



School of Behavioral Sciences
Doctor of Education
Community Care & Counseling
Program Handbook

2018 – 2019

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Authority of the Handbook

The policies and procedures described in this handbook supersede those described in previous handbooks and replace all other communications on issues addressed herein. These policies and procedures apply to current and newly accepted students.

Purpose of the Handbook

Whether you are a current EdD student or a prospective student, the information in this handbook is a useful summary of the requirements, structure, and particulars of the *EdD Program in Community Care and Counseling*. It is essential that all students become familiar with the handbook as it contains key information to successful completion of the doctoral degree. Prospective students will find information that will assist them in determining if our doctoral program is right for them.

Liberty University is accredited by the Commission on Colleges of the Southern
Association of Colleges and Schools
(1866 Southern Lane, Decatur, Georgia 30033-4097; 404-679-4501)
to award associate, bachelors, masters, and doctoral degrees

Contacts for the School of Behavioral Sciences

To view our faculty and staff positions and their contact information, please go to our Faculty & Staff webpage at

<http://www.liberty.edu/academics/behavioralsciences/communitycare/index.cfm?PID=32580>

From the EdD Program Director

The *Doctor of Education in Community Care and Counseling* is intended to prepare practitioners, not just scholars or academicians. With three cognates at present (Pastoral Counseling, Marriage & Family, and Traumatology), our hope is that one of these, together with the Core courses in the program, will prepare you to make a difference in whichever setting you select.

Stay informed by having the appropriate DCP as foundational guidance, and supplement that with online information from this handbook, as well as the handbook for Dissertation. Your faculty are here because we believe in the One who has changed our lives, we believe in this program, and we believe in the quality of the students that are a part of it!

If things get difficult, whether due to academic, financial, or personal reasons, just remember that we are all here to contribute to a higher calling, to change lives, and in so doing, to help change the world.

Enjoy your time here at LU, and your time in the School of Behavioral Sciences!

1. Doctor of Education: Community Care and Counseling Admission Policies

1.1 Mission:

Liberty University is a Christian academic community in the tradition of evangelical institutions of higher education. The University's mission is "to develop Christ-centered men and women with the values, knowledge, and skills essential to impact the world." This mission is achieved, in significant measure, through offering rigorous academic programs. The terminal *Doctor of Education in Community Care and Counseling* allows the University to prepare research-scholar-professionals for leadership roles in clinical practice, education, community, and church settings who demonstrate the highest level of competence in their domains of calling. Students who enroll in the *EdD in Community Care and Counseling* Program see their work as a calling to serve God by demonstrating sensitivity to the needs of others and a commitment to the betterment of humanity.

1.2 Admission Requirements:

All requirements and procedures stated in the Admissions and Academic Information sections of the Liberty University Catalog will apply unless stated to exclude the *EdD in Community Care and Counseling* Program. The doctoral applicant must submit each of the requirements listed to: **Office of Graduate Admissions, Attention: EdD Community Care and Counseling.**

The requirements for admissions into the program can be found [here](#).

Once all application materials are received by Admissions, the application file is reviewed and selected applicants will be informed of the decision to admit as soon as possible.

1.3 Admission Procedures:

Ideal applicants for the *EdD in Community Care and Counseling* will:

- Complete all admissions requirements specified [here](#).
- Have a minimum cumulative graduate grade point average of at least 3.00.
- Have completed all prerequisite competencies (listed on the *EdD in Community Care and Counseling* Program admission website). Exceptional students may gain admission status with prerequisite credits outstanding. These students must commit to completing these prerequisite courses between the time of admission and beginning with the following spring or fall.
- Complete the TOEFL (if applicable) with a score of 80 or above.

In addition, the ideal applicant for the EdD program will:

- Demonstrate evidence of both academic competency and professional standards.
- Present examples of graduate-level writing that demonstrate the ability to write on an advanced graduate, scholarly, and professional-level in proper APA format.
- Demonstrate interpersonal skills and the ability to regulate emotions, especially emotions associated with conflict and blocked goals.
- Possess potential for professional leadership.
- Present evidence of relevant work experience.
- Evidence Christian character in deportment and ethical decision-making.
- Have career aspirations that are consistent with the program's intent.

Once accepted, the applicant must either accept or reject becoming a full-time student. If the

student is unable to make that decision at that time, he or she will be returned to Admissions for follow up. For questions about this process, please contact the School of Behavioral Sciences faculty administration: eddcounadmin@liberty.edu.

1.4 Reapplication Process:

Students who fail to take a course within the first year of their admission must reapply to the program. In order to reapply, all students must write a letter requesting readmission and stating the reason for the request. Without exception, all students will be held to the requirements under the most current graduate catalog, *EdD in Community Care and Counseling Program Handbook*, and Degree Completion Plan (see **section 2.16: Break in Enrollment**, for more information). These are available online at:

Marriage and Family Counseling:

<http://www.liberty.edu/online/degrees/doctoral/community-care-counseling-marriage-and-family-counseling/>

Pastoral Care and Counseling:

<http://www.liberty.edu/online/degrees/doctoral/community-care-counseling-pastoral-care-counseling/>

Traumatology:

<http://www.liberty.edu/online/edd-in-community-care-and-counseling-traumatology/>

1.5 Special Status Students:

More specific information regarding application for admission to the *EdD in Community Care and Counseling* can be found on the following link:

<http://www.liberty.edu/online/doctoral/edd-in-community-care-counseling/>

2. Academic Policies

2.1 Program Intent:

The purpose of the *EdD in Community Care and Counseling* is to prepare counselors via the integration of a biblical worldview, relevant research and focused application to serve as educators, administrators, researchers, supervisors, and consultants who demonstrate the highest level of competence and scholarship. Programmatic emphasis on ethical, evidence-based, and biblically-grounded practice offers an innovative approach to understanding today's increasingly complex and diverse-society of students. Program goals for this degree are to:

1. Synthesize a wide array of theories and relevant research from a biblical worldview.
2. Assess and incorporate ethical, legal, and professional standards in the helping professions.
3. Compare and contrast current research involving individuals with a broad array of presenting problems in the areas of community, pastoral, and marriage and family counseling.
4. Formulate theoretical interventions in all core curricular areas of counseling utilizing a biblical worldview and a research-based awareness of industry best practices.

2.2 EdD in Community Care and Counseling:

The *EdD in Community Care and Counseling* is a 57-hour program. It is distinctive in its integration of the Christian worldview with the science and practice of counselor education and supervision. It aims to achieve a threefold integration of: (a) spiritual and theological understandings; (b) counseling education and supervision theory and practice; and (c) empirical research methodology.

2.3 Course Requirements:

Course requirements for this degree are outlined on the Degree Completion Plans (DCP), located on the following links:

Marriage and Family Counseling:

<http://www.liberty.edu/online/degrees/doctoral/community-care-counseling-marriage-and-family-counseling/>

Pastoral Care and Counseling:

<http://www.liberty.edu/online/degrees/doctoral/community-care-counseling-pastoral-care-counseling/>

Traumatology:

<http://www.liberty.edu/online/edd-in-community-care-and-counseling-traumatology/>

Students are not permitted to take any Core courses without completing all of the required Prerequisite Competencies. Students sit for the Comprehensive Examination once all their pre-qualifying examination coursework (the EDCO core courses) are completed with a grade of B or better in each course. Upon successful completion of the Comprehensive Examination, students are able to formerly begin their doctoral dissertation research (see Dissertation Manual <http://www.liberty.edu/index.cfm?PID=24897>). Student must maintain a minimum of a 3.0 GPA in order to remain in the program.

2.4 Policy regarding Repeatable and Non-Repeatable Grades:

Students must maintain a 3.00 GPA to remain in the program, with no grade lower than a B-. Students earning a letter grade lower than a B- may be administratively dismissed from the program. While all course grades are averaged into students' Grade Point Average (GPA), course credit toward degree completion is not granted for a grade of C, D, or F. Any student who earns a grade of D or F in any course will not be permitted to retake the course and will be academically dismissed from the EdD Community Care and Counseling Program. If a student earns a grade of C in any course in the EdD program, he or she will be allowed to retake one such course, and placed on Academic and Registration Hold. This policy includes, but is not limited to, integrative core courses, elective courses, or any other required course as determined by faculty. Prerequisite courses taken after admittance into the program will simply require a grade of C or better for completion. The student may petition the School of Behavioral Sciences for permission to retake the course by sending a professionally written letter addressed to the EdD Appeals Committee that:

1. States the grade received;
2. Explains why the C was earned;
3. Expresses understanding of and commitment to the level of scholarship required in the EdD program;
4. Expresses understanding that his/her program remains on hold until the C is replaced by a grade of B or better in the same course; and

5. Communicates understanding that any subsequent C earned in the EdD program will result in dismissal from the EdD Program). The letter of petition should be attached to an email addressed to eddounadmin@liberty.edu with the subject line stating: Petition for Course Repeat for the EdD Director and the Admissions Committee.

The letter of petition should be attached to an e-mail addressed to eddounadmin@liberty.edu, with the subject line stating: **Petition for Course Repeat for the EdD Director and the Admissions Committee.**

It is the student's responsibility to initiate sending this letter. Failure to submit the letter within 30 days of receiving the grade will result in an Academic Dismissal from the EdD program. If a student is granted permission to retake the course, any subsequent grade of C earned in the EdD program will result in Academic Dismissal from the Ed.D. Community Care and Counseling program.

2.5 Transfer of Credits:

Up to fifteen (15) semester hours of post-master's credits may be eligible to be transferred into the *EdD in Community Care and Counseling* Program. Transfer of coursework for post-master's degree may be granted for the EdD Program if the following requirements are met:

1. Courses must be comparable to Liberty University's graduate courses;
2. Courses must carry a grade of B or higher;
3. Courses must be part of a student's post-master's study; in other words, the courses are doctoral-level or upper-level post-master's work—numbered 700 and above;
4. Coursework must have been completed within the five years prior to the student's date of admission; and
5. Coursework is not part of a previous already completed degree.

Correspondence studies or life experiences will not be accepted for transfer credit. It is the responsibility of each applicant to supply transcripts along with a request to have the credit applied to the degree program. Students may be requested to submit the syllabus for any coursework being considered for transfer along with a rationale of why the student believes that the course meets the program's requirements.

2.6 Student Advising:

Questions about the program and registration requests should be directed to eddounadmin@liberty.edu. Students may contact online advisors at any time via e-mail to ask questions or to set up an advisement meeting. It is always the responsibility of the student to be aware of University policies, regulations, and state licensing requirements affecting his or her program and to communicate with the EdD advisors when issues and concerns arise.

Students not yet fully accepted and those who are non-degree seeking should visit:

<http://www.liberty.edu/online/doctoral/edd-in-community-care-counseling/>

or contact the Office of Graduate Admissions for any questions regarding the program.

2.7 Break in Enrollment:

Students who do not register for and complete at least one course per academic year will lose their enrolled status in the EdD Program. Under all circumstances, students who drop enrollment must reapply to the EdD Program and are not guaranteed re-entrance to the program. If readmitted,

students will be held responsible for the requirements under the most current graduate catalog and Degree Completion Plan.

3. Program of Study

This section is a general road map through the *EdD in Community Care and Counseling*. If the student is NOT required to take a masters-level prerequisite, s/he can register for their first EdD course(s). The following is an outline of the progression of study, including prerequisite courses, core and specialization courses, comprehensive examination, and scholarly research.

3.1 Prerequisites:

The *EdD in Community Care and Counseling* applicant must demonstrate, through transcribed master's work, that they meet the required prerequisites. If Liberty University Admissions deems that a student has not met the prerequisites, the admission email will clarify which ones must be completed prior to formal admission.

If a student believes that previous coursework adequately satisfies the prerequisite, s/he may appeal the Admission Department's decision. Students should review the course description for the prerequisite in order to make the determination that previous work adequately meets the course content and intent. For the prerequisite that the student wishes to appeal, s/he must clearly outline how a previous course(s) meets the content and intent of the prerequisite. A syllabus from the previous course should accompany the letter of rationale. Prerequisites can be taken at Liberty University or any regionally accredited college or university.

Students who are admitted to the program with a prerequisite course requirement must complete the course with a grade of B or better. Under no circumstances can a student with prerequisite requirements take core EdD courses without first fulfilling this requirement.

3.2 Program Progression: From Inquiry to Graduation:

The process through which a student moves to graduation involves the following stages:

1. *Inquiry Stage*: The student inquires concerning the program, receives program information from the University, and begins the process of completing an application.
2. *Hold Stage*: The student has submitted an application and is waiting for feedback.
3. *Acceptance Stage*: Students are accepted into the EdD Program year-round, but can only start classes on the semester and sub-term schedule. Students are notified about their acceptance status in writing. Students must respond within thirty (30) days of the date of acceptance, acknowledging intent to enter the program, agreeing to adhere to the particulars of the admission contract, and agreeing to read this *EdD in Community Care and Counseling Handbook* in full.
4. *Prerequisite Completion Stage* (if applicable): If students have MA-level prerequisite courses to take, as outlined on their admission contract, these must be completed with a grade of B or better before they can start their main EdD coursework.
5. *Core and Pre-Dissertation Stages*: Students successfully (with a grade of B or better) complete all EDCO core courses. As the required Integrative Core courses are being taken, students will also be able to take three dissertation-planning courses (refer to the DCP)..

6. *Comprehensive Exam Stage*: Once students have completed all of the integrative core courses, as well as the pre-dissertation courses, they will be able to sign-up to take the comprehensive examination.
7. *Dissertation Stage*: Following the successful completion of the Comprehensive Examination, students are then able to register for EDCO 989 Dissertation Writing (for at least one term: 4 credits) under their dissertation chair/advisor until their dissertation defense is scheduled. Students must register each subsequent term for EDCO 989 until their dissertation committee determines they are ready to defend their scholarly research project. At that time the committee chair will approve the student to register for EDCO 990: Dissertation Defense (4 credit hours). The defense is the culmination of the Program and the last stage before graduation (See the Dissertation Manual for further details).

3.3 Integrative Core Courses:

The Integrative Core courses of the *EdD in Community Care and Counseling* degree are the foundation of the whole program. A wide variety of subjects are studied, such as community care, group counseling, teaching and learning, statistics, addictive behaviors, and research methods. Completion of these courses with a B or higher is vital for the doctoral student. The Integrative Core courses are the same across all three cognates. You will find the Degree Completion Plans (DCP) for each of the three cognates on the following links:

Marriage and Family Counseling:

<http://www.liberty.edu/online/degrees/doctoral/community-care-counseling-marriage-and-family-counseling/>

Pastoral Care and Counseling:

<http://www.liberty.edu/online/degrees/doctoral/community-care-counseling-pastoral-care-counseling/>

Traumatology:

<http://www.liberty.edu/online/edd-in-community-care-and-counseling-traumatology/>

3.4 Comprehensive Examination:

After successful completion (grade B or better) of the EDCO core courses students take EDCO 865 Comprehensive Examination. The purpose of the Comprehensive Examination is to assess the student's progress and ability to grasp the knowledge and skills required for success in the program. A student who fails the examination, or certain sections of the exam, may retake it (the section(s) failed) twice. The student cannot continue taking courses until passing the entire exam. Failure on the third attempt on any or all sections of the exam will result in dismissal from the program.

To take the Comprehensive Examination students will first make sure that they have completed the prerequisite courses outlined above, then look on ASIST and simply register for the next open EDCO 865 section.

The EDCO 865 Comprehensive Examination is an online, open-book and open-notes examination, that students can take over the span of 8 weeks (or faster if they so choose). Each exam is separate from the other, and once started, the exam for the individual subject must be completed. If there is a reason to "reset" an exam due to computer issues, then the student must contact the Comprehensive Exam coordinator to have this done.

3.5 Dissertation:

Each candidate for the EdD in Community Care and Counseling is required to prepare and defend a dissertation. See the EdD Dissertation Handbook for details on this process.

3.6 American Psychological Association Format:

This doctoral program requires APA formatting and writing style for all submitted course and Dissertation work. The rules that reflect the most recent edition of the Publication Manual of the American Psychological Association are required.

3.7 Statute of Limitations:

The time limit for completing the EdD degree is seven (7) years, which begins at each student's admission to the program. Extensions to completing the program are considered on a case-by-case basis by the EdD department.

3.8 Interruption of Study:

Once admitted students must remain continually enrolled in the doctoral program, which is defined as taking at least one course per academic year. Students who do not remain continually enrolled in the program lose their enrollment status in the program. During the dissertation phase, the student is expected to remain continually enrolled in the program, registering for EDCO 989 every semester (Fall, Spring, and Summer) until their dissertation defense is scheduled.

If doctoral study is interrupted by active military service or the equivalent, as much as two years of that time will not count toward the time limit for the degree. In such an event, an official letter from the appropriate agency should be sent to the EdD Program Director to document the interruption.

A student in good academic standing may request two leaves of absence from doctoral study for a definite, stated period of time (up to one-year) during which the student does not plan to make academic progress. Reasons for a leave of absence could include, but are not limited to, a medical or mental health problem or a family crisis. In order for the leave to become formal and activated, the student must submit a letter to the EdD Program Director requesting the leave and stating the reason for the leave and the time needed for the leave. If a medical or mental health problem is the reason, a letter documenting the condition must be sent from one of the treating professionals. Students must obtain permission in writing from the EdD Program Director that documents the leave as formally approved before the leave is activated.

4. Financial Policies

4.1 Tuition and Fees:

For current information about expenses and financial services policies, please refer to:

<http://www.liberty.edu/index.cfm?PID=21324>

4.2 Financial Aid:

For current information about financial aid please refer to:

<http://www.liberty.edu/financeadmin/financialaid/index.cfm?PID=294>

5. Student Expectations

5.1 Diversity:

Liberty University is a school founded on the fundamentals of the Christian faith. As believers in Christ, we must demonstrate our commitment to loving others (cf. Matthew 22:34-40; Mark 12:28-34; Luke 10:25-28), no matter how difficult and challenging.

The *School of Behavioral Sciences* at Liberty University also affirms its commitment to the great challenge of loving each person and valuing diversity within the academic community. Our mission states: The mission of the *School of Behavioral Sciences* is to demonstrate our Christ-like nature by maintaining an organizational culture that values academic excellence, spiritual growth, and promotes achievement of excellence through diversity of ideas and people. Furthermore, counseling is a profession that fosters human growth and development in the cognitive, emotional, behavioral, relational, and spiritual domains of life. Our Christian counseling approach also supports the worth, dignity, potential and uniqueness of others who are made in the image of Christ. Our vision is focused on nurturing an academic community of diverse people and ideas, and assuring that diversity enhances academic excellence and individual growth.

Our programs are comprised of singles, couples, and families that represent various national, ethnic, and denominational backgrounds. Learning to respect and appreciate other cultures will add to each student's experience at Liberty. For that reason, we are committed to maintaining a diverse community in an atmosphere of mutual respect and appreciation of differences, which is fundamental to any counselor-training program.

The *School of Behavioral Sciences* provides an academic community for students, faculty, and staff to teach and learn from the experiences of others and to submit personal values and assumptions for reflection and critical examination. Student learning, professional and personal growth occur in a climate that encourages a deepened appreciation of differences. Therefore, we do not discriminate in our educational and counselor training programs on the basis of: race, color, creed, religion, gender, age, national/ethnic origin, and physical or mental disability.

While recognizing the importance of all dimensions of diversity as mentioned above, the *School of Behavioral Sciences* adheres to the following initiatives:

- To increase, through recruitment and retention measures, the diverse representation of students, faculty, and staff;
- To promote full implementation of professional standards of practice and multicultural counseling competencies across the curriculum and in specialized courses;
- To include issues of diversity throughout the instructional programs and professional development activities;
- To develop graduate assistantship opportunities to serve diverse student groups;
- To provide departmental opportunities for students and faculty to engage in the exchange of ideas and information related to diversity; and
- To maintain ongoing educational opportunities and equality of access to our academic community.

5.2 Professional Organizations:

As future leaders in the counseling field, it is important for students to become involved with the counseling professions at large. A significant way students can become involved in impacting the field is through scholarly, research and advocacy involvement with professional counseling organizations. Students are encouraged to join the American Counseling Association (ACA), the American Mental Health Counselors Association (AMHCA), the American Association of

Christian Counselors (AACC), the Christian Association of Psychological Studies (CAPS), the American Association of Marriage and Family Therapy (AAMFT), the American Psychological Association (APA), or other related associations of interest.

Most professional organizations offer reduced membership rates to students as well as the following benefits: receipt of professional publications (journals and newsletters); reduced registration fees for professional meetings (seminars, conventions, workshops) that are sponsored by the particular organization; eligibility for member services (library resource use, legal defense funds and services, group liability insurance); opportunities to present research and scholarship related to the field, involvement in activities and issues which are directly or indirectly pertinent to the profession (legislation and professional credentialing including licensure, certification); affiliation with other professionals having interests and areas of expertise similar to one's own; and the opportunity to fellowship and, in the case of Christian organizations, to worship together.

5.3 Academic Honesty:

Students are required to thoroughly read and study the LU Code of Honor at <https://www.liberty.edu/academics/graduate/index.cfm?PID=19459>. The *School of Behavioral Sciences* faculty serve as gatekeepers of the profession of counseling. As such we are responsible to hold students to the highest standards for ethics, both personal and academic. One significant area of integrity in academics is honesty. We take this matter very seriously and require that you read the LU Code of Honor before beginning your application process.

5.4 Personal Counseling:

Students are strongly encouraged to seek individual and group counseling as a part of the doctoral educational experience. Even if a student is a participant in a support group or self-help group, that participation alone does not really provide the necessary benefits for counselor preparation. As Christians who are called to serve others with the training of a counseling leader, it is imperative that we deal with our own personal issues that may interfere with our ability to impact others in meaningful ways. Moreover, getting the experience of being in the seat of the client will help you better understand your clients' experiences in counseling.

As noted above, personal counseling may be required by the *School of Behavioral Sciences* administration as a condition of continuing in the program. When a student's personal issues are assessed to be interfering with progress toward becoming a doctoral-level trained professional counselor, a developmental plan is created to help the student address the problematic issues. In such cases, the leadership must agree with the choice of the professional and might, in some circumstances, require the student to see a particular counselor. A release of information will be mandatory in order to obtain progress reports from the treating counselor.

5.5 Sexual Harassment:

Sexual harassment, like any kind of harassment, on the basis of color, race, religion, or national origin has long been recognized as a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended. Such behavior does not befit a committed Christian. Accordingly, Liberty University strongly disapproves of sexual harassment and intimidation of its employees.

Furthermore, Title IX of the Education Amendments of 1972 states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Additional information regarding Title IX can be found on

<http://www.liberty.edu/studentaffairs/titleix/>

5.6 Correspondence:

Students must check their Liberty email account regularly (every 24-48 hours) for messages and information. Students are required to respond to e-mails from faculty and administrative leadership within 24-48 hours in a manner that sufficiently addresses the content of the e-mail received. Students are required to use their Liberty email account for all correspondence with faculty and staff. Students may correspond with the *School of Behavioral Sciences* at eddcounadmin@liberty.edu.

6. General Information

6.1 Course Registration:

All EdD courses offered have an EDCO pre-fix in ASIST (except for the Traumatology courses, which have a TRMA prefix, and are found under “Traumatology” in ASIST). To register for prerequisite courses or EdD courses listed on ASIST prior to passing the Comprehensive Examination, e-mail eddcounadmin@liberty.edu. Students log into ASIST and register online. Although students may be able to register for courses out of sequence via ASIST or a registration advisor, it is the student’s responsibility to follow the program sequence outlined in this document.

Students who take cognate courses or electives prior to passing the Comprehensive Examination do so at their own risk in that students who do not pass the Comprehensive Examination are dismissed from the program and would not have taken those courses. Students who take this risk are responsible for the costs induced by that risk. For further information about this, contact eddcounadmin@liberty.edu.

6.2 Course Delivery Formats:

The EdD in Community Care and Counseling Program courses are primarily 8-week online, with two dissertation courses, EDCO 989 and EDCO 990 being 16 weeks. Some courses have the option of being taken as a 16-weeks course with a weeklong residential intensive and include participation on Blackboard. All courses involve online participation using the Blackboard® platform for the duration of each semester. To summarize:

1. **Online Learning:** All courses for the EdD in Community Care and Counseling are in an 8-week, online format (except for the dissertation courses EDCO 989 and 990).
2. **Selected One-week Intensives (optional):** One-week intensives involve four eight-hour and one four-hour class days. Students must enroll at the start of each semester for a given course and complete the required pre-class assignments prior to beginning class. Students who do not complete the required pre-course work will not be permitted to attend the intensive. Students are expected to enter the first class session with the necessary textbooks, the course syllabus, and the completed pre-class assignments. Unless otherwise informed by the instructor, class is in session from 8:00 a.m. until 5:00 p.m. with an hour for lunch. Students can expect to complete group assignments after class hours. In most cases, major exams will not be given during the week of class, unless specifically stated in the course syllabus and pre-class information. Under no circumstances can students miss any portion of the week-long intensive.

6.3 Academic Support:

Students obtain academic support from contacting EdD advisors at eddcounadmin@liberty.edu and from their Faculty Advising Committee. Additionally, students have full access to the Liberty Library on-line and when on campus, the Student ID card can be used to check out materials from the Library and to access computer accounts. This ID can be obtained from the Office of Human Resources (see Card Services website at: <http://www.liberty.edu/onecard/index.cfm?PID=21386>). Students in need of writing help can contact the online writing center: <http://www.liberty.edu/academics/graduate/writing/index.cfm?PID=17176>

6.4 Teaching Assistantships (TA):

The *School of Behavioral Sciences* has a limited number of residential Teaching Assistantship (TA) positions that are awarded to qualified students on an annual basis. These assistantships are intended to support the instructional and administrative needs of the undergraduate and graduate programs as well as support TAs in their growth as scholars. TAs are expected to work 20 hours per week. Stipends are granted annually.

Some of the TA responsibilities include assisting faculty with research, completing administrative duties associated with management of the *School of Behavioral Sciences*, and teaching undergraduate/graduate courses. Qualifications for becoming a TA include: (a) admission to the doctoral program without deficiencies or provisions; (b) full-time student, typically taking a minimum of six (6) graduate hours a semester; (c) good academic standing as defined by the respective academic unit; (d) command of the English language and ability to communicate clearly; and (e) basic agreement with the Doctrinal Position and Statement of Purpose of Liberty University. Applicants are considered without regard to race, color, national origin, or sex, in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Sections 799A and 845 Public Health Service Act, and Sections 503 and 504 of the Rehabilitation Act of 1973, where applicable.

Applicants for TA positions may be obtained from the *School of Behavioral Sciences* (eddcounadmin@liberty.edu). Appointments may be terminated at any time for cause, for example, improper performance of duties, violation of accepted standards of behavior, or failure to maintain scholastic eligibility for graduate school.

6.5 Grievance Procedure:

All faculty, staff, and students of the *School of Behavioral Sciences* shall follow these policies and shall perform their duties and studies according to the policies of Liberty University. Students, faculty, or staff members who believe that a student, faculty member, or staff member has not acted according to these policies are encouraged to contact the student, faculty member, or staff member directly to informally resolve the situation (cf. Matthew 18).

If the student, faculty member, or staff member cannot achieve a resolution of the difficulty, the complainant should notify the EdD Program Director or the Associate Dean (if the object of the complaint is the EdD Program Director) or the Dean of the Graduate School (if the object of the complaint is both the EdD Program Director and the Associate Dean) in writing regarding the problem. For specifics regarding the LU Grievance Procedure, please see <http://www.liberty.edu/online/academic-policies/>

6.6 Computer Needs:

The following link contains recommended computer technology to have in preparation for your online work in the *School of Behavioral Sciences* Program

[http://www.liberty.edu/informationtechnology/it-purchasing/index.cfm?PID=23334#hardware.](http://www.liberty.edu/informationtechnology/it-purchasing/index.cfm?PID=23334#hardware)

Upon admission, each student is assigned a computer account and an email address on Liberty University's system. Correspondence from the campus, including the School of Behavioral Sciences' Office will be delivered via this email address only. Each student is expected to have access to and understand how to:

- Operate SPSS software for computer data analysis
- Utilize Microsoft Word for all written assignments
- Use the Blackboard platform to upload all required assignments
- Use their liberty.edu email for all communication in the program

At the completion of the EdD Program, students should:

1. Be able to use productivity software to develop individual and group presentations, research documents, letters, use email, and reports.
2. Be able to use such audiovisual equipment such as video recorders, audio recorders, projection equipment, video conferencing equipment, and playback units.
3. Be able to use computerized statistical packages.
4. Be able to use computerized testing, diagnostic, and decision-making programs with clients.
5. Be able to help clients search for various types of counseling-related information via the Internet, including information about careers, employment opportunities, educational and training opportunities, financial assistance/scholarships, treatment procedures, and social and personal information.
6. Be able to access and use counseling-related databases.
7. Be knowledgeable of the legal and ethical codes that relate to counseling services via the Internet.
8. Be knowledgeable of the strengths and weaknesses of counseling services provided via the Internet.
9. Be able to use the Internet for finding and using continuing education opportunities in Community Care and Counseling.
10. Be able to evaluate the quality of Internet information.

6.7 Student Christian Service:

Historically, Christian service has been a fundamental part of the curriculum at Liberty University. The mission statement of the Christian service activities is: "In recognition of the scriptural admonition that 'faith without works is dead' (James 2:17) and in fulfillment of the Great Commission of world evangelization found in Matthew 28:18-20, the Christian/Community Service component of the curriculum serves to affirm the Christian world view and provide a practical expression of God's love for mankind." The *School of Behavioral Sciences* seeks to support the University in fulfilling its Mission and Aims by providing experiences for students that:

1. Promote the development of the Christian worldview as it impacts upon lifestyles, decision-making, personal integrity, and social responsibility.
2. Develop a sense of responsibility to mankind, which entails selfless service, and active and clear communication of the Christian faith.
3. Offer opportunities for students to explore and practice ways in which they may glorify God and advance the cause of Christ through their chosen careers.

4. Provide avenues to explore ways of displaying Christian commitment and virtue through local churches, or social, civic, athletic, artistic, and scholastic organizations, which are compatible with the University's overall mission.

The education literature speaks about “service learning,” a method that combines coursework learning with meaningful service to enrich the learning experience for students. While the *Graduate School of Liberty University* and the *School of Behavioral Sciences* does not require students to participate in Christian service activities; such work is embedded in the ministry and message of Christ. We encourage all Doctoral Students to use the gifts and special calling that is upon their lives to serve and advocate for others. We believe that such activities not only enrich the lives of our students, but allow our students to enrich the lives of others.

6.8 Dress Code:

Students are expected to dress in professional clothing (business casual) while on campus and at any time when representing Liberty University as a student or professional. For more specific information regarding appropriate dress, please visit

<https://www.liberty.edu/index.cfm?PID=1417>.

6.9 Graduation with Honors:

Liberty University Graduate School offers two types of honors for graduating Doctoral Students. The first level of honors, *Graduation with Distinction*, is for students whose cumulative GPA is 3.90-3.94. Students whose cumulative GPA is 3.95 to 4.0 receive a *Graduation with High Distinction* honor. Each designation is awarded its own unique regalia accessory and will be acknowledged in the *School of Behavioral Sciences* Graduation bulletin.

7. Academic Planning

7.1 Course Descriptions:

Consult the latest Graduate School Catalog for current course listings and descriptions:

<http://www.liberty.edu/academics/catalogs/>

7.2 Degree Completion Plans:

Coursework taken in addition to that listed on the approved plan will not be counted toward degree completion. See Degree Completion Plans and other EdD documents on the EdD website:

Marriage and Family Counseling:

<http://www.liberty.edu/online/degrees/doctoral/community-care-counseling-marriage-and-family-counseling/>

Pastoral Care and Counseling:

<http://www.liberty.edu/online/degrees/doctoral/community-care-counseling-pastoral-care-counseling/>

Traumatology:

<http://www.liberty.edu/online/edd-in-community-care-and-counseling-traumatology/>

To view the qualifications and accomplishments of the *School of Behavioral Sciences*'s Teaching Faculty, visit:

<http://www.liberty.edu/academics/behavioralsciences/communitycare/index.cfm?PID=32580>