, hence, exhibiting adequate preparation to write a dissertation and to be counselor educators. Examinees must:

1. Be able to analyze and synthesize information obtained from coursework and research within a multicultural counseling context.
2. Demonstrate advanced knowledge and apply principles of multiculturalism in the core areas of supervision and counseling theory.

3. Demonstrate competencies in research methodology and evaluation.

With advice and consent of the students' Program Advisor, students choose when to take the Comprehensive Examination. Students will meet with their Program Advisors **near the end of the semester** in which they will have accrued 33-36 hours of doctoral course credit to verify their eligibility to take the exam and discuss the questions they may have about the exam. Advisors will also verify students' proficiency in research tools.

#### **Doctoral comprehensive examination schedule:**

1. The exam can be scheduled only for August and January. The May exam date is only available for re-examination.
2. Register by the **first Monday of May** for the August exam. The exam will be administered during the week prior to the first day of class in August for the fall semester.
3. Register by the **first Monday of December** for the January exam. The exam will be administered during the week prior to the first day of class in January for the spring semester.
4. Register by the **first Monday of April** for the May re-examination. The re-examination will be administered the week after the spring semester's final exams.
4. Use the **Comprehensive Examination Application** form to register. Submit the signed application form to the Doctoral Program Coordinator by the deadline of the exam administration stated above. Faculty member who is scheduled to coordinate the exam will be in charge of scheduling, administering, and coordinating the grading of the exam. The exam coordinator will also liaise with students regarding the outcomes of the exam.

#### **Doctoral comprehensive examination procedures:**

The comprehensive exam is a two-day written exam taken using the computers in the College of Education at UNCC. The exam must be taken and passed prior to enrollment in dissertation credits (CSLG 8999).

The exam will consist of four questions. Students will respond to two questions on the first day of the exam (Question 1 – Counseling Theories: 8:00 a.m. to 12:00 noon; Question 2 – Supervision: 1:00 p.m. to 5:00 p.m.) and to two other questions on the second day of the exam (Question 3 – Research Methodology: 8:00 a.m. to 12:00 noon; Question 4 – Multicultural Counseling: 1:00 p.m. to 5:00 p.m.). Students taking the comprehensive exam in each administration will respond to a common set of questions selected by the doctoral program committee.

The doctoral program committee will select a total of eight questions, two per each content area, at least a month before a specific exam administration. Students shall only respond to one question per content area. If students select to respond to both the questions in a particular content area, examiners will evaluate and grade the first response and disregard the second response. Students may be penalized for not following instructions.

Students are expected to report to and pick up their exam packets from the proctor in the designated computer lab at 8:00 a.m. on both days of the exam. Students **will not** be allowed to bring in books, notes, or any materials to the computer lab during the exam. The exam packets contain the exam questions, a writing pad, a pencil, and a computer diskette. Students will save their answers in the diskette provided to them. Students will also be required to print a hardcopy of their answers and

submit them along with the diskette and exam question to the proctor. Students are to turn in their answers for the first question for the day by 12 noon and their second question for the day by 5 p.m.

Students **will not** be allowed to contact and interact with other people in person or online while the exam is taking place. Students will be allowed to take restroom breaks and a one-hour lunch break. Students will be required to sign a statement of integrity indicating they have followed all the rules of the exam.

**Content and scope of the comprehensive exam:**

The scope of both exams may include, but will not be limited to the following topic from the four general areas of (a) counseling theories, (b) counseling supervision, (c) research methodology, and (d) multicultural counseling.

Counseling Theories

- Conceptual framework of theory
- Conceptualization of client issues
- Developmental paradigm within theoretical context
- Techniques
- Treatment planning
- Philosophical basis for various theoretical references
- Limitations of given theory

Counseling Supervision

- Supervision models
- Supervisory interventions
- Ethics associated with supervisory relationship
- Current research trends in supervision
- Models of consultation

Research

Methodology

- Quantitative
- Qualitative
- Research designs
- Hypothesis testing
- Sampling
  - Sampling methods
  - Selecting appropriate statistical procedures
  - Levels of measurement
  - Validity
  - Reliability
  - Threat to internal/external validity
  - Type I and Type II errors
  - Causal inference

Critical analysis of research

Interpretation of data

Multicultural Counseling

- Frameworks for understanding oppression
- Identity development for marginalized populations
- Identity development for majority populations
- Multicultural counseling competencies

Application of multiculturalism in various counseling contexts (populations and modalities)

Elements of social advocacy

Ethical and philosophical bases for multicultural counseling

**Scoring and evaluation:**

1. Faculty will have two weeks to evaluate the written exam. Each question will be evaluated independently and anonymously using a Pass/Fail format. For a response to be considered adequate, it must receive a "Pass" rating by at least two of three readers. Students will receive notice of written exam results within four weeks.
2. The faculty will determine criteria and performance levels for a passing score. The criteria by which the written exam responses will be evaluated include clarity and organization, depth of conceptual understanding, completeness of response, and consistency and logical support. Responses are expected to follow the latest APA publication format for citing references within the body of the text. Reference lists are not expected. However, students are expected to cite primary sources. Below is the scoring rubric currently in use:

Question	Good	Adequate	Inadequate	Comments (Please type your comments in the boxes below and be very detailed for any "Inadequate" ratings)
Answered all parts of question	(5)	(3)	(1)	
Responses are accurate	(5)	(3)	(1)	
Demonstrated depth and breadth of knowledge in the subject matter	(5)	(3)	(1)	
Provided appropriate and sufficient citations of literature and references, as required for question	(5)	(3)	(1)	
Responses are clear, organized, and logical	(2)	(1)	(0)	
Mechanics of writing (spelling, typing, grammar, format, sequencing)	(2)	(1)	(0)	
Adherence to APA style as able within the structure of the comprehensive exam	(2)	(1)	(0)	

3. Students must pass all four questions to pass the comprehensive exam.
4. Re-examination, if required, will be for only those areas which were evaluated as unsatisfactory.
5. If students fail a question twice, they will be allowed to write the question the third and final time with the following conditions:

- a. Complete all remedial work to be outlined by their Program Advisory Committee, such as retaking a course.
  - b. Sit out a semester without enrolling in any course credits other than those related to the remedial work. They should, however, enroll in CSLG9999 to maintain their student status.
  - c. Skip one comprehensive exam administration, not counting the May re-examination administration.
6. Students will be dismissed from the program if they fail a question thrice.

Students who receive a “pass” on the written exam will proceed to the proposal phase of the dissertation. The **Comprehensive Exam Report** form will be sent to the Graduate School expeditiously once the outcome of the exam is finalized. Students are responsible to initiate the signing of the report and submitting it to the Graduate School.

Students who entered the program **prior to summer 2009** can select to follow the evaluation procedure put in place at time of their admission into the program or request to be evaluated according to the procedure documented in this handbook. The previous evaluation procedure provides students only two attempts to write the questions. **If students fail a question twice, they will not be allowed a third attempt and will be dismissed from the program.**

### **Dissertation Committee Chair**

With the mutual consent of the students and the faculty member, a faculty member who is recommended by the Doctoral Program Coordinator and appointed by the Department Chair will be designated to serve as the Chair of the Dissertation Committee. The Chair will provide advisement as it pertains to the completion of the dissertation. Students’ Program Advisors continue to provide advisement for students’ course work and field and professional experiences. Dissertation Chairs are specifically responsible for seeing that the students progress in an expeditious manner towards completion of the degree. Chairs will assist students in organizing committee meetings, conducting original research, presenting the proposal, and organizing the dissertation defense. Eligible faculty members are all tenure-track faculty who have successfully progressed through their first reappointment. This occurs for faculty during their third year as an Assistant Professor.

### **Doctoral Dissertation Committee**

The Dissertation Committee is to be formed after the students have successfully completed their comprehensive exam. The committee is to be formed under the advisement of a student-selected Dissertation Chair. At least three committee members must be on the Counseling Program faculty. A person outside the university may serve as a full member of the Dissertation Committee in situations where knowledge or expertise of a particular nature is desired.

Once the committee members have informally agreed to serve, the students should submit the **Appointment of Dissertation Committee** form to the Doctoral Program Coordinator for his/her signature before turning it in to the Graduate School. The Graduate School will then appoint a faculty representative outside the College of Education. The Graduate School will issue a letter to formally confirm the appointment with the committee members. The Graduate School’s **Petition for Topic Approval** form can be submitted concurrently with the Appointment of Dissertation Committee form.

Each appointed committee member will have both voice and vote on all relevant matters pertaining to a doctoral students’ progress towards the degree. All committee members must be present for the oral defense of the dissertation proposal as well as the final dissertation defense. The oral defense is considered satisfactory upon the positive vote of a majority of the committee members.

## Admission to Candidacy

Students are considered candidates for the doctoral degree upon: (a) successful completion of the Comprehensive Examination and (b) approval of the Dissertation Proposal. Candidacy must be achieved at least six months before the degree is conferred. Students should submit the Application for Candidacy form to the Graduate School when they apply for Graduation. However, if the students have completed everything on their Program of Study other than the dissertation, they can submit the **Application for Candidacy form** upon a successful dissertation proposal defense and not wait till they apply for graduation. The Application for Candidacy form requires students to document the courses they have taken to show their fulfillment of the requirements of the degree.

## DISSERTATION

The dissertation is the final example of the candidate's readiness for the degree. In close consultation with the Doctoral Committee, the students will develop an original research study as approved in the Dissertation Proposal. A doctoral dissertation must demonstrate the candidate's ability to conceive, design, conduct, and interpret independent, original, and creative research, and must make a unique contribution to knowledge in the field of counseling. Under the direct supervision of the Dissertation Committee Chairs, students are encouraged to consult regularly with their Dissertation Committee members during the planning, conducting, and writing of the dissertation.

Following the approval of the dissertation topic, students are required to maintain continuous enrollment (CSLG 8999; fall and spring semesters) for dissertation study until work is completed. Continuous enrollment begins with the semester after the dissertation topic is approved. If the dissertation is not completed after a successful completion of 12 dissertation credit hours, students can enrolled in CSLG 9999 to maintain continuous enrollment.

Summer dissertation enrollment is optional. However, if students wish to engage their Dissertation Chair and Committee in dissertation-related work during the summer sessions, they are to enroll in at least three (3) credit hours of dissertation in the summer session agreed upon between them and their Chair.

The following policies guide the dissertation process:

- Students are responsible for seeing that all forms associated with Doctoral study are submitted to the Graduate school in a timely manner.
- Assistant Professors may not chair a dissertation committee until having served as a member of at least three dissertation committees and have successfully completed their midterm reviews.
- Students are responsible for knowing the deadline dates in the dissertation process (application for graduation, application for candidacy, date dissertation is due to the Graduate school). It is recommended that dissertation defenses be completed at least three (3) weeks before the approved dissertation is due in the Graduate School.
- The dissertation committee must have one member who is familiar with the literature on the dissertation topic chosen by the student. A faculty member, not familiar with the literature on the dissertation topic, may chose not to serve as chair.
- **Two weeks** prior to the **proposal defense**, the students will deliver (a) bound hard copies of the proposal to members of the committee and (b) softcopies to all the Counseling Faculty members.

- **Two weeks** prior to the **dissertation defense** the students will deliver bound hard copies of the dissertation to members of the committee. The Graduate School should be informed of the final defense three weeks before the event.
- All departmental faculty members are invited to attend a proposal defense and make comments at the defense.
- All departmental faculty members are invited to attend dissertation defenses.
- It is the responsibility of the Dissertation Chair to provide the necessary information regarding (a) the proposal defense event to the counseling faculty and (b) the Dissertation final defense to the relevant offices at the University and in College of Education so that an announcement regarding the final defense can be made two weeks in advance.

### **Dissertation Proposal Defense**

A formal Dissertation Proposal is presented after the students and their Dissertation Committee are satisfied that the students' proposals are ready for defense. The proposals shall include the first three chapters of the dissertation, namely, Introduction, Literature Review, and Methodology.

The proposal and the final dissertation should be in compliance with the guidelines in the Graduate School's Dissertation Manual as well as the current Publication Manual of the American Psychological Association.

### **Proposal Format**

1. Introduction
  - a) Overview
    - i. Need and purpose for the study
    - ii. Statement of the research problem
    - iii. Statement of hypotheses/questions
  - b) Delimitations
  - c) Limitations
  - d) Assumptions
  - e) Definitions
  - f) Summary
2. Literature Review
  - a) Introduction
  - b) Literature Review
  - c) Summary
3. Methodology
  - a) Introduction
  - b) Procedures
  - c) Research Design
  - d) Summary
4. References

### Preparation of the Proposal

1. Enroll in CSLG 8998 (Seminar in Prospectus Design). Students will learn the process for developing a proposal for dissertation in this course. Students must also enroll in CSLG 8999 and research courses relevant for the dissertation. The students' products resulting from their participation in CSLG 8998 often are inadequate for the purposes of the dissertation,
2. Work closely with the Dissertation Chair and other committee members. It is important during the preparation phase that the leadership of the research idea comes from the students. While the dissertation is developed in collaboration with a faculty committee, the purpose of this project is for the students to lead a research endeavor. *It is the students' responsibility to undertake a study of sufficient quality to make an important contribution to the field of counseling.*
3. If the intended research involves human subjects, students must familiarize themselves with the policies, guidelines, and deadlines of the University's Institutional Review Board (IRB) for Research with Human Subjects in order to be in compliance (<http://www.research.uncc.edu/comp/human.cfm>). Approval to conduct research from the IRB must be obtained before the defense.
4. In consultation with all Dissertation Committee members, the students will reserve a time and place for the proposal defense with the Department's office manager.
5. **At least two weeks** prior to the dissertation proposal defense date, the student distributes bound hard copies of the proposal to his/her committee members, including the graduate faculty representative. Questions or concerns from faculty will be relayed to the Doctoral Chair at least two full days prior to the scheduled proposal meeting. Softcopies of the proposal should also be e-mailed to members of the counseling faculty.

### Proposal Defense Meeting

1. All the Counseling program faculty, Department Chair, the Dissertation Committee members, and the Graduate School representative are invited to the presentation of the proposal. The proposal presentation is open to all university faculty members. The students and the Committee Chair together may give permission to allow other doctoral students to attend the presentation as observers.
2. The proposal presentation will last about one and one half hours. Standard format should include introductions, introductory remarks by the students regarding his/her interest areas, and an explanation of the proposed study. Faculty present may ask for clarifications and/or offer suggestions regarding the proposed study. After the students has concluded the presentation, the students and any other student observers leave the room and the Committee Chair allows faculty members a time for additional comments. The student then returns to the session and is informed of the Doctoral Committee's recommendation(s) regarding the proposed study.

### Dissertation Proposal Outcome

Subject to review by the Dean of the College of Education and the Dean of the Graduate School, the students' Doctoral Committee has final recommending authority. The outcome of the proposal may be (a) approve, (b) modify and approve, or (c) disapprove. If the proposal is approved or modified and approved, the students submits the **Dissertation Proposal Defense Report** form with all committee members' signatures to the Doctoral Coordinator and then to the Graduate Dean. This form may be

signed by the Dissertation Committee at the proposal meeting if all members are satisfied with the proposal. Upon approval, the students may begin the data collection phase of the study.

### **Dissertation Defense (Final Examination)**

Each candidate must pass a final oral examination regarding the completed dissertation. Sometimes called the “dissertation defense” or the “dissertation oral,” this meeting is open to members of the University community. Students are not permitted to take the final examination more than twice. The Graduate School must be informed of the date and place of the defense at least **three weeks in advance**.

With the approval of the Doctoral Committee, the students will schedule for the dissertation defense. The students, with the Committee Chair’s assistance, will arrange for a public formal announcement of the date, time (2 to 3 hours), and place of the examination so that any interested member of the University may attend. The announcement can be made in one of three ways: (a) Academic Affairs Listserv (contact Ms. Lora Arrico, Academic Affairs for assistance), (b) Campus News (e-mail [campnews@uncc.edu](mailto:campnews@uncc.edu) with the details no later than one week prior to the date the student wishes the notification to be posted), or (c) the student post flyers on campus (contact Reservation Office at ext 7-7872 for approval).

Dissertation Defense Announcement Format when posted to the Academic Affairs Listserv:

Student’s full name:  
 Date of Defense:  
 Location of Defense:  
 Time of Defense:  
 Dissertation Committee Chair:  
 Abstract: Brief (one paragraph)

Students should also contact the Graduate School to arrange for a meeting to have their dissertations reviewed for format compliance (<http://graduateschool.uncc.edu/graduation/manual.html>) before the dissertation defense. Contact the Graduate School (Ms. Stella Butterbaugh, 704-687-77266, [sabutter@uncc.edu](mailto:sabutter@uncc.edu); or Ms. Donna Mack, 704-687-7244, [dmmack@uncc.edu](mailto:dmmack@uncc.edu)) to arrange for the pre-defense review.

Two weeks before the date, the students will distribute to the committee bound hard copies of the completed dissertation which has also been reviewed by the Graduate School for format. The defense will be conducted by the Doctoral Committee, which includes a graduate faculty representative. Following the candidate’s presentation and questions posed by committee members, the Committee will render a decision. Decisions require a majority vote. The following options are available to the Committee: approve, approve contingent upon specific changes being made, defer pending an additional defense, and disapprove. The Dissertation Chair will then file the **Dissertation Defense Report** with the Graduate School.

Following the successful completion of the defense, the doctoral candidate must schedule a meeting with the Graduate School to arrange for a final review of their dissertation before they submit an error-free manuscript to the Graduate school electronically. See the Graduate School’s web site on electronic submission of dissertation for details (<http://graduateschool.uncc.edu/graduation/submit-your-etd.html>). Students should also attend a Graduate School-sponsored workshop on electronic dissertation submission when they begin working on their dissertation and not wait till the final defense. Such workshop is offered by the Graduate School each semester. Information on the workshop schedule is available on the Graduate School web site.

It is customary for students to provide a bound hardcopy of the dissertation to the Dissertation Chair and a bound hardcopy to the Department of Counseling. Students are responsible for complying with all deadlines and fees related to the dissertation.

## GRADUATION

### **Filing for Graduation**

Students are entitled to graduate upon fulfillment of all requirements in effect at the time of admission into the doctoral program. Students must file for application for degree. The form is available online on the Graduate School web site ([http://www.uncc.edu/gradmiss/gs\\_forms.html](http://www.uncc.edu/gradmiss/gs_forms.html)). Students are responsible to know the relevant published deadlines. Students should also submit the **Application for Candidacy** form concurrently, if they have not done so after they successfully completed their dissertation proposal defense.

### **Commencement**

The degree is conferred at the commencement following the fulfillment of all requirements. The candidate is expected to be present at the ceremony and will be accompanied to the stage with their Doctoral Chair. Candidates are responsible to find out from the Graduate School details and requirements of the commencement.

### Appendix: Forms

On the following pages are the some of the forms students will complete during the doctoral program. They are organized as Counseling Program forms, Graduate School forms, and other on-line forms. Students are responsible for completing the forms, getting them signed (with the exception of the signature of the Dean of the Graduate School) and giving a copy to the Program Advisor (until after completing comps), the Dissertation Chair (after completing comps), and the Doc Coordinator. In addition, students are responsible for placing a copy of the signed forms in the counseling departmental office. For forms that need to be filed with the Graduate School, students have the responsibility to ensure that their forms are delivered to the Graduate School.

	Signatures Required:	Submitted to:		
		Advisor	Doctoral Coordinator	Dept File
<b>Counseling Program Forms:</b>				
Transcript Analysis (submit along with other application material when applying for the program)				
Appointment of Doctoral Advisory Committee (complete by end of first fall semester)	Program Advisor 2 Committee Members Doc Coordinator			
Program of Study (complete by end of first fall semester)				
Professional Development Plan (complete by end of first fall semester)	Program Advisor 2 Committee Members Doc Coordinator			
Professional Development: Completion Form (complete by the time you file for graduation)	Program Advisor 2 Committee Members Doc Coordinator			
Multicultural Counseling Journal: Completion Form (complete by end of CSLG8346 Applied Multicultural Counseling)	Instructor Program Advisor Doc Coordinator			
Comprehensive Examination Application (complete according to the deadline for the exam administration of your choice)	Program Advisor 2 Committee Members			
Student Screening Report (complete by Advisor if and when necessary)				
<b>Graduate School Forms:</b> ( <a href="http://graduateschool.uncc.edu/academic/forms.html">http://graduateschool.uncc.edu/academic/forms.html</a> )				
Comprehensive Examination Report (complete within 10 days comps results are announced): <a href="http://graduateschool.uncc.edu/images/stories/forms/Qualifying-ComprehensiveExamReport.pdf">http://graduateschool.uncc.edu/images/stories/forms/Qualifying-ComprehensiveExamReport.pdf</a>	Program Advisor 4 Committee Members Doc Coordinator Dean of Graduate School*			

<p>*Appointment of Doctoral Dissertation Committee (complete ASAP once the committee is formed so the Graduate School can assign an external member to allow for sufficient time to schedule for proposal defense): <a href="http://graduateschool.uncc.edu/images/stories/forms/Doctoral%20Committee.pdf">http://graduateschool.uncc.edu/images/stories/forms/Doctoral%20Committee.pdf</a></p>	<p>Dissertation Chair 3 Committee Members Graduate Faculty Representative Doc Coordinator Dean of Graduate School</p>			
<p>Petition for Topic Approval (complete along with the Appointment of Doctoral Dissertation Committee Form): <a href="http://graduateschool.uncc.edu/images/stories/forms/topicapproval.pdf">http://graduateschool.uncc.edu/images/stories/forms/topicapproval.pdf</a></p>	<p>Dissertation Chair 3 Committee Members Graduate Faculty Representative Doc Coordinator Dean of Graduate School</p>			
<p>Dissertation Proposal Defense Report (complete immediately upon the completion of the defense):</p>	<p>Dissertation Chair 3 Committee Members Graduate Faculty Representative Doc Coordinator Dean of Graduate School</p>			
<p>Dissertation Defense Report (complete immediately upon completion of the Dissertation Defense): <a href="http://graduateschool.uncc.edu/images/stories/forms/DissertationDefenseReport.pdf">http://graduateschool.uncc.edu/images/stories/forms/DissertationDefenseReport.pdf</a></p>	<p>Dissertation Chair 3 Committee Members Graduate Faculty Representative Doc Coordinator Dean of Graduate School</p>			
<p>Application for Degree (complete by the deadline for filing for graduation in the semester you wish to graduate)</p>				
<p>Application for Admission to Candidacy (complete the same time you complete the Application for Degree form; it can also be filed once Dissertation Proposal Defense is successfully completed and all other course requirements have been fulfilled): <a href="http://graduateschool.uncc.edu/images/stories/forms/CAND%20DEG%209%2002.pdf">http://graduateschool.uncc.edu/images/stories/forms/CAND%20DEG%209%2002.pdf</a></p>	<p>Dissertation Chair 3 Committee Members Graduate Faculty Representative Doc Coordinator Dean of Graduate School</p>			

Note: Forms that require the signature of the Dean of Graduate School needs to be submitted to the Graduate School. \*Submit to Graduate School to get the Dean of the Graduate School's signature. The Graduate School will assign the Graduate Faculty Representative at the time you submit the form for the Dean of the Graduate School's signature.



**Department of Counseling  
University of North Carolina at Charlotte  
Counseling Doctoral Program**

**Appointment of Doctoral Advisory Committee**

**Students Information**

Name (print) \_\_\_\_\_ Student ID #: \_\_\_\_\_

Department \_\_\_\_\_

Home address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail Address \_\_\_\_\_

\_\_\_\_\_  
*Students Signature*

\_\_\_\_\_  
*Date*

Doctoral Program Advisor: \_\_\_\_\_  
*(print name, sign, and date)*

Counseling Program Committee Members:

\_\_\_\_\_  
*(print full name)*

\_\_\_\_\_  
*(professor signature and date)*

\_\_\_\_\_  
*(print full name)*

\_\_\_\_\_  
*(professor signature and date)*

\_\_\_\_\_  
*Coordinator of Doctoral Program and date*

**Department of Counseling  
University of North Carolina at Charlotte  
Counseling Doctoral Program**

**Program of Study**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Expected Date of Graduation \_\_\_\_\_

Indicate the semester you intend to take the course on the blank space next to the course.

**Core Courses**

_____ CSLG 8105	Doctoral Seminar*
_____ CSLG 8106	Advanced Multicultural Career Counseling*
_____ CSLG 8107	Advanced Group Seminar*
_____ CSLG 8100	Advanced Counseling Theory Seminar
_____ CSLG 8110	Clinical Supervision in Counseling
_____ CSLG 8203	Instructional Theory in Counselor Education
_____ CSLG 8345	Advanced Multicultural Counseling
_____ CSLG 8346	Applied Multicultural Counseling
_____ CSLG 8998	Seminar in Prospectus Design
_____ CSLG 8999	Dissertation (9-12 hours)

**Clinical Courses**

_____ CSLG 8431	Doctoral Practicum in Counseling
_____ CSLG 8440	Internship I
_____ CSLG 8445	Internship II
_____ CSLG 8410	Practicum in Clinical Supervision

**Research Courses**

_____ RSCH 8210	Applied Research Methods
_____ RSCH 8110	Descriptive and Inferential Statistics
_____ RSCH 8120	Advanced Statistics

**Select one:**

_____ RSCH 8140	Multivariate Statistics <b>or</b>
_____ RSCH 8111	Qualitative Research Methods

**Specialization: Minimum two elective courses constitute an area of specialization:**

_____	_____
_____	_____
_____	_____

**Prerequisite Courses (CACREP core areas and/or additional internships):**

_____	_____
_____	_____
_____	_____

\*CSLG 8105, 8106, 8107 are one credit courses. All others are three credits. (Revised: 10-09)

**Department of Counseling  
University of North Carolina at Charlotte  
Counseling Doctoral Program**

**Professional Development Plan**

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Professional Goals:

Developmental Needs:

Professional Identity:

Date Multicultural Awareness Journal due: \_\_\_\_\_

Anticipated date of Comprehensive Exam: \_\_\_\_\_

Anticipated clinical experience (area and placement):

    Doctoral Practicum: \_\_\_\_\_

    Internship I: \_\_\_\_\_

    Internship II: \_\_\_\_\_

Anticipated semester to begin residency: \_\_\_\_\_

Selected areas of professional development (at least 20 clock hours; must include research and scholarly as well as departmental/program activities):

- \_\_\_\_\_ Teaching
- \_\_\_\_\_ Research/Submission of Article
- \_\_\_\_\_ Submission/Delivery of Presentation at Professional Meeting
- \_\_\_\_\_ Grant Submission
- \_\_\_\_\_ Professional Advocacy
- \_\_\_\_\_ Service to the Counseling Program (e.g., Master's program admission)
- \_\_\_\_\_ Others (specify):

Specify your selected activities as detailed as possible.

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*Doctoral Program Advisor (sign and date)*

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*Committee Member (sign and date)*

---

*Committee Member (sign and date)*

**Department of Counseling  
University of North Carolina at Charlotte  
Counseling Doctoral Program**

**Professional Development: Completion Form**

Name: \_\_\_\_\_ Date \_\_\_\_\_

The Professional Development, as outlined in my program of study, has been completed.

**Signatures:**

\_\_\_\_\_  
*Students* *Date*

**Approved**

\_\_\_\_\_  
*Doctoral Program Advisor (sign and date)*

\_\_\_\_\_  
*Committee Member (sign and date)*

\_\_\_\_\_  
*Committee Member (sign and date)*

\_\_\_\_\_  
*Doctoral Coordinator (sign and date)*

**Department of Counseling  
University of North Carolina at Charlotte  
Counseling Doctoral Program**

**Multicultural Counseling Journal: Completion Form**

Name: \_\_\_\_\_ Date \_\_\_\_\_

Attached is the copy of my multicultural journal, submitted as partial completion of the requirements of my Program of Study.

**Signatures:**

\_\_\_\_\_  
*Students* *Date*

**Approved**

\_\_\_\_\_  
*Instructor* *Date*

\_\_\_\_\_  
*Advisor* *Date*

\_\_\_\_\_  
*Doctoral Coordinator* *Date*

**Department of Counseling  
University of North Carolina at Charlotte  
Counseling Doctoral Program  
College of Education**

**Application for Comprehensive Exam**

Student's name (print) \_\_\_\_\_ Student ID #: \_\_\_\_\_

Program of Study – Number of hours completed: \_\_\_\_\_ Date entered program: \_\_\_\_\_

Date of Exam: \_\_\_\_\_

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

Program Advisor

By signing this form, the Program Advisor attests that he/she has verified the applicant has completed at least 33 credit hours of course work and is proficient in research tools and methodology.

\_\_\_\_\_  
*(print name, sign, and date)*

Program Committee Members

\_\_\_\_\_  
*(print full name)*

\_\_\_\_\_  
*(professor signature and date)*

\_\_\_\_\_  
*(print full name)*

\_\_\_\_\_  
*(professor signature and date)*

\_\_\_\_\_  
*Coordinator of Doctoral Program*

**Department of Counseling  
University of North Carolina at Charlotte  
Counseling Doctoral Program**

**Student Screening Report**

Students: \_\_\_\_\_

Committee: \_\_\_\_\_ (Advisor)

\_\_\_\_\_ (Faculty member)

Behavioral description of faculty concerns:

Expected changes in behavior:

Time frame:

Failure to remediate may result in termination from the program.

**Signatures:**

\_\_\_\_\_  
*Students* *Date*

\_\_\_\_\_  
*Advisor* *Date*

\_\_\_\_\_  
*Faculty member* *Date*

### **Forms Required by the Graduate School**

**Note: Not all Graduate School Forms are included here. They are found online on Graduate School's web site (<http://graduateschool.uncc.edu/academics/forms.html>).**

**THE GRADUATE SCHOOL**

Department of Counseling  
 University of North Carolina at Charlotte  
 Counseling Doctoral Program

Comprehensive Examination Report for  
 Doctoral Candidates

Name (as it appears in your students records): \_\_\_\_\_

Student ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Comprehensive Exam: \_\_\_\_\_

a. Written Exam: Passed: \_\_\_\_\_ Failed: \_\_\_\_\_ Date: \_\_\_\_\_

b. Oral Exam: Passed: \_\_\_\_\_ Failed: \_\_\_\_\_ Date: \_\_\_\_\_

c. Overall: Passed: \_\_\_\_\_ Failed: \_\_\_\_\_

Re-Examination: \_\_\_\_\_

a. Written Exam: Passed: \_\_\_\_\_ Failed: \_\_\_\_\_ Date: \_\_\_\_\_

b. Oral Exam: Passed: \_\_\_\_\_ Failed: \_\_\_\_\_ Date: \_\_\_\_\_

c. Overall: Passed: \_\_\_\_\_ Failed: \_\_\_\_\_

Committee Signatures: \_\_\_\_\_

Doctoral Program Advisor (Print Name and Sign)

\_\_\_\_\_  
 Member (Print Name and Sign)

\_\_\_\_\_  
 Member (Print Name and Sign)

\_\_\_\_\_  
 Member (Print Name and Sign)

Doctoral Program Coordinator Signature: \_\_\_\_\_

**THE GRADUATE SCHOOL**  
**Department of Counseling**  
**University of North Carolina at Charlotte**  
**Dissertation Proposal Defense Report**

Name: \_\_\_\_\_ Date \_\_\_\_\_

Program of Study: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Proposal Defense: \_\_\_\_\_

Passed: \_\_\_\_\_ Failed: \_\_\_\_\_ Date: \_\_\_\_\_

Re-Examination: \_\_\_\_\_

Passed: \_\_\_\_\_ Failed: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Signatures: \_\_\_\_\_  
Chair (Print Name and Sign)

\_\_\_\_\_  
Member (Print Name and Sign)

\_\_\_\_\_  
Member (Print Name and Sign)

\_\_\_\_\_  
Member (Print Name and Sign)

\_\_\_\_\_  
Graduate Faculty Representative (Print Name and Sign)

Doctoral Program Coordinator: \_\_\_\_\_  
(Name and date)

Dean of the Graduate School: \_\_\_\_\_  
(Name and date)

**THE GRADUATE SCHOOL**

*Department of Counseling  
University of North Carolina at Charlotte*

**Dissertation Defense Report**

Name: \_\_\_\_\_ Date \_\_\_\_\_

Program of Study: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Dissertation Defense: \_\_\_\_\_

Passed: \_\_\_\_\_ Failed: \_\_\_\_\_ Date: \_\_\_\_\_

Re-Examination: \_\_\_\_\_

Passed: \_\_\_\_\_ Failed: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Signatures: \_\_\_\_\_  
Chair (Print Name and Sign)

\_\_\_\_\_  
Member (Print Name and Sign)

\_\_\_\_\_  
Member (Print Name and Sign)

\_\_\_\_\_  
Member (Print Name and Sign)

\_\_\_\_\_  
Graduate Faculty Representative (Print Name and Sign)

Doctoral Program Coordinator: \_\_\_\_\_  
(Name and date)

Dean of the Graduate School: \_\_\_\_\_  
(Name and date)