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INTRODUCTION TO FHU AND THE CLINICAL MENTAL HEALTH COUNSELING PROGRAM

Graduate Studies in Clinical Mental Health Counseling  
Freed-Hardeman University  
158 E. Main Street  
Henderson, TN 38340  
(731) 989-6638

Dear Graduate Student,

As Director of the Graduate Counseling Program in Clinical Mental Health Counseling at Freed-Hardeman University, I am delighted to extend to you a warm welcome on behalf of the faculty and staff. Professional mental health counseling is a challenging and exciting career field that offers many rewarding opportunities. As you work toward earning your Master’s in Clinical Mental Health Counseling, please take advantage of the unique opportunities that are available to you for personal and professional growth at FHU. You are about to embark on a life-changing journey! Please know that we, as faculty and staff, are here to assist you in your progress towards fulfilling your academic and professional dreams.

Let me also encourage you to become active in professional organizations such as the American Counseling Association (ACA), the Tennessee Licensed Professional Counselors Association (TLPCA), and the Tennessee Mental Health Counseling Association (TMHCA), which is a branch of the Tennessee Counseling Association (TCA). These organizations offer many opportunities for graduate student participation. Also, please familiarize yourself with the Tennessee Board for Professional Counselors and Marital and Family Therapists; this organization serves as the licensing agency for professional counseling in Tennessee. Each of these organizations are accessible online.

This manual is meant to serve as a roadmap for the Graduate Counseling program and will provide you with information about the course of study, comprehensive exam, and field placement experiences: practicum and internship. Consult this manual, the FHU Academic Catalog, and your academic advisor often to ensure smooth progression through the program.

The Graduate Counseling program at FHU is committed to excellence in counselor preparation. We welcome your feedback about your experience of the program. If I can be of any assistance, please do not hesitate to contact me.

Cordially,

James H. Dalton, M.S., Ph.D., LPC, NCC  
Director of Graduate Clinical Mental Health Counseling  
Assistant Professor of Counseling
ABOUT FREED-HARDEMAN UNIVERSITY

FHU Identity Statement
Freed-Hardeman University is an academic community, associated with churches of Christ, which is dedicated to providing excellent undergraduate, graduate, and professional programs.

FHU Mission Statement
The mission of Freed-Hardeman University is to help students develop their God-given talents for His glory by empowering them with an education that integrates Christian faith, scholarship, and service.

Aims Statement
In accomplishing its purpose, the university pursues the following three aims.

1. Freed-Hardeman provides higher education with a Christian perspective:
   - By recognizing the Bible as the inspired and authoritative Word of God,
   - By presenting Jesus, the Christ, as the model for personal behavior,
   - By viewing each person as a special creation of God, possessing an everlasting soul, with ultimate accountability to God,
   - By promoting racial harmony, religious unity, and respect for individual differences through Christian love and biblical teaching, and
   - By offering programs, activities, and worship opportunities that strengthen the university community.

2. Freed-Hardeman provides educational opportunities through excellent undergraduate, graduate, and professional programs:
   - By employing a qualified, caring Christian faculty,
   - By teaching students to be critical thinkers who communicate effectively,
   - By offering a balanced education in the liberal arts and sciences as well as specialization in a chosen discipline,
   - By offering engaging academic opportunities to strengthen individual students,
   - By equipping students for advanced study and career challenges,
   - By instilling in students a lasting desire for learning, and
   - By engaging in the scholarship of discovery, integration, application, and/or teaching in ways that are appropriate to its various disciplines of study, degrees awarded, and professional programs.

3. Freed-Hardeman provides service to the individual, home, church, community, and world:
   - By facilitating spiritual, intellectual, social, and physical growth,
   - By recognizing the home as the basic unit of society and helping students develop skills for healthy Christian families,
   - By encouraging students to love the church and preparing them for active service in a local congregation,
   - By offering programs to strengthen and encourage growth of the church, and
   - By teaching students to become effective citizens of the local and world communities.
MASTER OF SCIENCE IN CLINICAL MENTAL HEALTH COUNSELING

Program Mission Statement
The M.S. in Clinical Mental Health Counseling (CMHC) is designed to meet the needs of college graduates who desire training in counseling-psychotherapy and wish to provide such services to individuals, couples, groups, and families. FHU’s interdisciplinary M.S. in Clinical Mental Health Counseling program integrates elements of the core mental health professions with principles of the Christian faith to produce graduates ready for the clinical practice of professional mental health counseling.

Our Commitment to Students
1. To train dedicated and mature students to be skilled in the art and science of counseling and psychotherapy.
2. To assist students in locating employment from which they can begin applying these skills.
3. To stay in contact with students as they are involved in their chosen professions.
4. To encourage involvement in professional, local, state, and national mental health organizations.
5. To encourage students to obtain national certification and licensure requirements.

Our Commitment to the Community
1. To supply trained and skilled counselors/therapists and to meet community needs.
2. To supply referral services.
3. To provide workshops and seminars for community mental health professionals, ministers, and interested individuals in the West Tennessee area.
4. To do research in the areas of professional counseling.

Our Commitment to the Church
1. To supply dedicated, mature, and skilled counselors/therapists.
2. To supply a list of professional Christian counselors in West Tennessee from which people can choose assistance when needed.
3. To conduct a series of academic courses to assist church leaders in the counseling and family enrichment needs of the local church.
4. To inform the church of current trends, materials, books, and workshops relevant to counseling and family life.
5. To learn of critical areas of counseling needs in the Christian community.
6. To act as a referral and counseling information service for those needing direction in specific situations (especially ministers and elders).
7. To raise sufficient funds to complete the missions described above when said funds exceed the allocated budget of Freed-Hardeman University.

Organizational Structure
The Clinical Mental Health Counseling program is housed under the College of Education and Behavioral Sciences (Dean: Dr. Sharen Cypress) and within the Department of Behavioral Sciences (Chair: Mrs. Lisa Beene). The Graduate Council coordinates all programs that offer graduate degrees at FHU. The Graduate Council, under the oversight of the Office of Academics, sets university-wide policies and procedures for the graduate programs. Dr. C. J. Vires is the Provost and Vice President for Academics.
OVERVIEW OF THE CMHC PROGRAM

Requirements
The M.S. in Clinical Mental Health Counseling requires that students satisfactorily complete 60 semester hours of course work and pass the comprehensive exam. Included in the 60 hours are two field-experiences (a practicum and an internship) of counseling and counseling-related activities. Well-trained counselor-supervisors perform all counseling supervision. The program is designed to be completed in a minimum of two calendar years of full-time study or part-time within three years of first enrollment.

Career Opportunities
A Master’s degree in counseling (with advanced graduate work and licensure where required) may lead to employment in a variety of settings, such as community agencies, children and family services agencies, churches, counseling clinics, employee assistance programs, private practice, community mental health centers, or psychiatric hospital units.

PROGRAM OBJECTIVES
The following are the overall objectives of the FHU CMHC program.

1. Students will demonstrate knowledge of the counseling field, process of counseling, and methods of helping others.
2. Students will demonstrate the ability to apply the licensure and credentialing process to become professional helpers in the area of clinical mental health counseling.
3. Students will uphold a professional counseling identity with a focus on clinical mental health counseling.
4. Students will competently establish working relationships that are centered on sensitivity, multicultural awareness, and acceptance of others.
5. Students will adhere to ethical and professional performance.
6. Graduates will successfully obtain employment in the counseling field, obtain licensure and/or certification in the profession, and/or being accepted into doctoral programs in behavioral science.

ADMISSION TO THE CMHC PROGRAM
Counseling Admissions Committee
Admission into the Clinical Mental Health Counseling program is granted by a decision by the Counseling Admissions Committee. The committee is comprised of at least 3 members of the core faculty of the CMHC program. The Director of the CMHC program is the only standing member of the committee. All other core faculty members serve on the rotation for this committee in turn. Each completed application is assigned to the next faculty in the rotation for the committee. The Counseling Admissions Committee considers each applicant’s career goals and relevance to the CMHC program, aptitude for graduate-level study, potential success in forming counseling relationships, and respect for cultural differences in making decisions.
**Admissions Process**
Applicants to the Clinical Mental Health Counseling program must follow the guidelines, requirements, and procedures listed in the current FHU Academic Catalog pertaining to Graduate Admissions. When all required documentation has been received by the Office of Graduate Admissions and the applicant’s cumulative GPA has been calculated by the Registrar’s Office, the applicant’s materials are transferred to the Clinical Mental Health Counseling program. An interview with one of the members of the Counseling Admissions Committee will be scheduled and conducted in-person or through video web-conferencing. After the interview has been conducted, the application, supporting documentation, and summary of interview responses is reviewed by the Counseling Admissions Committee. The Counseling Admissions Committee considers “each applicant’s (1) relevance of career goals, (2) aptitude for graduate-level study, (3) potential success in forming effective counseling relationships, and (4) respect for cultural differences” to render a simple-majority decision in regards to accepting the applicant (CACREP, 2016, 1.L.). Applicants can be granted regular admission or denied admission.

**Conditional and Provisional Admission**
When the Counseling Admissions Committee determines that an applicant does not meet criteria for regular admission, the committee can grant provisional admission or conditional admission in keeping with the guidelines of the FHU Academic Catalog. Applicants should note that a status of conditional admission or provisional admission does not mean they are accepted into the CMHC program. Applicants who are granted provisional or conditional admission will receive stipulations and conditions which must be met within a stated timeframe of 1-2 semesters. At the end of the provisional or conditional period, the Director of the CMHC program (with input from the CMHC faculty as needed) will determine if the applicant has met the stipulations and conditions for regular admission into the CMHC program. If the applicant has met the stipulations and conditions, the applicant will be granted regular admission into the program. If the applicant has not met the stipulations and conditions, the applicant will be denied admission into the CMHC program.

**CURRICULUM**
Course of Study for a M.S. Degree in Clinical Mental Health Counseling (60 hours; see online Academic Catalog for course descriptions):
- COU 000 Orientation to Grad. Studies in Counseling
- COU 500 Counseling Foundations*
- COU 501 Clinical Intervention I*
- COU 502 Clinical Intervention II*
- COU 505 Life-Cycle Development*
- COU 510 Theories of Counseling & Psychotherapy
- COU 514 Psychopathology I (Abnormal Behavior)
- COU 515 Psychopathology II
- COU 520 Assessment I*
- COU 525 Marriage and Family Counseling
- COU 530 Group Counseling*
- COU 535 Ethical Issues in Counseling*
- COU 540 Research Methods in Counseling*
- COU 545 Practicum I
• COU 550  Career Counseling*
• COU 565  Addictions Counseling
• COU 560  Counseling Diverse Populations*
• COU 599B  Diagnosis & Treatment Planning
• COU 605  Internship I
• **Choice of one elective from the options listed in the FHU Academic Catalog**
  * the courses noted with an asterisk are key courses for the CPCE exam

**GRADUATE CERTIFICATE PROGRAMS**

The Master of Science in Clinical Mental Health Counseling program currently provides oversight of three Graduate Certificate programs.

**Graduate Certificate in Counseling for Church Leaders**
This certificate program requires 18 semester hours. It can be completed after, or at the same time as, the CMHC program. Please see the Academic Catalog for current admissions and program requirements.

**Graduate Certificate in Advanced Counseling**
This certificate program requires a minimum of 12 semester hours. It is a post-master’s certificate to assist professional counselors in furthering their training and skills in a variety of specialty areas. Please see the Academic Catalog for current admissions and program requirements.

**Graduate Certificate in Professional Counseling**
This certificate program requires a minimum of 12 semester hours. It is a post-master’s certificate to assist individuals with a counseling degree who do not currently meet their state’s requirements for licensure as a professional counselor. This certificate program is designed to be flexible and to assist applicants in building their knowledgebase and skills to become a professional counselor. Please see the Academic Catalog for current admissions and program requirements.
# Full Time Clinical Mental Health Counseling Course Rotation

Based upon 2017-2018 Academic Catalog

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**Comprehensive Exam**

- **Second Fall**
  - Addictions Counseling
  - Psychopathology II
- **Second Spring**
  - Practicum
  - Diagnosis & Treatment Planning
- **Second Summer**
  - Marriage & Family Counseling
  - Diagnosis & Treatment Planning
  - Practicum

**Second Fall**
- Addictions Counseling
- Internship

**Second Spring**
- Diagnosis & Treatment Planning
- Practicum

**Third Summer**
- Internship

*Elective taken Fall/Spring in the final year

*Elective taken any time in the final year

Note: Psychopathology I in summer, Psychopathology II in fall, and Diagnosis & Treatment Planning in spring will not begin to be offered in that sequence until Summer 2018.
## Part Time Clinical Mental Health Counseling Course Rotation

Based upon 2017-2018 Academic Catalog

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**Third Fall**
- Addictions Counseling
- Psychopathology II

**Third Spring**
- Diagnosis & Treatment Planning Practicum

**Third Summer**
- Addictions Counseling Internship

**Third Fall**
- Addictions Counseling Internship

**Third Summer**
- Addictions Counseling Practicum
- Psychopathology II

**Third Fall**
- Diagnosis & Treatment Planning Practicum

**Fourth Summer**
- Internship

*Elective taken any time in the final year

Note: Psychopathology I in summer, Psychopathology II in fall, and Diagnosis & Treatment Planning in spring will not begin to be offered in that sequence until Summer 2018.
ADVISING AND REGISTRATION

Advising Process
Counseling students are required to communicate with their advisor each semester. A student information form will be utilized each semester to facilitate communication between student and advisor about the courses the student intends to complete each semester. After completing the student information form, students will be cleared to register or will receive further communication from their advisor with suggestions of modification. If a student has questions about coursework, they should schedule a meeting with their advisor before registering for courses.

Registering for Courses
Students are responsible to register for their courses through the myFHU portal. A student cannot register for courses until they have been cleared to register by their academic advisor.

Change of Schedule
You may change your schedule during the period specified in the University calendar by adding or dropping a course or courses. When a student drops a course before the drop-add deadline for the term in question, there is no charge for the course. Students should consult their advisor before making changes to their schedule after advising has occurred.

PSI-CHI INTERNATIONAL HONOR SOCIETY
CMHC students who have completed at least 9 semester credit hours in the CMHC program with an overall GPA of 3.0 or higher, are eligible to join the Psi-Chi International Honor Society. Applications are typically made in the spring semester. Consult your academic advisor for further instructions of how to join.

COMPREHENSIVE EXAM
The Counselor Preparation Comprehensive Examination (CPCE) is a written examination consisting of approximately 160 multiple-choice items. The exam format is pencil and paper. Material from the following core areas of study is included on the examination:

- Professional and Ethical Issues
- Group Counseling
- Assessment in Counseling
- Issues in Life-Span Development
- Fundamentals of Counseling
- Research and Program Evaluation
- Career Development and Education
- Multicultural Counseling and Education

The examination is administered in the fall, spring, and summer semesters. Students must have completed the 10 courses identified as core coursework for the CPCE exam (or be in their final two semesters) to be eligible to sit for the CPCE. Students must
register to take the examination by the date established by the Graduate Studies in Clinical Mental Health Counseling program. Students are required to score 70 or above to meet the program’s passing criteria. **A passing score on the CPCE is required for graduation.**

Students who fail the written comprehensive examination may retake the examination at its next regularly scheduled administration. Students are typically allowed to take the exam a maximum of two times.

**CANDIDACY**

CMHC students must apply for admission to candidacy after successfully completing (with a grade of “C” or higher) the 30-hour core curriculum requirements. Students must have a cumulative GPA of 3.0 or higher. Candidacy also requires satisfactory mastery of identified outcomes assessment measures, satisfactory record of exhibiting professional dispositions, a passing score on the Counselor Preparation Comprehensive Examination (CPCE), and the approval of the program faculty. Students may not take more than 36 hours until candidacy is approved (unless approved by the program director). Students should apply for candidacy during the semester within which they expect to complete the requirements for candidacy.

**PRACTICUM AND INTERNSHIP**

The Graduate Counseling program facilitates two field experiences (a practicum and an internship) as part of the core course requirements after certain prerequisites have been met (see Academic Catalog). In each of these field experiences, the student works in a face-to-face relationship with clients under the supervision of a field supervisor. A minimum of 100 clock hours is required for the practicum, and a minimum of 600 clock hours is required for the internship. The field experiences are designed to provide clinical mental health students with an in-the-field counseling experience. Each course will be the experiential application of the counseling skills learned in earlier counseling courses. The individualized practicum setting should enhance student’s confidence as a professional counselor. Prerequisites for each course are listed in the Academic Catalog. Students who intend to take practicum or internship within the next two semesters should notify the program of their intent while completing the student information form for advising purposes.

**NATIONAL COUNSELOR EXAM**

CMHC students at FHU are eligible to take the National Counselor Exam (NCE) during their final two semesters. The NCE is a required examination for certification as an NCC and is also an approved examination for licensure in many states. Students should speak with their advisor during their final semesters regarding registration for the NCE. The NCE is optional and is not a substitute for the comprehensive exam.
GRADUATION REQUIREMENTS

Basic Requirements
Graduation from the CMHC program requires satisfactory completion of the Exit Requirements listed in the Academic Catalog for the CMHC program. Students must successfully complete all required coursework with a cumulative GPA of 3.0. Additionally, no course with a grade lower than a “C” can be applied toward graduation requirements, and no more than six (6) semester hours of grades of “C” may be applied toward graduation requirements. Students must pass the comprehensive exam, and be recommended by the core faculty on the basis of satisfactorily upholding professional dispositions of counselors.

Application for Degree
Application for graduation should be made within the first week of the start of the last semester of coursework (see specific deadline as posted on the University Calendar). Application to graduate is made through the Registrar’s Office.

Time Limit
All work for the M.S. in Clinical Mental Health Counseling degree must be completed within a period of (6) calendar years.

NATIONAL CERTIFICATION AND STATE LICENSURE
Freed-Hardeman University has designed the Master of Science in Clinical Mental Health Counseling with National Certification and State of Tennessee Licensing Requirements as its model. National certification and state licensure in counseling require:

- **Education** – The National Board of Certified Counselors, the State of Tennessee, and many other states require a master’s degree with a minimum of 60 semester hours. Different credentials and state licensures may require more or less than this, and may have specific course requirements that are or are not met by the Master of Science in Clinical Mental Health Counseling degree. The course of study has been designed with these requirements in mind.

- **Examination** – Certification and licensure require passing specific nationally recognized exams. Therefore, individuals will have to pass national exams beyond the comprehensive exam required for the purpose of graduation.

- **Experience** – The experiential component of practicum and internship gained within the academic program is the first step of obtaining supervised experience. However, full licensure and certification is only granted after an individual has gained additional supervised experience beyond those experiences that are a part of the degree.

- **Continuing Education** – Maintaining certification, credentials, and licensure requires ongoing continuing education. This requires attending a certain number of clock hours of seminars, professional meetings, trainings, etc. after one obtains the license or certification.
Specific Requirements
The specific up-to-date requirements for state licensure and national certification can be obtained from the board which oversees the specific license or certification.

- National Board for Certified Counselors – Oversees the National Certified Counselor credential - [http://www.nbcc.org](http://www.nbcc.org)
- Tennessee Board of Licensed Professional Counselors, Licensed Marital and Family Therapists and Licensed Pastoral Therapists - [http://tn.gov/health/article/pcmft-edu](http://tn.gov/health/article/pcmft-edu)
- Mississippi State Board of Examiners for Licensed Professional Counselors - [https://www.lpc.ms.gov/secure/index.asp](https://www.lpc.ms.gov/secure/index.asp)
- Kentucky Board of Licensed Professional Counselors - [http://lpc.ky.gov/Pages/default.aspx](http://lpc.ky.gov/Pages/default.aspx)
EXPECTATIONS FOR CMHC STUDENTS

PROFESSIONAL DISPOSITIONS

Policy
The Department of Behavioral Sciences believes that students and faculty share an ethical responsibility to assure that individuals preparing for careers in mental health services possess both the academic qualifications and level of personal adjustment necessary to function effectively as professional mental health service providers.

All students in the CMHC program must maintain professional dispositions and uphold ethical standards throughout their time in the program. Throughout the CMHC program (and before graduation), students are assessed by CMHC Core Faculty, to determine if they satisfactorily demonstrate professional dispositions. If satisfactory progress is not being made, the Director will inform the student and suggest possible steps toward remediation (and specify criteria to regain good standing in the program), or to offer assistance to the student in finding a field of study that is more suited to the student’s interest and/or abilities. Unethical behavior is considered grounds for immediate dismissal from the graduate program.

Specific Professional Dispositions
1) Professional Identity
   a) Demonstrates respect for peers, faculty, and potential clients
   b) Demonstrates professional appearance
   c) Communicates effectively and appropriately
   d) Writes clearly and effectively
   e) Shows initiative and motivation (meets deadlines, class attendance)

2) Relationship Building
   a) Demonstrates multicultural awareness and sensitivity
   b) Demonstrates openness to new ideas and different people
   c) Expresses emotions effectively and appropriately
   d) Cooperates with others
   e) Appropriate sharing of self

3) Ethical Performance
   a) Adheres to the ACA Code of Ethics
   b) Accepts responsibility for personal actions and decisions
   c) Demonstrates honesty and integrity
   d) Complies with university and program policies and procedures

EVALUATION PROCEDURES
Evaluation will be an ongoing part of the student experience in the counseling program. Students will be evaluated on their ability to adhere to the American Counseling Association’s Code of Ethics and other relevant standards of practice. Students are evaluated based upon their academic ability through coursework and specific assignments selected to assess program and student performance. Students are also assessed in each course as to their ability to competently uphold professional dispositions.
RETENTION, REMEDIATION, & DISMISSAL

Retention
It is the goal of the CMHC Program Faculty to accept qualified students, to help these students progress through the CMHC program, to celebrate the students’ graduation, and assist the graduates in achieving licensure, credentialing, and employment. To help retain qualified students, the CMHC program provides academic advising to each student at a minimum of once each semester. Students are encouraged to build relationships with the faculty, to ask questions, and to consult as needed about academic performance. All faculty provide office hours and contact methods which are posted in each syllabus, in order to be available to students as needed. Freed-Hardeman University provides additional student retention assistance through the tutoring and other services available through the Academic Success Center (further discussed in the FHU Academic Catalog). Every effort is made to maintain students in good standing.

Remediation
A student is identified as in need of remediation when they are no longer in good academic standing, or evaluated by a faculty member as less than competent within the areas of professional dispositions.

As noted in the FHU Academic Catalog (2017-2018, p. 56), good academic standing in the CMHC program requires a cumulative graduate grade point average of 3.00. “A graduate student who fails to maintain a cumulative GPA of 3.00 or better for all graduate studies will be placed on academic probation. Academic probation is removed by attaining a cumulative GPA of 3.00 or higher for all graduate studies completed at FHU or transferred into the student’s program of study. If a student on probation achieves a semester GPA of 3.00 or higher, but he/she does not attain a cumulative GPA of 3.00 or higher for all graduate studies, the student continues on academic probation. A graduate student on academic probation will not be allowed to enroll for more than nine hours during any term the probation applies” (FHU Academic Catalog, 2017-2018, p. 57).

When a student is evaluated as less than competent in any area of professional dispositions, they receive informal or formal remediation. Informal remediation consists of an instructor (or the director) discussing with the student areas needing improvement. Formal remediation consists of the remediation plan (see page 33) being completed to identify specific areas within which the student must make improvements in order to continue in the program. Students with a formal remediation plan must communicate with an identified faculty member on a regular basis until good standing is again achieved.

Dismissal
“A student on probation who fails to meet the conditions required to continue probation or remove probation will be suspended” (FHU Academic Catalog, 2017-2018, p. 57). The FHU Academic Catalog contains additional information about the minimum length of academic suspension, and the procedures students must take to be readmitted to the CMHC program after an academic suspension.

If a student is deemed inappropriate for the CMHC program for other reasons (such as
failure to uphold professional dispositions), faculty members will help facilitate the transition of the student out of the program, and if possible, into a more suitable area of study. Students dismissed from the program who feel the dismissal is unjust can follow the Grievance Procedure as discussed in the FHU Academic Catalog.

**COMPLIANCE WITH COURSE SYLLABUS**

Each student is expected to comply with the expectations listed within the course syllabus. When concerns arise with expectations due to a disability, the student should consult the Disability Services office at FHU. When other concerns arise with course expectations, the student should consult the instructor of the course. If concerns remain, the student should consult the Director of the CMHC program.

**ACADEMIC INTEGRITY**

Academic dishonesty is not in keeping with the professional dispositions expected of CMHC students. Furthermore, academic dishonesty violates the Christian principles upon which FHU is founded. Therefore, cheating, fabrication, plagiarism, and the facilitation of academic dishonesty are not permitted by students in the CMHC program. Penalties for academic integrity can include: requiring work to be redone, a failing grade on an assignment, a failing grade in the course, dismissal from the CMHC program, or suspension from Freed-Hardeman University. Penalties are at the discretion of the instructors, director, and administration of FHU.

**STUDENT EMAIL**

Students are required to have and maintain FHU student email accounts. **Students should check their FHU email accounts daily** for program and course related information and announcements. Email communication between faculty and students is a professional form of communication and should therefore follow guidelines for professional etiquette. Students should sign their full names to each email that they send to faculty members. Faculty members are typically available to respond to student emails during normal business hours and not during evenings/nights, weekends, and university holidays.

**LIABILITY INSURANCE**

Students are expected to maintain liability insurance as counseling students once accepted into the program. Liability insurance can be purchased from HPSO, CPH Insurance, or other insurance providers. Student membership in ACA or AMHCA includes student liability insurance. Student members of AACC have the option to purchase liability insurance at a discounted rate. Evidence of liability insurance must be submitted with the Application for Candidacy. Additionally, students must provide evidence of liability insurance at the beginning of each semester of field experience.

**PROFESSIONAL MEMBERSHIPS AND DEVELOPMENT**

Students are expected to join a professional organization such as the American Counseling Association (ACA), the Tennessee Mental Health Counseling Association (TMHCA), the American Association of Christian Counselors (AACC), or the state counseling association within their state of residence. Evidence of student membership must be submitted with the Application for Candidacy. These organizations often offer reduced-price memberships for students, student liability policies, and membership
rates at professional conferences. Students can find out more information about various professional organizations by visiting their websites (see the Informative Websites section of this manual). Occasionally, faculty and students may collaborate on delivering professional presentations at area conferences. If you are interested in making a professional presentation at a conference or simply attending a counseling conference, please speak with a faculty member about upcoming opportunities.
POLICIES OF NOTE FOR CMHC STUDENTS

COMPLIANCE WITH ALL FHU POLICIES
Students in the CMHC program are expected to understand and comply with all university requirements of graduate students. This includes (but is not limited to) compliance with the FHU Student Handbook, compliance with policies and requirements in the Academic Catalog, adherence to the CMHC Student Handbook, and other policy documents of FHU. The following policies and information are a selection of policies students are bound by. This list is not exhaustive.

ACADEMIC POLICIES & PROCEDURES
Terminology
- **Unit of Credit**: A unit of credit at FHU is the semester hour. One semester hour of credit represents approximately 15 hours of class time, as well as approximately 30 hours of out-of-class instructional activity.
- **Student Load**: A full-time graduate student is enrolled in at least 12 semester hours in the term. No student may register for more than 13 graduate hours during a semester or summer term. Students employed full-time are advised not to register for more than six hours without discussing such with their advisor.
- **Leveling Course Work**: Courses required to bring the student up to graduate school level will not count in the hours required for the master’s degree.
- **Add/Drop Date**: The deadline to modify your schedule without charge. After this date, no courses can be added, and no courses can be dropped without paying for the course.
- **Deadline to Withdraw Passing**: The deadline to withdraw from a course without the course negatively impacting the student’s GPA.

Withdrawal from a Course or from the University
Withdrawing from a course after the drop-add deadline results in the student paying the full amount for the course. To withdraw from a course after the end of the drop-add period or to withdraw from the university, the student should contact their advisor. Withdrawing after the deadline to withdraw passing will result in a grade which reflects the student withdrew from the course with a failing grade.

Grade Point Average (GPA)
Scholarship level is expressed in terms of a GPA calculated by dividing total quality points earned by GPA credits. Semester and cumulative averages are recorded on the permanent academic record and on semester grade reports. Averages are used to determine honors, academic probation and suspension, renewal of academic scholarships, and eligibility for certificates and degrees.

Grade Reports
Grade reports are available on my.fhu.edu. Each student should review low grades promptly with his/her advisor. Official notice of academic probation or suspension can be found on my.fhu.edu, subject to correction of any errors in recording or processing grades. Confirmation by letter may follow.
Class Attendance
Class attendance is required. The class policy shall be in the written syllabus. The policy is subject to review by the Provost and Vice President for Academics. Excessive absences, regardless of the reason, may result in grade reductions or failure in the class.

Good Academic Standing
The student must maintain a cumulative GPA of 3.0 to remain in good academic standing. No grade below C will be counted toward degree requirements.

Academic Probation and Suspension
Students whose cumulative GPA falls below 3.00 are placed on academic probation. A student currently on academic probation will not be allowed to enroll for more than 9 hours. The student on probation is required to achieve a 3.00 cumulative GPA the following semester enrolled (or at a minimum achieve a semester GPA of 3.00). Failure to do so will result in suspension from the program. Refer to the FHU Academic Catalog for other procedures related to probation and suspension.

Retaking a Course
When a student retakes a course, the last grade earned will be the grade for the course.

Appeals
Any exceptions to any requirements or regulations require an approved student petition. A student requesting exceptions should consult their Academic Advisor for instructions.

DISABILITY SERVICES
Freed-Hardeman University is committed to providing equal opportunity in education to qualified students. Students with a disability who are prevented from meeting course requirements in the way the course is regularly taught should contact Dr. Jeana Wiley, Director of Disability Services at 731-989-6052 or jrwiley@fhu.edu. Students must provide documentation from an acceptable evaluator in order to receive accommodations.

The Director of Disability Services will make a decision regarding an accommodation plan and will assist with the implementation by notifying appropriate personnel, coordinating necessary changes and evaluating the effectiveness of the plan.

The University will assist those who have a documented disability with appropriate accommodation and modification, but that does not guarantee successful completion of a course or a program. Students must cooperate with the university and must take responsibility for learning. Those with an approved accommodation plan should, within the first three (3) class sessions, notify the instructor of any affected class.

ENDORSEMENT POLICY
The faculty of the Clinical Mental Health Counseling program at Freed-Hardeman University are committed to our students in a number of ways. This commitment extends to assisting students in locating employment within the field of mental health and to obtain national certification and state licensure in counseling. When a current or
former student desires a recommendation of a CMHC faculty member, they should contact the faculty member directly with their request. The request for endorsement or recommendation must include: 1) the specific position, academic program, or credential being sought; 2) the requirements for the position, program, or credential; 3) any specific forms that must be completed for the recommendation; and 4) the deadline by which the recommendation needs to be completed. Faculty will consider the student’s background, training, proficiency, professional disposition, academic progress and success, personal character, barriers, and any known impairment in determining if they are able to complete the specific endorsement or recommendation being sought. Since these factors must all be considered, faculty will not complete blanket, generic, or general recommendations. Faculty members reserve the right to deny a request for recommendation or endorsement for any reason, and are not obligated to explain their rationale for denying the request.

**ACADEMIC GRIEVANCE PROCEDURE**

Any grievance concerning grades, competencies, course syllabi, class absences, or other academic matters should be discussed informally with the faculty member, as appropriate. If the grievance is not resolved in this fashion or if the grievant does not feel comfortable discussing the grievance informally, the following procedure must be followed:

1. The grievant will register the complaint in writing using the Academic Grievance Form, available in the office of the appropriate graduate director or on the appropriate graduate studies’ website, within (10) school days of the alleged incident. The completed form should be submitted to the director of graduate studies in the area of study, where it will be routed to the appropriate faculty member. The faculty member must respond in writing within five (5) school days of receipt of the grievance.

2. If the faculty member’s response does not resolve the complaint, then the grievant may request that the written grievance be submitted to the appropriate graduate director. This request must be made through the appropriate graduate director within five (5) school days of the faculty member’s written response. The graduate director must respond in writing within five (5) school days of receipt of the grievance.

3. If the response of the graduate director does not resolve the complaint, then the grievant may request that the written grievance be submitted to the appropriate academic dean. This request must be made to the appropriate academic dean within five (5) school days from the time of the written response of the appropriate graduate director. The dean must meet with the grievant and the faculty member in a joint effort to resolve the complaint. The graduate director should also attend the meeting. One person may accompany the faculty member and/or the grievant, but such guests may not be family members, guardians, or legal counsel. The dean must respond in writing within five (5) days of receipt of the grievance.

4. If the dean’s response does not resolve the grievance, then the grievant may request that the written grievance be submitted to the chair of the Graduate Council. This request must be made to the chair of the Graduate Council within five (5) school days of the dean’s written response. The chair of the Graduate Council will arrange for a hearing by the Graduate Council, which will serve as the Grievance Committee, herein referred to as Graduate Council. The hearing will be held within five (5) school days of receipt of the grievance, or as soon as a meeting can be arranged with the Council.
a. Both the grievant and the faculty member must be present at the hearing. Both have the right to be accompanied by one other person who shall serve as a counterpart (faculty, staff, or student), but that person may not be a family member, guardian, or legal counsel. The grievant’s parents, guardian, or legal counsel can only appear before the Graduate Council as witnesses.

b. Other than the required attendees listed above and the committee members, the hearing will be “closed” except for any witnesses for either side. Witnesses may be questioned only by members of the Graduate Council (not by the counterpart for either side). The chair of the Graduate Council will be in charge of the hearing. The chair has the right to hear or not hear the testimony of witnesses and the right to dismiss witnesses at any time.

c. The hearing (excluding the deliberations of the Graduate Council) may be recorded by the University.

d. The faculty member will explain the reasoning behind his/her actions and answer questions (or the faculty member’s counterpart may make a statement). The grievant and his/her counterpart have the right to be in the room during the faculty member’s statement and questioning but cannot speak during this portion of the hearing.

e. After the faculty member’s presentation, the grievant will have the opportunity to make a statement (or his/her counterpart may make the statement) and then answer questions from the Council. The faculty member can listen to the statement and can be asked for clarification or other information, but the faculty member cannot interrupt the grievant or his/her counterpart.

f. Each side will be permitted to present rebuttal evidence and a closing statement.

g. Neither the grievant nor the faculty member can be present for the Council’s deliberations.

h. The chair of the Graduate Council and the Provost and Vice President for Academics and Enrollment Management will render a written decision within five (5) school days to the grievant. The decision of the Graduate Council will be final.

Records of written grievant’s complaints and responses will be kept in his/her file of the appropriate graduate director. In the interest of all involved, if an appeal is submitted just prior to the end of a term, deadlines (for the submission of paperwork, etc.) are subject to modification.
ADDITIONAL INFORMATION

CORE FACULTY MEMBERS

Dr. James H. Dalton
Director of Clinical Mental Health Counseling Program
Academic Advisor for Students in CMHC Program
Assistant Professor of Counseling
HRH 022
731-989-6643
dalton@fhu.edu

Dr. James H. Dalton is a graduate of FHU with a B.A. in Bible (2004) and a M.S. in Counseling (2008). He also has obtained a Ph.D. in Counselor Education and Supervision from Regent University (2013). With former experience in full time preaching, he enjoys preaching for and presenting seminars at churches of Christ on topics related to the intersection of the Bible and mental health including the family, depression, anxiety, and conflict. Dr. Dalton is the co-editor of Family Bible Publications, a publisher of Vacation Bible School material and other publications for churches of Christ. He currently provides consultation to mental health companies in the areas of quality assurance, policies and procedures, reporting, and service delivery. He has experience counseling children, adolescents, and adults, overseeing large clinic operations, conducting internal audits, and formulating company policy. His research interests include stress, self-care, marriage, and spirituality. Dr. Dalton is a Licensed Professional Counselor in the State of Arkansas, a National Certified Counselor, and a member of the American Counseling Association (ACA) and Association for Counselor Education and Supervision (ACES).

Dr. Dana Baldwin
Associate Professor of Child and Family Studies
HRH 016
731-989-6948
dbaldwin@fhu.edu

Dr. Baldwin has served as minister for the Park Avenue Church of Christ since 1982. He is licensed as a professional counselor and is board certified as a Professional Christian Counselor by the American Association of Christian Counselors. In addition to his preaching duties and counseling, he is actively involved in community outreach providing parenting and marriage classes.
Dr. Mike Cravens
Director of Doctorate in Behavioral Health Program
Professor of Counseling and Behavioral Studies
HRH 028
731-989-6666
mcravens@fhu.edu
http://faculty.fhu.edu/mcravens

Dr. Cravens has been teaching on the College-University level since 1976. He is a licensed Marriage and Family Therapist as well as a licensed Professional Counselor/Mental Health Service Provider with almost 35 years of experience in mental health services. Dr. Cravens previously served 10 years on the TN Health Related Board for Licensing Professional Counselors and Marriage and Family Therapists. His private practice focuses on adult clients with mood and anxiety disorders, couples-marital therapy, and sexual therapy for individuals and/or couples. He is frequently asked to conduct Marriage and Family Seminars across the United States. Dr. Cravens' research interests/expertise is in the areas of professional counseling issues, ethics, and sexual needs and concerns. He is a member of the American Counseling Association, American Psychological Association, American Association of Marriage and Family Therapy, American Association of Christian Counselors, The American Psychotherapy Association, The National Council on Family Relations, and The American Association of Sex Therapists, Counselors and Therapists.

Dr. Ryan Fraser
Assistant Professor of Counseling
HRH 021
731-989-6646
rfraser@fhu.edu

Dr. Fraser joined the faculty in 2006. He had previously worked in full-time ministry for 18 years. Dr. Fraser's doctorate is in Pastoral Theology and Pastoral Counseling from Texas Christian University. Dr. Fraser holds “Family Matters Series” and “Marriage Enrichment Seminars” and has experience as a pastoral counselor in both the congregational and clinical contexts. Dr. Fraser has several areas of interest including marriage and family, adoption-related issues, depression, anger, grief, and addictions. He is a Certified Pastoral Counselor in the American Association of Pastoral Counselors (AAPC) and works as a clinical therapist with Agape Child & Family Services in Jackson, TN. Dr. Fraser also serves as the chair of the FHU Institutional Review Board (IRB). Moreover, he is the pulpit minister of the Bethel Springs Church of Christ.

ADDITIONAL FACULTY AND STAFF MEMBERS

Mrs. Conita Fader
Secretary, Graduate Studies in Clinical Mental Health Counseling
HRH 022A
731-989-6638
cfader@fhu.edu

Conita began her work with the Graduate Counseling program in June 2000. She works closely with Dr. Dalton, Director of the program, and the graduate faculty. She will be your contact person and will be happy to assist you.
Mrs. Lisa Beene  
Chair of the Department of Behavioral Sciences and Family Studies; Associate Professor of Social Work  
HRH 024  
731-989-6645  
lbeene@fhu.edu

Mrs. Beene has been teaching at Freed-Hardeman University since 1987. Her primary teaching assignment is in the Social Work Program. She currently serves as Chair of the Department of Behavioral Sciences and Family Studies. From 1989-1995 she served as Director of the Social Work Program. Prior to coming to Freed-Hardeman, Mrs. Beene served as an Area Coordinator for the Buddies of Nashville Program, a child and family services program in Nashville, TN and as a counselor in the Children and Youth program at the Jackson/Madison County Mental Health Center in Jackson, TN. Mrs. Beene is very involved with the Tennessee Child Welfare Certification program and provided supervision from 2003-2008 for the program. She is a member of the National Association of Social Workers, Tennessee Conference on Social Welfare, North American Association of Christians in Social Work, and The Tennessee Social Work Education Consortium.

Dr. Nicole Breeding  
Lecturer in Counseling  
731-336-4632  
nbreeding@fhu.edu

Dr. Breeding is a graduate of Freed-Hardeman University with a Bachelor of Social Work (1999) and Masters in Counseling (2006). She earned her doctorate in Counseling Psychology from Argosy University in 2015. With prior experience as an outpatient therapist for community mental health, Dr. Breeding has also been involved locally in working with WRAP and Youth Villages. In addition to domestic violence and family group work, she also has experience with the elderly population as well as military families and children. Dr. Breeding currently holds memberships with the American Association of Christian Counselors and the American Psychological Association.

Dr. Patrick Chapman  
Lecturer in Counseling  
662-587-9772  
drpatchap@yahoo.com

Dr. Chapman has taught in the Graduate Counseling program at FHU since 1999. He has graduated from FHU three times. He has undergraduate degrees from FHU in both Bible and Biology in 1993. He was in the first counselor graduate class at FHU in August 1995. He holds a doctoral degree in Counseling Psychology from the University of Sarasota in addition to a Master of Arts degree in Healthcare Administration from Ashford University in 2012. He is a Licensed Professional Counselor in the State of Mississippi and has the National Counseling Certification. He works as the Program Administrator for North Mississippi Primary Health Care, Inc. He is a part-time private practice counselor and a preacher for the historic Union Church of Christ near Ripley. He is the President of Pine Vale Children’s Home in Corinth, Mississippi. Dr. Chapman is married to the former Tammy Grisham and they live in Blue Mountain, Mississippi; together they enjoy traveling and historic research preservation.
Dr. Chris Creecy  
Assistant Professor of Psychology  
HRH 019  
731-989-6647  
ccreecy@fhu.edu
Dr. Creecy began teaching undergraduate psychology classes at Freed-Hardeman University in 2007 and graduate counseling courses in 2010. Prior to joining the FHU faculty, Dr. Creecy worked as a clinical and crisis therapist for Bootheel Counseling Services in Sikeston, MO, while also conducting annual review assessments for the agency’s adult comprehensive psychiatric rehabilitation services program. Dr. Creecy received his M.S. in Counseling degree from Freed-Hardeman University and holds a Ph.D in General Psychology from Capella University. He is a member of the American Counseling Association.

Dr. Mark Crowell  
Associate Professor of Social Work  
HRH 011  
731-989-6642  
mcrowell@fhu.edu
Dr. Crowell is a practicing mental health professional and senior faculty member at Freed-Hardeman University. Dr. Crowell teaches in both the undergraduate social work program and the graduate counseling program. As a past director of the social work program, he has successfully coordinated the program’s national accreditation since 1981 and continues to assist with maintaining the accreditation. He recently opened his own clinic in Jackson to provide clinical services to individuals, families, and groups. Dr. Crowell is a frequent speaker on the subjects of grief and bereavement. He enjoys writing and is currently completing a book of stories about loss and recovery. He is a member of the Academy of Certified Social Workers and is a Licensed Clinical Social Worker.

Dr. Jeremy Northrop  
Lecturer in Counseling  
731-879-9210  
jnorthrop@fhu.edu
Dr. Northrop earned a B.B.A. degree from Freed-Hardeman University in 1999 with majors in business management and vocational ministry (Bible). He also earned an M.A. in New Testament, a counseling certificate for church leaders, and an M.S. in Counseling from FHU. Dr. Northrop holds a Ph.D. in counseling studies from Capella University. Dr. Northrop began preaching by appointment while in high school. He preached full-time from 2000 to 2010 for congregations in Tennessee and Mississippi. In addition to serving as a missionary in Kiev, Ukraine, he has also made mission trips to Jamaica, Latvia, and several places in the U.S. Currently, he preaches by appointment, works as a counselor, and gives presentations in congregational, academic, and community venues. Counseling interests include marriage and family, anger management, and addictions.
TECHNOLOGY AT FHU
Freed-Hardeman University Student Account Activation Guide

Students at Freed-Hardeman University have access to a plethora of information systems that comprise the university’s computing environment. Student accounts are automatically created when students are enrolled for classes. Each student must then activate his or her individual account in the Only1 Password System. This username and password is then utilized for student email, BlackBoard, myFHU, the FHU Library, and other FHU software applications. The remainder of this guide will walk the student through the process of activating their account.

To activate your student account:
1. Open the Only1 Password System in your Web browser at the following address: http://only1.fhu.edu
2. Enter your username (all lower-case.) Your username is composed of your preferred name and last name separated by a period. For example, if your name is John David Smith and your preferred name is David, your username will be david.smith. (Note: Your preferred name is the name you indicated during the registration process.)
3. Enter your Social Security Number (no dashes.)
4. Enter your date of birth as mm/dd/yyyy (must enter slashes and four digit year.)
5. Click the Validate Credentials button to continue with the activation process.
6. A new window will be displayed that will allow you to enter a new password for your student account (Passwords are case-sensitive!) You will be required to enter this password twice for verification purposes. Click Submit when complete.
7. A message will be displayed indicating that your password was successfully changed. If not, verify the information you entered and try again. If you cannot change your password, contact the help desk at http://helpdesk.fhu.edu for assistance. You may also reach the student help desk at 731-989-6111.

Congratulations! You have activated your student account. You are now ready to access campus systems such as Blackboard, my.fhu, and your student email. If you forget your password, you may return to the Only1 Password System and change it at any time by following the above steps.
<table>
<thead>
<tr>
<th>Web Address Reference</th>
<th>Need Help?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>blackboard.fhu.edu</strong></td>
<td>If you need help, you can request support using any of the following methods:</td>
</tr>
<tr>
<td>Campus course management system—Access to everything related to your campus coursework</td>
<td></td>
</tr>
<tr>
<td>Blackboard tutorials link: <a href="http://www.fhu.edu/tutorials/student/blackboard.aspx">http://www.fhu.edu/tutorials/student/blackboard.aspx</a></td>
<td></td>
</tr>
<tr>
<td><strong>students.fhu.edu</strong></td>
<td>1. <strong>By Email</strong></td>
</tr>
<tr>
<td>Student email system—web-based email system hosted by Google</td>
<td></td>
</tr>
<tr>
<td>For Google Mail help: <a href="https://support.google.com/mail/?hl=en">https://support.google.com/mail/?hl=en</a></td>
<td></td>
</tr>
<tr>
<td><strong>only1.fhu.edu</strong></td>
<td>2. <strong>Create a Ticket</strong></td>
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<tr>
<td>Student password reset system</td>
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<tr>
<td>Only1 password reset help: <a href="http://www.fhu.edu/tutorials/student/only1.aspx">http://www.fhu.edu/tutorials/student/only1.aspx</a></td>
<td></td>
</tr>
<tr>
<td><strong>my.fhu.edu</strong></td>
<td>3. <strong>By Phone</strong></td>
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<tr>
<td>Student portal for registration and administrative system</td>
<td></td>
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<tr>
<td><strong>apps.fhu.edu</strong></td>
<td>Call 731-989-6111 and a support technician will assist in troubleshooting or configuration</td>
</tr>
<tr>
<td>Student classroom applications</td>
<td></td>
</tr>
<tr>
<td><strong>fhu.edu/printmanagement</strong></td>
<td><strong>HelpDesk Hours</strong></td>
</tr>
<tr>
<td>Student Print Management System—how-to documents explaining the setup and use of the print management system</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.fhu.edu/academics/catalog">www.fhu.edu/academics/catalog</a></td>
<td>Monday-Thursday 8:00a-10:00p</td>
</tr>
<tr>
<td>Access current and previous academic catalogs</td>
<td>Friday 8:00a-5:00p</td>
</tr>
<tr>
<td><strong>Microsoft Office</strong></td>
<td>Saturday 8:00a-1:00p</td>
</tr>
<tr>
<td>Microsoft now offers Microsoft Office 365 to students at no cost. If you would like to install the free version of Office, just follow the directions below:</td>
<td>Sunday Closed</td>
</tr>
<tr>
<td>Go to <a href="http://office.com/getoffice365">office.com/getoffice365</a></td>
<td><strong>Wireless Information</strong></td>
</tr>
<tr>
<td>Click the “Find out if you’re eligible” button</td>
<td>SSID Network:</td>
</tr>
<tr>
<td>Put in your FHU email address</td>
<td>FHU_Secure</td>
</tr>
<tr>
<td>Click “Sign Up”</td>
<td>Use username (the part of your email address before the @ symbol) and password</td>
</tr>
<tr>
<td>You will be given notification to check your FHU email</td>
<td>iPad users should go to Settings, Wifi make sure wireless is on, select FHU_Secure</td>
</tr>
<tr>
<td>In the email, click on “Complete Office 365 Education setup”</td>
<td>Accept the certificate and connect</td>
</tr>
<tr>
<td>Fill in the requested info</td>
<td><strong>Specific Computer and Web Conferencing Requirements</strong></td>
</tr>
<tr>
<td>Click “Start”</td>
<td>Each course syllabus contains information about the minimum requirements for computer and technology resources to be able to be successful in the program.</td>
</tr>
<tr>
<td>Select “Install Now”</td>
<td>The most current technology requirements can also be accessed at: <a href="http://www.fhu.edu/iknow/faqs">http://www.fhu.edu/iknow/faqs</a></td>
</tr>
<tr>
<td>Follow the instructions to install Office on your laptop</td>
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</tbody>
</table>
PERSONAL COUNSELING

Students in the CMHC program at times desire or require counseling. As stated in the ACA Code of Ethics, “Counselor educators do not serve as counselors to students currently enrolled in a counseling or related program and over whom they have power and authority” (2014, F.10.e.). Therefore, CMHC faculty and instructors cannot serve as counselors of CMHC students. The following are potential resources for counseling.

FHU University Counseling Center

The UCC offers free counseling for any undergraduate or graduate student who is currently attending FHU. Individual, couples, and pre-marital counseling are offered, as well as referral services for those interested in seeing someone outside of FHU or those in need of more intensive services. A counselor is also on call 24/7 in order to provide help for students that are in crisis. The UCC strives to provide confidential, solution-focused, Christian-based counseling.

Appointments: (731) 989-6768 or nyoung@fhu.edu
Crisis line: (731) 608-2590

Additional Counseling Options

<table>
<thead>
<tr>
<th>Type</th>
<th>Henderson Area</th>
<th>Memphis Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Mental Health</td>
<td>Quinco Mental Health</td>
<td>Alliance Healthcare Services</td>
</tr>
<tr>
<td></td>
<td>(731) 989-3401</td>
<td>(901) 369-1410</td>
</tr>
<tr>
<td>Christian Counseling</td>
<td>Agape Child &amp; Family Services</td>
<td>Christian Counseling Center of Bartlett</td>
</tr>
<tr>
<td></td>
<td>(731) 668-9698</td>
<td>(901) 382-3888</td>
</tr>
<tr>
<td>Private Agency</td>
<td>The Starting Place</td>
<td>Relationship Counseling Center</td>
</tr>
<tr>
<td></td>
<td>(731) 445-0089</td>
<td>(901) 302-9179</td>
</tr>
</tbody>
</table>

If additional resources are desired or required, contact the Director of the CMHC program.

The graduate counseling faculty strongly recommends that all counseling trainees experience personal counseling with a licensed counselor early in their professional development.

GRADUATE ASSISTANTSHIPS

Clinical Mental Health Counseling graduate assistantships are awarded for the fall and spring semesters. Students interested in obtaining an assistantship should apply through the Graduate Counseling office. The application can be obtained online at www.fhu.edu/gradcounseling. The program director will review the applicants and select the students most qualified. Details for the award and duties for the assistantship will be provided by the Graduate Counseling office.
INFORMATIVE WEBSITES
Freed-Hardeman University Clinical Mental Health Counseling:
www.fhu.edu/gradcounseling

State of TN, Department of Health, Board of Licensed Professional Counselors, Licensed Marital and Family Therapists, and Licensed Pastoral Therapists:
http://tn.gov/health/article/pcmft-edu

National Board for Certified Counselors:
http://www.nbcc.org

American Counseling Association:
http://www.counseling.org

American Association for Marriage and Family Therapy:
http://www.aamft.org

American Mental Health Counselors Association:
http://www.amhca.org

Tennessee Licensed Professional Counselors Association:
http://tlpca.net

American Family Therapy Academy:
http://www.afta.org

American Psychological Association:
http://www.apa.org

American Psychiatric Association:
http://www.psych.org

National Association of Social Workers:
http://www.naswdc.org

American Psychiatric Nurses Association:
http://www.apna.org

The Association for Addiction Professionals:
http://www.naadac.org

American Association of Christian Counselors:
http://www.aacc.net

American Association of Pastoral Counselors:
http://www.aapc.org

American Association of Sexuality Educators, Counselors and Therapists:
http://www.aasect.org
American Psychotherapy Association:  
http://www.americanpsychotherapy.com

Association for Play Therapy:  
http://www.a4pt.org

American Art Therapy Association:  
http://www.arttherapy.org

The American Academy of Experts in Traumatic Stress:  
http://www.aaets.org

Council for Accreditation of Counseling & Related Educational Programs:  
http://www.cacrep.org

PSI CHI Honor Society:  
http://www.psichi.org

National Institute of Mental Health:  
www.nimh.nih.gov

American Association of Suicidology:  
www.suicidology.org
Faculty Members’ Name: 

Date: 

Student’s Name: 

Reason for Remediation Plan:

- Unsatisfactory Academic Progress
- Personal/Professional Behavior
- Lack of Proficiency in Clinical Skills

SITUATION:

The student’s behaviors and subsequent interactions are listed below:

FACULTY REQUIREMENTS: In order for _______ to make satisfactory progress in the Professional Counseling program, must understand and comply with the following:

RAMIFICATIONS: In the event the one or more of the above mentioned requirements are not met, the Progress and Promotions Committee will

STUDENT’S ACTION PLAN TO RECTIFY THE SITUATION:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I, ____________ have read and received the aforementioned documentation.

(Student’s Name)

Student Signature 

Date

Faculty member 

Date

Program Director/Department Chair 

Date

Dean 

Date