LIBERTY UNIVERSITY ONLINE

MASTER OF ARTS
Marriage and Family Therapy (Online)

HANDBOOK

School of Behavioral Sciences
Department of Counselor Education
and Family Studies

2015-2016
# TABLE OF CONTENTS

**AUTHORITY OF THE HANDBOOK** ................................................................. 4

**PROGRAM CONTACT INFORMATION** .................................................... 5

**FROM THE MASTER OF ARTS PROGRAM DIRECTOR** .............................. 7

**LIBERTY UNIVERSITY GENERAL INFORMATION** ...................................... 8

**THE GRADUATE COUNSELING PROGRAM** ............................................. 10

**ADMISSION POLICIES** ........................................................................... 12
   1.1 Admission & Licensure ................................................................. 12
   1.2 Admission Requirements .............................................................. 12
   1.3 Application Checklist & Procedures .............................................. 12
   1.4 Special Student (Non-Degree) Status .......................................... 13
   1.5 Notification of Admission to the Program ..................................... 14

**ACADEMIC POLICIES** ........................................................................... 15
   2.1 Program Intent ............................................................................ 15
   2.2 M. A. Programs ........................................................................... 15
   2.3 Course Requirements .................................................................. 16
   2.4 Transfer of Credits ...................................................................... 16
   2.5 Dual Degree ................................................................................ 16
   2.6 Required Intensive Courses ......................................................... 16
   2.7 Independent Studies & Directed Studies ...................................... 16
   2.8 Program of Study ........................................................................ 17
   2.9 Recommended Course Sequence ............................................... 17
   2.10 Course Prerequisites ................................................................. 18
   2.11 Faculty Advising ........................................................................ 19
   2.12 Comprehensive Examination ................................................... 19
   2.13 Practicum and Internship ......................................................... 22
   2.14 Break in Enrollment .................................................................. 24
   2.15 Statute of Limitations ................................................................. 25
   2.16 Course Repeat Policy ................................................................. 25
   2.17 Attendance & Interruption of Study ............................................ 25
   2.18 American Psychological Association Format ............................... 26
   2.19 Graduation .............................................................................. 26

**FINANCIAL POLICIES** ........................................................................... 27
   3.1 Tuition and Fees ......................................................................... 27
   3.2 Financial Aid ............................................................................... 27
## STUDENT EXPECTATIONS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Professional Organizations</td>
<td>27</td>
</tr>
<tr>
<td>4.2 Academic Honesty &amp; Plagiarism</td>
<td>27</td>
</tr>
<tr>
<td>4.3 Academic Appeal Policy</td>
<td>27</td>
</tr>
<tr>
<td>4.4 Counseling Faculty-Student Interaction</td>
<td>27</td>
</tr>
<tr>
<td>4.5 Professional Development &amp; Remediation</td>
<td>28</td>
</tr>
<tr>
<td>4.6 Sexual Harassment</td>
<td>30</td>
</tr>
<tr>
<td>4.7 Personal Counseling</td>
<td>30</td>
</tr>
</tbody>
</table>

## GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 Course Delivery Formats</td>
<td>31</td>
</tr>
<tr>
<td>5.2 Graduate Assistantships</td>
<td>31</td>
</tr>
<tr>
<td>5.3 Computer Needs</td>
<td>31</td>
</tr>
<tr>
<td>5.4 Email Account &amp; Communication</td>
<td>32</td>
</tr>
<tr>
<td>5.5 Dress Code</td>
<td>32</td>
</tr>
</tbody>
</table>

## APPENDICES

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.A. COURSE DESCRIPTIONS</td>
<td>33</td>
</tr>
<tr>
<td>ACADEMIC PLANNING SHEETS</td>
<td>39</td>
</tr>
</tbody>
</table>
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. Particular policies and procedures are Department of Counselor Education and Family Studies specific. The policies and procedures apply to current and newly accepted students. Students who are currently taking Master’s courses online in Marriage and Family Therapy must adhere to these guidelines with the exception of any changes in the academic program.

Disclosure Statement

The 60-hour Marriage and Family Therapy degree is designed to lead to professional licensure as outlined by the Virginia Board of Counseling. All state boards have unique licensure requirements. Therefore, before enrolling in a licensure program at Liberty University, students should consult the rules and regulations regarding Marriage and Family Therapy for their particular state. To obtain your state’s web address, view State Licensure Boards.

Enrollment in the MA Marriage and Family Therapy program does not guarantee a degree from Liberty or qualification for professional licensure. Students are responsible for meeting all academic and professional requirements for graduation. Further information regarding these academic and professional requirements is outlined in this handbook. Students enrolled the MA Marriage and Family Therapy program are responsible for knowing the material outlined in this handbook. Further, it is the sole responsibility of the student, not the program, to obtain information regarding prerequisites for licensure as outlined by their particular state board for marriage and family therapy.
## Department of Counselor Education and Family Studies Contact Information

(For further information call 434-592-4049)

For issues regarding the online licensure programs, contact advising. Then, if needed, contact the director, Dr. Steve Johnson at sgjohnson2@liberty.edu. For issues regarding Practicum & Internship, please contact the respective offices practicum@liberty.edu or internship@liberty.edu. If appealing a decision made by the practicum/internship office, please contact Dr. Melvin Pride at mpride2@liberty.edu.

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# M.A. Marriage and Family Therapy Program Contact Information
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From the MA Program Director

On behalf of the faculty of the Department of Counselor Education and Family Studies (DCEFS), I would like to welcome you to the online Graduate Marriage and Family Therapy program. The faculty are honored that you have chosen to pursue your studies here at Liberty University!

This 2015-2016 M. A. in Marriage and Family Therapy Handbook serves as a guide to help you better understand the program, courses, requirements, policies and procedures, and student rights and responsibilities as of Fall 2015. The faculty consider the handbook to be “required reading” for all online M.A. Marriage and Family Therapy students, and it should be read in its entirety. Although you are assigned an advisor when you start the program, it is ultimately your responsibility to know the information contained in this handbook. Review this handbook periodically, and if questions arise, contact your faculty or LUO advisor. You can find contact information for your faculty advisor in the advising shell on Blackboard. Because program policies and requirements may change from one year to the next, it is essential that you always refer to the most current handbook as you plan your graduate program, enroll in classes, and make arrangements for field placements and graduation.

Although there is a lot of information contained in this handbook, it may not provide answers to all of your questions. In addition to talking with your faculty and LUO advisor, you may access the Liberty University Graduate Catalog at: http://www.liberty.edu/academics/catalogs/. This handbook is not intended to be a comprehensive listing of all Liberty University policies. For information about current University and departmental policies, please refer to the 2015-2016 Graduate Catalog.

We are glad you are here! You are about to engage in the exciting process of becoming a marriage and family therapist. As you will see in the following pages of this handbook, the process and experiences offered at Liberty University are planned to ensure a comprehensive personal and professional educational experience. As a faculty, we feel honored to accompany you on your journey. Please contact us if we can offer additional information.

We look forward to serving you

In His service,

Steve Johnson, Ph.D., LPC, LMFT
Director, M.A. in Marriage and Family Therapy Program
LIBERTY UNIVERSITY
General Information

Founded
1971

History
For more than 35 years, Liberty University has produced graduates with the values, knowledge, and skills required to impact the world. Founded by Dr. Jerry Falwell in 1971, Liberty University is a private, coeducational, undergraduate and graduate institution. According to Chancellor Jerry Falwell, Jr., “Liberty now offers 315 unique programs of study. Liberty’s more than 7,000-acre campus boasts millions of square feet of technologically advanced academic, residential and recreational space, the vast majority of which was constructed in the last 15 years.” [http://www.liberty.edu/aboutliberty/]. Additionally, our student body is highly diverse with individuals from all 50 states and more than 80 nations.

Liberty University is nestled in the foothills of the beautiful Blue Ridge Mountains and located on the south bank of the historic James River, in a region rich in history, culture, and outdoor recreational opportunities. For more information on the history, mission, and doctrine of Liberty University visit our website at: [http://www.liberty.edu/aboutliberty/].

Core Value
A core value of Liberty University is approaching academics from a biblical worldview. While Liberty University adheres to the inerrancy and inspiration of the Scriptures, we also recognize that both theology and social sciences are impacted from the perspective of the observer.

Type
Liberty University is a religiously-oriented, private, coeducational, comprehensive liberal arts institution.

Mission
Maintaining the vision of the founder, Dr. Jerry Falwell, Liberty University develops Christ-centered men and women with the values, knowledge, and skills essential to impact the world. Through its residential and online programs, the University educates men and women who will make important contributions to their workplaces and communities, follow their chosen vocations as callings to glorify God, and fulfill the Great Commission.

Accreditation
The University is approved by the State Council of Higher Education for Virginia, and is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, bachelor, master, and doctoral degrees. Liberty is also a member of the Association of Christian Schools International. Liberty’s M.A. Marriage and Family Therapy program is not accredited by the Council for Accreditation of Counseling & Related Educational Programs. For further information on this accreditation, consult the agency website at [www.cacrep.org].
Liberty University admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, or handicap in administration of its educational policies, admission policies, scholarship and loan programs, or athletic and other school-administered programs.
The Graduate Counseling Program

Overview
The Department of Counselor Education and Family Studies (DCEFS) is a department of the School of Behavioral Sciences. The Graduate Counseling program, launched in 1981, is committed to providing quality professional training for healing human hurts from a perspective permeated by Christian faith. Our training in theory and the practice of counseling is designed to prepare students to work as licensed counselors in a variety of settings. The M.A. program provides foundational studies that equip students for licensure, to pursue doctoral studies and careers in community mental health and human service agencies, educational institutions, private practice, government, and business and industrial settings.

Purpose
The University 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. Consistent with the mission of the institution, the Department of Counselor Education and Family Studies seeks to educate the whole person within a framework of a reasoned Christian worldview; developing knowledge, values, and skills necessary for effective professional service.

Commitment to Diversity
Liberty University is a school founded in 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 DCEFS at Liberty University also affirms its commitment to the challenge of loving each person and diversity in an academic community. Our mission states:

The mission of the Department of Counselor Education and Family Studies 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 persons that represent various national, ethnic, and denominational backgrounds. Learning to be respectful 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 DCEFS 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 bases 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 DCEFS adheres to the following initiatives:

- To increase, through recruitment and retention measures, the diverse representation of students, faculty, and staff;
- 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 assistantships 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.
Admission Policies

1.1 Admission and Licensure
The 60-hour Marriage and Family Therapy degree is designed to lead to professional licensure as outlined by the Virginia Board of Counseling for Marriage and Family Therapists. Before enrolling in a licensure program at Liberty University, students should consult the rules and regulations regarding Marriage and Family Therapy for their particular state. More specifically, students should be aware of the following before enrolling in one of Liberty University’s counseling programs:

- State regulations regarding licensure opportunities if an applicant has a previous felony conviction.
- State regulations regarding the type and number of academic courses and practicum/internship hours.
- The state accreditation requirements for educational institutions.
- The state regulations and requirements for online graduate education programs. To obtain your state’s web address, go to: State Licensure Boards.

1.2 Admission Requirements
To be admitted to one of the counseling degree programs at Liberty, applicants must have:

- An earned baccalaureate degree or its equivalent from an institution accredited by an agency recognized by the U.S. Department of Education.
- An undergraduate cumulative GPA of at least 3.0 (on a 4.0 scale). Applicants who do not meet the minimum GPA requirement may be admitted on Academic Caution with a GPA of 2.5 or higher but must maintain a GPA of 3.0 within the first semester of admission.
- Successfully completed a minimum of 6 semester hours of coursework in psychology or a closely related field of study (e.g., sociology, human services, social work) and 3 hours of statistics. Applicants who have not successfully completed those courses admitted with the provision that they must complete the undergraduate coursework within the first two semesters of study. Students will not be permitted to progress in the program if they have not met the undergraduate prerequisites within the first two semesters of enrollment.

1.3 Application Checklist & Procedure
All requirements and procedures stated in the Admissions and Academic Information sections of the Liberty University Catalog will apply unless stated to exclude M.A. program. The instructions and forms that are needed are available online at: http://www.liberty.edu/admissions/index.cfm?PID=145.

Official Transcripts
Applicants must submit an official transcript indicating successful completion of a baccalaureate degree, or individual courses, from an accredited institution. An “official” transcript is one that is received directly from the educational institutions attended, or is sent to us (by any party) within the original, sealed, university envelope. Official transcripts should be sent to the Office of Graduate Admissions. Former Liberty University students must personally request transcripts from the University Registrar.

Self-Certification Form (for individuals who have not completed a bachelor’s degree).
If you are sending in a preliminary transcript for acceptance, you must be in your final semester and planning to start your Master’s degree after the last date of class for your Bachelor's degree. In order to
be considered for full acceptance, you must fill out a bachelor’s self certification form. This form is available on-line at http://www.luonline.com/media/9932/SelfCertificationFormBach.pdf.

If you are going to be enrolled in your Bachelor’s and Master’s degree program at the same time, you must send in your application* and contact the Registrar’s office to fill out a Dual Enrollment application. *Non-Liberty University undergraduate students do not need to send in an application. You must contact the Registrar directly to complete dual enrollment.

TOEFL Test Scores: The Test of English as a Foreign Language™ TOEFL® (international students only)
TOEFL® is required for foreign students or students for whom English is a second language (minimum score of 600; 250 if computer-based; 100 Internet-based). An official TOEFL score report must be submitted to the University before an admission decision can be made. A score of 100 is required for the internet-based test for all graduate degree programs. In addition, the Office of Graduate Admissions may require students whose native official language is not English to submit TOEFL scores, if such documentation is deemed necessary. Enrollment in certain courses may be determined by the TOEFL score in conjunction with other diagnostic assessments administered after the student matriculates on campus. Information regarding the TOEFL may be obtained from: TOEFL services, The Educational Testing Service, P.O. Box 6151, Princeton, New Jersey, 08541 or online at www.toefl.org.

Applicants must submit each of the “items” listed above to the Office of Graduate Admission before being considered for acceptance to the program. Admission decisions are not made until all documentation has been received and evaluated.

The office of Graduate Admissions and the Department of Counselor Education and Family Studies reserve the right to use professional judgment when conducting admission reviews and may request additional documentation to evaluate a candidate’s record. In addition, if certain documentation is not available or does not meet admission standards, the Office of Admissions reserves the right to offer admissions to students based on professional judgment. Applicants who have not successfully completed the 6 hours of psychology or related studies and the 3 hours of statistics may be admitted with the provision that they must complete the undergraduate coursework within the first two semesters of study. Applicants must have an undergraduate cumulative GPA of at least 3.0 (on 4.0 scale) and be in good standing. Applicants who hold a cumulative GPA below a 3.0 GPA may be admitted on academic caution as long as their GPA is higher than a 2.5. These students are evaluated based on their cumulative GPA after their first semester of enrollment. A student may take up to 12 credits per semester. However, we never recommend more than 6 credits per semester for probationary students. A Marriage and Family Therapy student who is admitted on academic probation/caution must have a cumulative GPA of 3.0 after their first semester to avoid academic warning. Applicants who hold a bachelor’s degree from an unaccredited institution may be admitted on probation if they meet certain minimum criteria.

1.4 Special Student (Non-Degree) Status
Students who are not seeking degrees but who meet the necessary academic requirements for admission to the University may enroll in master’s level courses as Special students. These students are limited to 6 semester hours in their first enrollment period or semester, and may accumulate no more than 9 semester hours under this status. Special students are required to take Coun 667 from LU, even if they have completed this course from another university, before enrolling in practicum/internship.
Students admitted under “Special Status” may not begin practicum or internship until they have met the following requirements:

1. They must have completed the following prerequisite courses, either at LU or another regionally accredited university: COUN 500, COUN 501, 502, 504, 505, 510, 512, 515, 521, 522, and 646.
2. Students must have a cumulative GPA of 3.0 or better.
3. Submitted an official transcript to the Coordinator of Internship. The student’s transcript will be evaluated for prerequisite coursework and the student will be notified of acceptance.

1.5 Notification of Admission to the program

Admission decisions normally are made within a few weeks following the receipt of all of the student’s documentation. Official notification of admission, and of any conditions attached to that admission, is sent by letter to the applicant by the Office of Graduate Admissions. Correspondence or notification from other sources does not constitute official notice of admission. The term for which the applicant is admitted is stated in the official admission letter from the Office of Graduate Admissions.
Academic Policies

2.1 Program Intent

The Department of Counselor Education and Family Studies (CEFS) Masters of Arts in Marriage and Family Therapy provides students with an integration of academic course work and applied learning experiences through practica and internships. Students are expected to master course work considered essential to the master’s level professional preparation of licensed clinical mental health counselors. Though students are encouraged to evaluate their own specific needs and to take advantage of available resources for personal and professional development, several learning outcomes are applicable to all students. Students will be able to:

1. Demonstrate appropriate knowledge in all core curricular areas of counseling in preparation for taking licensure exams and in procuring employment in the mental health field.
2. Demonstrate appropriate research and report writing skills including the use of APA format and computer technology.
3. Incorporate ethical and legal standards in the counseling arena.
4. Integrate Biblical principles and secular theories in a responsibly eclectic manner
5. Assess, diagnose, and treat clients with a broad array of presenting problems and mental disorders using multiple counseling skills in established best practices.
6. Evaluate diverse individual, group and family populations in order to effectively determine a treatment for client(s).
7. Evaluate child, adolescent, and marriage and family clients in order to effectively determine a treatment.

2.2 M.A. Programs

In addition to the M.A. in Marriage and Family Therapy (online), the Department of Counselor Education and Family Studies offers three additional M.A. programs: Online M.A. in Professional Counseling (online); M.A. in Clinical Mental Health Counseling (residential), and M.A. Marriage and Family Counseling (residential). Each program offers the student an opportunity to emphasize a different focus and format of learning.

Master of Arts in Marriage and Family Therapy (60-hour program)

The 60-hour Marriage & Family Therapy program is designed to meet the Virginia Board of Counseling licensure requirements as Marriage & Family Therapists (LMFT). For other states, there may be different courses required for licensure. **Students are responsible for becoming familiar with licensure requirements of the state they will seek future licensure before enrolling in a degree program.**

This degree provides students with a thorough background in areas of integration of faith and practice; individual, group and family counseling theories and skills; clinical practice; ethical, professional, and legal issues in counseling; social and cultural factors in counseling; human development across the lifespan; work, leisure, and career development theories and interventions; appraisal and assessment issues in counseling; and the application of research methodology and statistics to understand mental health, marital, and family issues. This program provides appropriate education for students seeking career opportunities in mental health agencies, private practices; ministry related counseling centers, and other public and private facilities.
2.3 Course Requirements
A student must maintain a minimum of a 3.0 GPA to remain in the program. While all course grades are averaged into the GPA, course credit toward degree completion is not granted for a grade of D or F. A student may petition the registrar’s office for permission to retake a course in which he or she received a grade of C or below. (See section 2.15)

2.4 Transfer of Credits
Students may transfer 15 credit hours for the Marriage and Family Therapy degree, leaving a minimum of 45 hours to be earned through LU. For a transferred course to replace a Liberty University course, the following requirements must be met:

1. The institution at which the course(s) were completed is a regionally or nationally accredited institution approved through the Department of Education.
2. The course(s) were taken in another Master of Arts in Professional Counseling, Marriage and Family Therapy, or another closely related graduate field.
3. The course(s) were completed within the previous 7 years.
4. The student earned a grade of B or better in the course(s).
5. The course(s) overlap one of Liberty’s courses by at least 80%.
6. The course credit must be at least 3 semester hours or five quarter hours.

Courses with a grade of “CR” or “P” will only be considered if the grade equals a B or higher. Courses from a completed bachelor’s or master’s degree are non-transferable. Credit will not be awarded for life experience or continuing education workshops. The following courses are non-transferable: COUN 500, 501, 505, 506, 507, 512, 667, 698, and 699.

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 course syllabus for any course work being considered for transfer along with a rationale of why the student believes the course meets the program’s requirements. The office of transcript evaluations will process the information.

2.5 Dual Degrees
Students seeking to change degree programs, or obtain a second degree thru Liberty, may do so. However, the number of credits allowed to be applied toward the second degree may not exceed the maximum amount of transfer credit allowed for that degree. In cases where two degrees share required courses in excess of the maximum amount of transfer credit allowed for the second degree, the student must take additional courses and use them as substitutions for the shared courses.

2.6 Required Intensive Courses
Students in the 60-hour Marriage and Family Therapy program are required to take COUN 505, 512, 602, 610 and 667 in residence. Students are required to come to campus in Lynchburg for one-week long classes for each course.

2.7 Independent Studies & Directed Studies
There may be times when state licensing boards require courses that we do not teach in our M.A. counseling. It is the policy of this department that independent studies and directed studies not be offered under these circumstances.
2.8 Programs of Study
The following charts list the courses students should take and the order and times they should enroll in the courses. Students are notified that this curriculum guide is a planning document. It is not a substitute for regular consultation with their faculty advisor. This guide is subject to change. Use this guide for course planning and for discussions with your academic advisor each semester.

M. A. in Marriage and Family Therapy (Online)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE NAME</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 500</td>
<td>Orientation to Counselor Professional Identity and Function</td>
<td>3</td>
</tr>
<tr>
<td>COUN 501</td>
<td>Ethical and Legal Issues in Counseling</td>
<td>3</td>
</tr>
<tr>
<td>COUN 502</td>
<td>Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>COUN 504</td>
<td>Multicultural Counseling</td>
<td>3</td>
</tr>
<tr>
<td>*COUN 505</td>
<td>Counseling Techniques &amp; the Helping Relationship</td>
<td>3</td>
</tr>
<tr>
<td>COUN 506</td>
<td>Integration of Spirituality &amp; Counseling</td>
<td>3</td>
</tr>
<tr>
<td>COUN 510</td>
<td>Theories of Counseling</td>
<td>3</td>
</tr>
<tr>
<td>*COUN 512</td>
<td>Group Counseling</td>
<td>3</td>
</tr>
<tr>
<td>COUN 515</td>
<td>Research &amp; Program Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>COUN 521</td>
<td>Assessment Techniques in Counseling</td>
<td>3</td>
</tr>
<tr>
<td>COUN 522</td>
<td>Career Development &amp; Counseling</td>
<td>3</td>
</tr>
<tr>
<td>COUN 601</td>
<td>Marriage &amp; Family Counseling I</td>
<td>3</td>
</tr>
<tr>
<td>COUN 646</td>
<td>Psychopathology &amp; Counseling</td>
<td>3</td>
</tr>
<tr>
<td>*COUN 667</td>
<td>Clinical Diagnosis &amp; Treatment Planning</td>
<td>3</td>
</tr>
<tr>
<td>COUN 670</td>
<td>Comprehensive Exam – CPCE</td>
<td>0</td>
</tr>
<tr>
<td>COUN 671</td>
<td>Comprehensive Exam – Integration</td>
<td>0</td>
</tr>
<tr>
<td>COUN 698</td>
<td>Counseling Practicum</td>
<td>3</td>
</tr>
<tr>
<td>COUN 699</td>
<td>Counseling Internship (may be repeated)</td>
<td>3</td>
</tr>
<tr>
<td>*COUN 602</td>
<td>Marriage and Family Counseling II</td>
<td>3</td>
</tr>
<tr>
<td>COUN 603</td>
<td>Pre-Marital Counseling</td>
<td>3</td>
</tr>
<tr>
<td>*COUN 610</td>
<td>Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>COUN 620</td>
<td>Counseling Children, Adolescents, &amp; Their Families</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>60</td>
</tr>
</tbody>
</table>

* Residential intensive only

2.9 Recommended Course Sequence
Please note that the following plan is subject to change:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Semester</th>
<th>Courses</th>
<th>Semester</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>COUN 500, COUN 501, COUN 502</td>
<td>2nd Semester</td>
<td>COUN 504, *COUN 505, COUN 510</td>
<td>3rd Semester</td>
<td>COUN 506, *COUN 512, COUN 515</td>
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<tr>
<td>4th Semester</td>
<td>COUN 521, COUN 522, COUN 646</td>
<td>5th Semester</td>
<td>COUN 601, *COUN 667, COUN 698</td>
<td>6th Semester</td>
<td>*COUN 602, COUN 603, COUN 699, COUN 670/671</td>
</tr>
<tr>
<td>7th Semester</td>
<td>COUN 610, COUN 620</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2.10 Course Prerequisites

The following are the courses that require prerequisite work. This should guide you in selecting the order of your courses.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 500</td>
<td></td>
</tr>
<tr>
<td>COUN 501</td>
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</tr>
<tr>
<td>COUN 502</td>
<td></td>
</tr>
<tr>
<td>COUN 504</td>
<td>COUN 500, 501</td>
</tr>
<tr>
<td>COUN 505</td>
<td>COUN 500, 501, 502</td>
</tr>
<tr>
<td>COUN 506</td>
<td>COUN 500, 501</td>
</tr>
<tr>
<td>COUN 510</td>
<td>COUN 500, 501</td>
</tr>
<tr>
<td>COUN 512</td>
<td>COUN 500, 501, 502, 504, 505, 510</td>
</tr>
<tr>
<td>COUN 515</td>
<td>COUN 500, 501, 502, 504, 505, 510, MATH 201 (or PSYC 355)</td>
</tr>
<tr>
<td>COUN 521</td>
<td>COUN 500, 501, 502, 504, 505, 510</td>
</tr>
<tr>
<td>COUN 522</td>
<td>COUN 500, 501, 502, 504, 505, 510</td>
</tr>
<tr>
<td>COUN 601</td>
<td>COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646</td>
</tr>
<tr>
<td>COUN 604</td>
<td>COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646</td>
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<tr>
<td>COUN 646</td>
<td>COUN 500, 501, 502, 504, 505, 510, 512, 515</td>
</tr>
<tr>
<td>COUN 667</td>
<td>COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646</td>
</tr>
<tr>
<td>COUN 670/671</td>
<td>COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 667</td>
</tr>
<tr>
<td>COUN 691</td>
<td>COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646</td>
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<tr>
<td>COUN 698</td>
<td>COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646, 667</td>
</tr>
<tr>
<td>COUN 699</td>
<td>COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646, 667, 698</td>
</tr>
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<td>COUN 711</td>
<td>COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646</td>
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<td>MFC Courses</td>
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<td>COUN 602</td>
<td>COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 601, 646</td>
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<tr>
<td>COUN 603</td>
<td>COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646</td>
</tr>
<tr>
<td>COUN 610</td>
<td>COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646</td>
</tr>
<tr>
<td>COUN 620</td>
<td>COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646</td>
</tr>
<tr>
<td>COUN Electives</td>
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<tr>
<td>COUN 507</td>
<td>COUN 500, 501</td>
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<tr>
<td>COUN 605</td>
<td>COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646</td>
</tr>
<tr>
<td>COUN 611</td>
<td>COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646</td>
</tr>
<tr>
<td>COUN 687</td>
<td>COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646</td>
</tr>
<tr>
<td>Advanced Electives</td>
<td>Only the following Ph.D. level classes can be taken as M.A. electives (Intensives)</td>
</tr>
<tr>
<td>COUC 712</td>
<td>COUC 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646</td>
</tr>
<tr>
<td>COUC 713</td>
<td>COUC 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646</td>
</tr>
<tr>
<td>COUC 716</td>
<td>COUC 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646</td>
</tr>
<tr>
<td>COUC 714</td>
<td>By instructor permission only</td>
</tr>
<tr>
<td>COUC 747</td>
<td>COUC 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646</td>
</tr>
<tr>
<td>COUC 800</td>
<td>COUC 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646</td>
</tr>
<tr>
<td>COUC 805</td>
<td>By instructor permission only</td>
</tr>
<tr>
<td>COUC 806</td>
<td>By instructor permission only</td>
</tr>
<tr>
<td>COUC 850</td>
<td>By instructor permission only</td>
</tr>
<tr>
<td>COUC 797</td>
<td>By instructor permission only</td>
</tr>
<tr>
<td>Independent Study Courses</td>
<td>The courses listed below are taught only as an independent study course. Student must submit an appeal to the program director to take IS courses</td>
</tr>
<tr>
<td>COUN 625/630</td>
<td>COUN 500, 501, 502, 504, 505, 510, 512, 601</td>
</tr>
</tbody>
</table>
Important Note: Students who are located in states that require 60 hours for licensure will need to research their state’s requirements for necessary or required electives that are needed for their specific state. Liberty University and the DCEFS are not responsible to inform students of specific educational requirements for state licensure.

2.11 Academic Advising

Liberty University’s online students work with a team of Academic Advisors throughout their program. Online advisors can be contacted through: www.luonline.com; 1-800-424-9596; or Counseling@liberty.edu

It is always the responsibility of the student to be aware of University policies and regulations and state licensing requirements affecting his or her program. Advisors cannot advise on matters pertaining to the regulations of state licensure boards.

2.12 Comprehensive Examination

All MA counseling students must satisfactorily complete a comprehensive (comp) examination as part of the requirements for graduation. The purpose of this exam is to test both the student’s knowledge of completed courses and general knowledge of counseling. This exam also prepares students for state licensure by providing them with an introduction to a typical, multiple-choice, timed exam given by state licensure boards.

The Comprehensive examination is offered at the end of the COUN 667 intensives offered throughout the year, as well as, the third Saturday of February, July, and October. Students need to register with the Comprehensive Examination Coordinator at: counselingcompexam@liberty.edu at least four weeks prior to the date of the examination.

Liberty University Graduate Department of Counseling is utilizing the Counselor Preparation Comprehensive Examination® (CPCE®), published by the Center for Credentialing and Education, Inc., which is an affiliate of the National Board for Certified Counselors, Inc. (NBCC®), for the majority of the examination.

Important: Due to the limitations put on us by the CPCE®, we do not mail this exam to test proctors, and must offer the exam on campus here at Liberty University. Therefore, students may travel to Lynchburg to take this exam. We understand this poses a great inconvenience to our online students, and we offer an option to take the CPCE® exam at any accredited school in your state that offers this exam to their students. Since this exam is nationally recognized, a number of graduate schools offer this exam.

The Center for Credentialing & Education (CCE) provides information for possible alternative testing locations to Liberty University students as a special favor, not as a requirement. Please be aware the Universities you contact may not be testing during your needed time frame and/or they may choose not to allow you to test with their students. Should either of these be the case, you will be required to test at Liberty University. Additionally, the Universities establish their own test dates throughout the year, and are only required to give CCE a 30-day notice. To find out what schools offer CPCE® in your state, please contact CCE at cce@cce-global.org. Once you locate the school that is willing to administer CPCE®
to you, please email the Comprehensive Exam Coordinator at: counselingcompexam@liberty.edu.

The CPCE® covers the eight common-core areas of the Council for the Accreditation of Counseling and Related Educational Programs (CACREP®), as defined by their Standards for Preparation:

- **Human Growth and Development** – studies that provide an understanding of the nature and needs of individuals at all developmental levels.
- **Social and Cultural Foundations** – studies that provide an understanding of issues and trends in a multicultural and diverse society.
- **Helping Relationships** – studies that provide an understanding of counseling and consultation processes.
- **Group Work** – studies that provide an understanding of group development, dynamics, counseling theories, group counseling methods and skills, and other group work approaches.
- **Career and Lifestyle Development** – studies that provide an understanding of career development and related life factors.
- **Appraisal** – studies that provide an understanding of individual and group approaches to assessment and evaluation.
- **Research and Program Evaluation** – studies that provide an understanding of types of research methods, basic statistics, and ethical and legal considerations in research.
- **Professional Orientation and Ethics** – studies that provide an understanding of all aspects of professional functioning including history, roles, organizational structures, ethics, standards, and credentialing.

The comprehensive examination given by Liberty University will include the CPCE®, consisting of 160 items with 20 items per CACREP® area. In addition each Liberty University Master of Arts in Marriage and Family Therapy student will be required to answer an additional ninth area of:

- **Integration** – studies that provide an understanding of the integration of theology and psychology.

Students must complete at least 39 hours of coursework including the following courses: COUN 500, COUN 501, COUN 502, COUN 504, COUN 505, COUN 506, COUN 510, COUN 512, COUN 515, COUN 521, COUN 522, and COUN 667 and must have an overall GPA of 3.0 before attempting to take the comprehensive examination.

Students must be aware that it takes about four hours to complete the CPCE® portion of the comprehensive examination. Students will be registered for either the COUN 670 or COUN 671 and will have a class fee of $50.00 charged to their student account. The fee pays for the CPCE examination, grading, and postage and handling. Students wishing to test offsite will need to email the CPCE administrator at counselingcompexam@liberty.edu to ascertain a site switch form and offsite testing instructions to begin the process. The integration exam is administered in Blackboard under course
COUN 671, and will be administered on Blackboard in the same manner whether you test at Liberty University or at another testing institution. The integration exam is taken in two weeks proximity to the CPCE exam, either two weeks before or two weeks after.

Students are allowed three attempts to pass all sections of the comp exam including the integration exam. If after three tries a student has not been able to pass the comprehensive examination, the student will not qualify for a master’s degree in the licensure tracks. At that point, students may choose to apply to the Human Services program degree for possible conferral of the MA in Human Services degree.

The best way to prepare for the comprehensive examination is to develop a study schedule (such as three months) that allows you to spend some time preparing in each of the different areas of study. Divide your study time so that you spend roughly equivalent time preparing for each area. Study consistently. Do something relaxing and get a good night’s rest the night before the examination.

Please allow two to four weeks for the exam results. Once these exams are processed, your score will be sent to you via email notifying you of the results.

Online students must contact academic advising to register for the comprehensive exam. If you are will be taking the exam at another location, please notify advising or the comprehensive exam coordinator of the location and date when your register.

There is no official study guide for the CPCE®. Since the CPCE® and the National Counselor Examination for Licensure and Certification (NCE®) are based on the same eight knowledge areas, any study materials developed for the NCE® should be useful for the CPCE®. A good source to start with is a book called Encyclopedia of Counseling. Third Edition by H. Rosenthal.

Many other CPCE study preparation materials, CPCE exam dates, and directions to test offsite will be found at http://www.liberty.edu/index.cfm?PID=24247.

As you prepare for the Integration portion of the exam please refer to the following sources:


These books were required for your COUN 506 course. Use the following study guide to prepare for the integration exam: http://www.liberty.edu/media/1118/INTEGRATION_EXAM_STUDY_GUIDE_A.pdf.
2.13 Practicum and Internship

1. Practicum
   a. **Prerequisites:** To be adequately prepared for this course, the student must have completed the following courses in counseling with a grade C or above: COUN 500, 501, 502, 505, 506, 510, 512, 515, 521, 522, and 646. Note: COUN 667 can be taken with practicum. Students must be in good standing with a 3.0 GPA or above with the University to be approved. **The prerequisite courses are non-negotiable and must be completed prior to the start of the Practicum.**
   b. **Purpose:** The primary focus of the Practicum experience is to introduce students to the counseling environment and the development of counseling related skills, ethics, and professionalism based on observation and exposure to the counseling field.

   The Practicum involves participation in a planned clinical experience in an approved agency or other setting under an approved supervisor. During the Practicum experience, students are actively engaged in the field of marriage and family therapy and they contribute to the cooperating agency by assisting its staff in carrying out many of the daily clinical activities of that agency. The purpose of the counseling Practicum is to provide a supervised, field-based, work experience for students.

2. Internship
   a. **Prerequisites:** To be adequately prepared for this course, the student must have completed the following courses in counseling with a grade C or above: COUN 500, 501, 502, 504, 505, 506, 510, 512, 515, 521, 522, 646, 667, and 698. Students must be in good standing with a 3.0 GPA or above with the University in order to be approved. **The prerequisite courses are non-negotiable and must be completed prior to the start of the Internship.**
   b. **Purpose:** The primary focus of the Internship experience is the application and continued development of counseling skills. During the practicum/internship experience, the student learns to integrate and synthesize theories and techniques learned in the classroom and apply them in a real work setting. Additionally, students develop personal qualities, characteristics and behaviors of a marriage and family therapist, and transition from “trainee” to “professional practitioner.”

   **For students in the Marriage and Family Therapy program, the internship experiences must consist of work with couples, families, and individuals from a systems perspective, with the majority of the direct service clock hours occurring with couples and family units.**

   Since most, if not all, course work has been completed by the time of the internship experience; students contribute to the cooperating site by assisting staff in carrying out many clinical activities. In order for students to successfully pass the internship course the student must demonstrate the ability to:

   - Establish rapport and effective working relationships with client(s).
   - Conduct a psychosocial history that includes client background information, behavioral observations, current functioning, quality of relationships, and resources and challenges.
   - Develop client case conceptualizations that lead to accurate diagnosis using the DSM.
   - Develop treatment plans that will motivate clients through the use of evidence-based strategies for clients’ identified problem(s).
   - Present case studies in scheduled supervision sessions.
• Maintain an effective counseling process and relationship until the client(s)’ problem(s) have been resolved.
• Utilize feedback, direction, and constructive criticism from supervision and consultation in order to enhance professionalism in counseling.
• Document clinical work in a way that meets the standards of the counseling site, insurance companies, and the state in which the student is working.
• Work cooperatively and effectively within an agency setting and initiate appropriate professional relationships with mental health professionals outside that agency as needed.

*In order to begin practicum/internship the student’s site and supervisor must be approved by the Practicum/Internship Department of the Center for Counseling & Family Studies. In order to be approved to register for the Practicum/Internship, all documents must be submitted by the posted application deadline on the Practicum or Internship websites. Students must receive approval from the Practicum/Internship Department in order to register for the course.

If, during the practicum/internship, a student fails to successfully demonstrate any of the skills above, that student will be notified by their supervisor. The supervisor will also notify the leadership team for the Department of Counselor Education and Family Studies. The leadership team will then determine the nature and reason for the skills deficit. At that point, students may be placed on hold in the program in order to fulfill remediation procedures aimed to address and resolve the deficits. These remediation procedures can include such things as requiring the student to retake certain courses and/or seek personal counseling, etc. If, after remediation, the student is unable to correct the deficits, the leadership team will meet to decide the best course of action for the student up to and including removal from the program.

3. Preparation: Students are advised to become familiar with state(s) licensure requirements where they will be seeking future licensure. Each student will need to meet requirements in his/her fieldwork experience for whichever is greater- Liberty University or the state the student resides. Students are expected to be familiar with their requirements, supervisory requirements and their state requirements. Please see link for state licensing boards: http://www.nbcc.org/directory/Default.aspx. Students are also required to read over all materials made available on the Practicum/Internship website: http://www.liberty.edu/index.cfm?PID=6333.

4. Complete background checks. You need to know that state boards review an applicant’s criminal history to determine if he/she is ineligible to hold a license. If you have a criminal history, you will need to contact your state board of counseling to determine if you are eligible for a counseling license in that state. Due to these varying licensure requirements, our programs require you, as a counselor in training, to complete background checks. Clearance of the background checks will be required for application to the practicum and internship.

5. Finding a site: Students are responsible for finding their practicum/internship site and their site supervisor. Students are advised to allow a minimum of three to four months for the process.

6. Getting Approval: Students will submit an online application through the SharePoint submission portal by using a link posted on the practicum/internship webpage (http://www.liberty.edu/index.cfm?PID=6333). Students will attach their approval documents to the online application. The online application with attached approval documents must be submitted by the application deadline that is displayed on the practicum/internship webpage.
Blank copies of the approval documents are available for download on the practicum/internship webpage. Registration for the COUN 698 practicum and the COUN 699 internship courses is three times each year in the A term of the fall, spring, and summer semesters.

7. **Registration:** Once a student’s online application and attached approval documents have been approved, the practicum/internship office will automatically enroll the student in COUN 698 or 699.

8. **Complete the Financial Check-in.**

9. **International/Practicum Internship Policy for approval of sites and supervisors abroad**

The Department of Counselor Education and Family Studies is aware of many challenges that students living abroad face regarding the completion of the practicum and/or internship requirements. Therefore, the Practicum/Internship Office has created the following policy in order to help our students living abroad succeed in completing their practicum/internship experience. In addition to the standard application process, students looking to complete an international practicum/internship must also meet the following criteria:

- **Students seeking licensure in the United States:**
  - Site must be sponsored by an American Organization
  - Site must follow the general guidelines established by the counseling profession in the U.S. (e.g., ACA, AAMFT Codes of Ethics, state board regulations, etc.).
    - Informed consent
    - Treatment plans
    - Record keeping
  - Supervisor must be licensed in the United States
    - Supervisor must hold a valid state license in counseling, marriage and family therapy, or clinical social work and have a master’s degree in Counseling, Psychology, or Social Work and/or hold a PhD or EdD in Counseling, Psychology, or a closely related field from a regionally accredited university.

- **Students not seeking licensure in the United States:**
  - Students must provide Practicum/Internship Office with a written statement of their intent to not pursue licensure in the United States.
    - The site and supervisor approval will be reviewed on a case-by-case basis at the discretion of the Practicum/Internship office.

2.14 **Break in Enrollment**

For **Liberty Online students**, students who discontinue course work for a fiscal year period (ends at the end of June) will break enrollment. This one year time period is measured from the date of the last course’s original deadline date forward to the same date one year later. Students will be required to follow a reapplication process and will be held responsible for the requirements under the most current graduate catalog. 

23
For example, if a student ends their last class on or before June 30, 2015 and he/she wants to start a class that begins on any date from July 1, 2016 - June 30th, 2017, then he/she will need to re-apply before they can begin classes. If a student ends their last class on July 1, 2015 or afterwards, then he/she does not need to reapply for any classes they want to start between July 1, 2016 and June 30, 2017.

2.15 Statute of Limitations
The time limit for completing the Master degree from the enrollment date of the first course taken is seven years. Any coursework taken at Liberty that is over seven years old will need to be repeated in order for a student to graduate with the Marriage and Family Therapy degree.

2.16 Course Repeat Policy
In order to graduate from one of the marriage and family therapy program, a student must maintain an overall GPA of 3.0 on a 4.0 scale. A course grade of “D” or “F” cannot be used to fulfill the requirements of the program. A maximum of two courses (6 hours) with a grade of “C” can count toward graduation if the student maintains a GPA of 3.0. There is a maximum of two course repeats (6 hours) taken for the purpose of replacing the original grade. **Students should be aware that some state licensure boards do not accept course work with a grade below B-.**

2.17 Attendance & Interruption of Study
Attendance is defined for students as **any** submission to Blackboard within the enrollment dates of the course (such as examinations, written papers or projects, any discussion board posts, etc.) and initiating **any** communication with their professors regarding an academic subject or course materials. Liberty University defines academically related email communication as any question regarding the course subject, course materials, related projects, discussion board, and/or assignments. This does not include where to purchase course materials, how to drop/withdraw from the course, or anything else unrelated to the course subject matter or operations of the course.

**Roster Verifications:** If a student initiates communication with the course **instructor regarding an academic subject or course content** during the first week of the course but does not make any submissions to Blackboard the student will be marked as “attending” in the course roster.

**Failure by Non-Attendance (FN):** If a student stops making submissions to Blackboard for a period of 21 days, but he/she is still communicating about coursework with the instructor regarding his/her course; the student will not be given an FN. Only after a period of 21 full days without course submissions or coursework-related communication from a student will the student be assigned an FN.

* Some topics that would constitute academic related questions:
  - Questions about test answers
  - Questions regarding the topic of papers or content covered in tests or quizzes
  - Questions requiring further clarification on a discussion board topic, etc.

*Some topics that would not constitute academic related questions:
  - Emails planning on submitting assignments
  - Emails asking for additional time to submit assignments
  - Emails asking how or where to purchase course materials
2.18 American Psychological Association Format
The Graduate Counseling Program requires students to use the most current version of the APA writing style guide for all submitted coursework. The most recent edition of the Publication Manual of the American Psychological Association is required for every student. It is imperative that all graduate students become familiar with and use this writing format.

2.19 Graduation
All degree completion requirements must be fulfilled before the university will confer the MA in Marriage and Family Therapy degree. Students who wish to participate in the yearly Spring Commencement program must file an Application for Graduation in accordance with the calendar deadlines listed on ASIST and posted by the Registrar on the Graduation Requirements webpage. Students are advised to submit their applications well in advance of the deadline date.
Financial Policies

3.1 Tuition and Fees
Information about tuition and fees for the Master of Arts in Marriage & Family Therapy courses can be found at the following website: http://www.liberty.edu/index.cfm?PID=14286.

3.2 Financial Aid
For questions and resource information regarding financial aid see the following website: http://www.liberty.edu/financeadmin/financialaid/index.cfm?PID=294.

Student Expectations

4.1 Professional Organizations
A significant arena in which counselors can make an impact is within the field through involvement with professional organizations. Students are encouraged to join the American Counseling Association (ACA), the International Association of Marriage and Family Counselors (IAMFC) – a division of ACA, and the American Association of Christian Counselors (AACC). These organizations also have national, regional, state, and local divisions that allow students higher levels of involvement in more specific areas of interest. Most professional organizations and divisions offer reduced membership rates to students. They also offer the following benefits: professional publications (journals and newsletters); reduced registration fees for professional activities (seminars, conventions, workshops); eligibility for member services (resources, ethics consultation, group liability insurance); involvement in activities/issues pertinent to the profession (legislation and professional credentialing including licensure, certification); affiliation with other professionals with similar interests and areas of expertise.

4.2 Academic Honesty & Plagiarism
As a Christian institution, Liberty University holds its students to high standards of ethics. One significant area of integrity in academics is honesty. Students are expected to submit only their own work. Further, students are expected to neither give nor receive assistance of any kind that is not specifically permitted on graded assignments or examination. For specific policy information, see the Online Student Code of Honor found at the Graduate Student Affairs website: http://www.liberty.edu/index.cfm?PID=19155.

4.3 Academic Appeal Policy
To appeal a grade or a decision regarding academic honesty, follow the policy & procedure outlined at the graduate student affairs website: http://www.liberty.edu/index.cfm?PID=19155.

4.4 Counseling Faculty-Student Interaction
The faculty is responsible to interact with counseling students in a supervisory capacity/role. As such, faculty may provide students professional principles, guidance, and recommendations as it relates to the context of the student-client setting. The faculty are responsible to avoid dual relationships with students such as entering a student-counselor or student-pastor relationship. Thus, faculty do not provide personal counseling addressing student personal problems. If a faculty member perceives that a
student is in need of personal or professional counseling then that faculty member will recommend that
the student pursue either pastoral or professional assistance from a counselor in their community.

In the event of a student’s disclosure, either verbally, or in writing, of either threat of serious or
foreseeable harm to self or others, abuse or neglect of a minor, elderly or disabled person, or current
involvement in criminal activity, the faculty, staff, administrator or supervisor, will take immediate
action. This action may include, but is not limited to, immediate notification of appropriate state law
enforcement or social services personnel, emergency contacts, and notification of the appropriate
program director, departmental chair, or dean. The incident and action taken will become part of the
student’s permanent record.

4.5 Professional Development & Remediation

Ethical Conduct:
All students in the MA Counseling programs are responsible for behaving in an ethical manner
throughout their training, as well as in clinical and professional settings. Violations of the Online
Student Code of Honor or the ACA Code of Ethics and/or failure to take steps to rectify the violations are
to be considered extremely serious and may result in termination from the program.

Although students are expected to adhere to the Online Student Code of Honor and the ACA Code of
Ethics as a guide to their behavior throughout their program, reading it is just the beginning of
understanding professional ethics. Being an ethical counselor-in-training involves understanding the
underlying principles and values associated with a strong commitment to biblical principles and
professional Code of Ethics, developing a set of beliefs that guide one’s everyday practice, being able to
discern potential as well as realized ethical problematic situations, and having the character to stand by
these when faced with challenging situations. This is an essential component of your professional
development.

Professional Development:
To successfully complete the counseling program at Liberty University and be eligible for graduation, a
student must be able demonstrate proficiency in four areas:

1. Scholastic competency as evaluated through the comprehensive examination (see section 2.10
of handbook) given at the completion of core curriculum and by maintaining an overall GPA of
3.0.
2. Acquisition of, and ability to, apply counseling skills with a diverse population and to a standard
generally acceptable by licensed professional counselors. This ability is evaluated primarily
through faculty and consultants who teach the Counseling 505, 512 and 667 courses and in
conjunction with the student’s approved supervisor during practicum/internship.
3. Emotional and mental stability and maturity in interaction with others including the ability to
maintain healthy boundaries, communicate appropriately, successfully manage personal anxiety
or uncomfortable feelings, work collaboratively with others, and resolve interpersonal conflict.
This proficiency is evaluated through all interactions with faculty, staff, administrators,
supervisors, adjuncts, and fellow students, including verbal and written communications.
4. Adherence to the Professional Identity and Standards as outlined by the American Counseling
Association Code of Ethics and the Liberty Online Student Code of Honor. This proficiency is
evaluated through all interactions with faculty, staff, administrators, supervisors, adjuncts, and fellow students, including verbal and written communications.

The counseling faculty will develop and evaluate students on the above areas of proficiency on an ongoing and consistent manner in all settings in which faculty and students interact. This interaction can include formal and informal settings such as classroom, online communication, advising and personal conversations.

**Remediation:**
If, during the course of a student’s studies, a faculty, staff, administrator, or supervisor believes a student lacks required skills to progress in the program, is impaired, or is deficient in professional identity and/or behavior as outlined above, that person will begin remediation procedures aimed to provide the student with information and actions to correct the impairment/deficiency. The faculty member will bring the issue to the Department of Counselor Education and Family Studies (DCEFS) Leadership Team. A remediation plan will be formulated in conjunction with the DCEFS leadership team, remediation team, and the student.

The purpose of the remediation plan is to assist the student in correcting any deficits in counseling skills or personal, interpersonal, or ethical problems so that the student may successfully continue in the program. Remediation procedures can include such actions as repeating particular courses, obtaining personal counseling, completing additional assignments, review of the ethics code, or academic dismissal from the DCEFS or Liberty University.

Once the student has fulfilled all stipulations of the remediation plan, the Leadership Team for the DCEFS will meet to decide if the student is ready to continue. Students will have an opportunity to appeal. For more information on this procedure see the Graduate Student Affairs website at: [http://www.liberty.edu/academics/graduate/index.cfm?PID=19155](http://www.liberty.edu/academics/graduate/index.cfm?PID=19155).

**Remediation for Practicum and Internship:**
If, during the practicum or internship, a student fails to successfully demonstrate the required skills in these courses and consequently receives failing evaluations or if a student is dismissed from a site, the supervisor will notify the student’s professor. The professor will write an incident report and send it to the Practicum/Internship office of the Department of Counselor Education and Family Studies. The director of clinical training and the Leadership Team will examine the nature and reason for the skills deficit and/or dismissal. At that point, the student may receive a grade F for the course and be placed on hold in the program in order to fulfill remediation procedures aimed to address and resolve the verifiable deficits.

For behaviors that constitute a violation of the University’s Honor Code and the student’s professor will fill out an Honor Code Violation form, which will be investigated by the Director, LU Online and Graduate Student Affairs. Students are given an opportunity to appeal. For further information on the expectations for clinical courses and the remediation process for practicum and internships, see the Practicum Fieldwork Manual and/or the Internship Fieldwork Manual.
4.6 Sexual Harassment
Sexual harassment, like 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.

4.7 Personal Counseling
Students are strongly encouraged to seek group and individual counseling as a part of the educational experience. As Christians who are called to serve others with the training of a professional counselor, it is imperative that we deal with our own personal issues that may interfere with our ability to impact others in meaningful ways. Moreover, experiences as a client will help the counselor better understand the client’s experience in counseling.
General Information

5.1 Course Delivery Formats

The Marriage and Family Therapy Degree Program is a blended degree program available via distance learning with residency requirements for the three skills-based courses (COUN 505, COUN 512, and COUN 667) and two MFT courses (COUN 602 and 610). Students enrolled in the online degree program fulfill other program requirements using Blackboard®, an online software platform, as the primary delivery method. MFT students come to the Liberty University campus to take COUN 505, COUN 512, COUN 667, COUN 602, and COUN 610. Students can also take elective courses in the intensive format. Clinical requirements, such as Practicum and Internship courses, are taken in the student’s home location.

Format 1: Online Format Blackboard®

The University has adopted Blackboard®, an online software platform, as its primary online instructional delivery method. Students have interaction with other students taking the same course, utilize links to online resources, view supplemental streaming video clips, and receive direct feedback from their professors using this innovative means of delivery. All M.A. Marriage and Family Therapy courses (except COUN 505, COUN 512, COUN 667, COUN 602, and COUN 610) are taken via distance learning.

Format 2: One-week Residential Intensive

Offered in and throughout each semester and summer, one-week intensive courses involve five eight-hour class days. Students must enroll a minimum of 60 days in advance and complete the required pre-class assignments prior to beginning class. Students must read the required texts and complete all pre-class assignments prior to the beginning of class. Class is in session from 8:00 a.m. until 4:30 p.m. with an hour for lunch. Students may be expected to complete group assignments or homework during the evening hours after class. In most cases, major exams will not be given during the week of class, unless specifically stated in the course syllabus. Grades are posted according to end of semester deadline dates issued by the registrar’s office.

5.2 Graduate Assistantships

The Department of Counselor Education and Family Studies has a limited number of Graduate Assistantships (GA) positions to award on an annual basis. These assistantships are intended to support the instructional and administrative needs of the graduate programs. Some of the responsibilities include assisting faculty, and completing administrative duties associated with management of the Department of Counselor Education and Family Studies. To apply to a GSA position, students will need to contact the Graduate School.

5.3 Computer Needs

Each student at Liberty University is expected to demonstrate computer literacy prior to admission to the program. Each course in the M.A. program requires the student to use computer programs, which function in the process of course completion. In order to successfully accomplish the requirements, students must have access to a computer that has the capacity to:
• Read and write in Microsoft Office® software (Microsoft Office® is available to Liberty University students for a small charge through the Liberty University Helpdesk or CCD)
• Access online sites including the Liberty University website
• Send and receive email via Liberty Webmail. **The student is required to use Liberty Webmail in all correspondence with the University.**
• Operate SPSS software for computer data analysis

For information on recommended hardware, software, operating systems and student discounts on computers, see the Liberty Information Technology website at: [http://www.liberty.edu/informationservices/index.cfm?PID=20923](http://www.liberty.edu/informationservices/index.cfm?PID=20923).

### 5.4 Email Account & Communication

Upon admission each student is assigned a computer account and an email address on Liberty University's system. **Correspondence from the campus, including the Department of Counselor Education and Family Studies Office, will be delivered via this email address. Students are strongly urged to check their Liberty University email accounts daily for communication from the university and counseling faculty.**

Students are expected to communicate in a professional manner at all times whenever emailing classmates, professors, or any employee of Liberty University. Because there is no accompanying tone of voice, facial expressions or body language, email communication is more easily misinterpreted than face-to-face. Your emails should be courteous and well thought out to avoid knee-jerk responses that will be interpreted as “flaming” or sarcasm. Communicate complaints directly to the individual involved. Do not send a blanket email to everyone in the class or to administrative personnel until you have communicated your concerns directly to the person involved and allowed them time to respond. Do not post a message to the class on Blackboard that is more appropriate for an individual. Avoid offensive language of any kind. Because students are responsible to behave in an ethical manner throughout the course of the program, continual unprofessional, discourteous communication cannot be tolerated and may result in remediation procedures up to and including dismissal from the program.

### 5.5 Dress Code

When on campus, students are expected to comply with the dress code outlined in the *Graduate School Code of Honor and the Liberty Way*, found at the Graduate Student Affairs website: [http://www.liberty.edu/index.cfm?PID=19155](http://www.liberty.edu/index.cfm?PID=19155).
Appendices

A. M.A. Course Descriptions
B. Academic Planning Sheets
**M.A. COURSE DESCRIPTIONS**

**COUN 500 Orientation to Counselor Professional identity and Function (3 hours):** This course introduces students to concepts regarding the professional functioning of licensed professional counselors, including history, roles, professional organizations, standards, and credentialing. Current issues in the practice of counseling and marriage and family therapy in a variety of professional settings are explored. Students are also introduced to program policies, graduate level writing and APA style.

**COUN 501 Ethical and Legal Issues in Counseling (3 hours):** This course introduces students to the current professional, ethical, and legal issues related to counselor functioning in a variety of settings. A focus on learning how to systematically evaluate ethical issues from both a clinical and biblical perspective is critical and will enable students to develop a solid foundation for facing the complex and challenging ethical issues that await them in the field of counseling.

**COUN 502 Human Growth and Development (3 hours):** This course explores individuals throughout the lifespan in the areas of cognitive, personality, physical, and social development specifically through the examination of various theories. Understanding development crises, specific interventions, and optimal wellness are key content areas within this course. Additionally, this course provides a framework for understanding the impact of various situational, environmental, and sociocultural factors on individuals and their families and communities.

**COUN 504 Multicultural Counseling (3 hours):** Prerequisite: COUN 500, 501. This course focuses on the multiple dimensions related to competent multicultural counseling. Major ethnic groups are studied along with the counseling, social justice, and advocacy approaches appropriate to each. In a similar fashion, the overarching cultural context of relationships, including factors such as age, race, gender, sexual orientation, religious & spiritual values, mental and physical characteristics, education, family values, socioeconomic status, and within group as well as between group cultural differences are examined. Theories of multicultural counseling, identity development, pluralistic trends, and systems-oriented intervention strategies (couple, family, group, and community) are considered. Counselor cultural self-awareness and the role of counseling in eliminating biases, prejudice, oppression, and discrimination are emphasized.

**COUN 505 Counseling Techniques & the Helping Relationship (3 hours):** Prerequisites: COUN 500, 501, 502. This course provides training in essential interview and counseling skills with an orientation towards wellness and prevention. Students will learn how personal characteristics and behaviors that influence the helping process as well as how counseling theory, including family systems, influences case conceptualization and interventions. Students will learn basic counseling skills for crisis intervention and suicide prevention and the role of the counselor in consultation.

**COUN 506 Integration of Spirituality and Counseling (3 hours):** Prerequisites: COUN 500, 501. Students critically examine how a Christian worldview and a client’s spirituality impact the assessment, diagnosis, and treatment planning process in counseling. Ethical, diagnostic, and assessment issues relevant to the use of Christian spiritual interventions with appropriately religious individuals, couples, & families are considered, along with current research related to spirituality and counseling.
COUN 510 Theories of Counseling (3 hours): Prerequisites: COUN 500, 501. This course provides in-depth exploration of selected theories of counseling and psychotherapy, including empirically supported treatment modalities. Through this course, students learn about the nature and process of therapy, and begin to learn how to conceptualize client presentations and select appropriate interventions while considering issues of diversity. Students are encouraged to begin to define their own theoretical approach to their work with individuals, couples, and families.

COUN 512 Group Counseling (3 hours): Prerequisites: COUN 500, 501, 502, 504, 505, 510. This course provides in-depth training in group counseling methods including group counselor orientations and behaviors, group theories, principles of group dynamics, group process components, developmental stages of groups, group members’ roles and behaviors, therapeutic factors of group work, and program design and evaluation. Group counseling skills, appropriate selection criteria and methods, as well as leadership approaches, characteristics, and styles are studied. Ethical and legal considerations of group counseling are also explored. An experiential component is required in this course where students participate in small groups as members and/or leaders for a minimum of 10 clock hours.

COUN 515 Research and Program Evaluation (3 hours): Prerequisite: COUN 500, 501, 502, 504, 505, 510 and MATH 201 or PSYC 355. Students learn the importance of scientific inquiry in the fields of clinical mental health counseling and marriage and family therapy. Emphasis is on research methods (designs, statistical analysis, needs assessment, and program evaluation) and locating, interpreting, and evaluating research and program evaluation articles that inform evidence-based practice. Ethical and cultural relevance as well as ethically appropriate integration is also addressed.

COUN 521 Assessment Techniques in Counseling (3 hours): Prerequisites: COUN 500, 501, 502, 504, 505, 510. This course is designed to provide an understanding of individual and group approaches to assessment and evaluation in a multicultural society. Comprehension and application of basic concepts of standardized and nonstandardized testing and other assessment techniques, including norm-referenced and criterion-referenced assessment, environmental assessment, performance assessment, inventory methods, psychological testing, and behavioral observations are examined. Social and cultural factors related to the assessment and evaluation of individuals, groups, and specific populations are discussed. Identification of applicable ethical strategies for selecting, administering, and interpreting assessment and evaluation instruments and techniques in counseling are evaluated.

COUN 522 Career Development and Counseling (3 hours): Prerequisites: COUN 500, 501, 502, 504, 505, 510. This course provides students an understanding of career development and related life factors. Students study career development theory and decision-making models, procedures for planning and conducting effective job searchers, assessment instruments and techniques relevant to career planning and decision-making, and the use of career information. Emphasis is placed on understanding the interrelationships between career development and career decision-making and such factors as faith, values, family, socio-economic status, leisure, individual interests and abilities, and other life roles.

COUN 670 Comprehensive Exam – CPCE (0 hours): Prerequisites: COUN 500, 501, 502, 504, 505, 506, 510, 512, 515, 521, 522, 667. The Comprehensive Exam-CPCE (Counselor Preparation Comprehensive Exam) must be successfully completed prior to degree conferral ( $45 fee assesse to take the exam.

COUN 671 Comprehensive Exam – Integration (0 hours): Prerequisites: COUN 500, 501, 502, 504, 505, 506, 510, 512, 515, 521, 522, 667. The Comprehensive Exam-Integration must be successfully completed prior to degree conferral. There is no charge for the Integration part.
Clinical Mental Health Specialty Courses:

COUN 601 Marriage and Family Counseling (3 hours): Prerequisites: COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646. This course considers the dynamics of marriage and family relationships from a systems perspective. The emphasis is on understanding family and other systems theories, the structure and function of marriage, various aspects of the marital relationship and family systems, and models of family and systemic interventions. Considerations from a historical perspective are presented along with current developments within marriage and family systemic models.

COUN 604 Crisis Counseling (3 hours): Prerequisites: COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646. This course provides students with foundational knowledge of the impact of crises, disasters, and other trauma-causing events on people as well as the principles of crisis intervention for people during crises, disasters, and other trauma-causing events. The appropriate use of diagnosis during crisis, disaster, or other trauma causing events and the differentiation between diagnosis and developmentally appropriate reactions during crises, disasters, and other trauma-causing events will be examined. Students will learn specific crisis intervention practices, including procedures for assessing and managing suicide risk, suicide prevention models, and the use of psychological first aid strategies. The counselors’ roles & responsibilities as members of an interdisciplinary emergency management response team during a crisis, disaster or other trauma-causing event and the operation of emergency management systems will be studied.

COUN 646 Psychopathology and Counseling (3 hours): Prerequisites: COUN 500, 501, 502, 504, 505, 510, 512, 515. This course studies psychological disorders and normalcy across the lifespan. Students are prepared to responsibly and competently assess, diagnose, conceptualize, and counsel clients as defined by the Diagnostic Statistical Manual classification system. Concepts and constructs, assessment processes, etiology, cultural factors, differential diagnosis, decision-making, and evidence-based therapeutic approaches are emphasized. Clinical and scientific research is integrated through the course with a biblical worldview so that students will have a robust biopsychosocial spiritual lens to understand and treat mental disorders.

COUN 667 Clinical Diagnosis and Treatment Planning (3 hours): Prerequisites: COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646. Students become knowledgeable of the principles and practice of clinical diagnosis and the development of treatment plans using the current edition of the Diagnostic and Statistical Manual. Emphasis is also placed on mental status, substance use, and risk assessment. Consideration is given to ethical, dimensional, relational, multicultural, and systemic issues important in diagnosis and treatment planning.

COUN 691 Substance Abuse: Diagnosis, Treatment, and Prevention (3 hours): Prerequisites: COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646. This course is designed to introduce the student to current theories and etiology of addictions and addictive behaviors, including strategies for prevention, intervention, and treatment. The identification of standard screening and assessment instruments for substance use disorders and process addictions are practiced, as well as screening for aggression, and danger to self and/or others, as well as co-occurring mental disorders are reviewed. The course also describes appropriate counseling strategies when working with clients with addiction and co-occurring disorders in a multicultural society.
COUN 698 Counseling Practicum (3 hours): Prerequisites: COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646. This course involves highly supervised experience of professional counseling at an approved clinical site in the counseling community. This supervision includes both individual and group supervision. Students are required to complete a total of 100 hours of counseling and related services, 40 of which are direct client contact hours. Written and oral presentations accompanied by audio and video recordings are a basic part of the group supervisory process. Additionally, the class will focus on the development of counseling related skills, ethics, and professionalism based on observation and exposure to the counseling field.

COUN 699 Counseling Internship (3 hours) Prerequisites: COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646, 667, 698. This course requires successful completion of the practicum as one of its prerequisites and involves an intensely supervised experience in the student’s designated program area at an approved site. Students are required to complete a total of 600 clock hours of counseling and related services, 240 of which are direct client contact hours. While gaining direct service experience with clients, students regularly meet with an approved onsite supervisor. Student counseling performance is evaluated throughout the internship. Written and oral presentations accompanied by audio and video recordings form the basis of the group supervisory process. The dynamics of the counseling relationship, diagnosis, treatment, and legal/ethical issues are primary areas of focus.

Marriage and Family Counseling Specialty Courses:

COUN 602 Marriage and Family Counseling II (3 hours): Prerequisites: COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 601, 646. This course is an experiential exploration of selected, major treatment approaches utilized in marital and family counseling. The development of practical skills and techniques constitutes the primary focus. The intent is to make practical application of family counseling theories and awareness presented in COUN 601. Students will have significant engagements in diagnosis, treatment planning, and role-play of clinical practice of various marriage and family therapy methods. Additionally, the impact of addiction, crisis, disasters, and other trauma-causing events on diagnosis and treatment planning in marriage and family therapy will be addressed.

COUN 603 Premarital and Marital Counseling (3 hours): Prerequisites: COUN 500, 501, 502, 505, 510, 512, 515, 521, 522, 646. This course introduces students to a variety of approaches that have been developed for through premarital counseling. The course also teaches students a conceptual model of understanding the variety of ways marriages can become dysfunctional, and introduces them to short-term method that can be used when those kinds of problems develop.

COUN 610 Human Sexuality (3 hours): Prerequisites: COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646. An analysis of the physiological, psychological, cultural, and religious aspects of a wide range of topics in the area of human sexuality. Emphasis is on the development of an understanding and appreciation of the role of sexuality in individuals, couples, and families throughout the various phases of the life cycle.

COUN 620 Counseling Children, Adolescents, and Their Families (3 hours): Prerequisites: COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646. This course examines the developmental and psychological needs and problems of children, and the transitions of adolescence emphasizing family, social, spiritual/moral, and physical issues. Counseling theories and practices for working with children, adolescents, and their families are explored. Crisis interventions with children, adolescents, and their families will be addressed.
M.A. Counseling Elective and Advanced Elective Courses

COUN 507 Theology and Spirituality in Counseling (3 hours): An examination of the content, comprehensiveness, and validity of several counseling theories that have been developed by prominent Christian counselors.

COUN 605 Community and Agency Counseling (3 hours): Prerequisites: COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646. This course provides an overview of the theory and practice of counseling in human services agencies and other community settings. Emphasis is given to principles and practices of community outreach, intervention, education, consultation, and client advocacy in multicultural settings.

COUN 611 Counseling Children and Their Families (3 hours): Prerequisites: COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646. The developmental and psychological needs and problems of children are examined through the analysis of personality types and family structure. Counseling techniques (e.g. play therapy) for children are also examined.

COUN 630 Gerontology and Counseling (3 hours): COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646. This course acquaints the counselor with the issues and problems unique to the elderly in American society. Topics such as suffering, societal attitude, and family structures are examined.

COUN 687 Counseling Women (3 hours): Prerequisite: COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646. This course examines the most common problems women bring to counseling, including developmental and situational crises. It explores biblical perspectives and the most effective treatments for these situations.

Advanced Electives:

COUC 712 Psychopharmacology (3 hours): COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646. This course is a study of neurology, brain-behavioral relationships, diseases, injuries, and psychopharmacology. The effects of psychotropic drugs on individuals are examined.

COUC 713 Community Systems Counseling: Programs and Practice (3 hours): Prerequisite: COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646. Principles of service delivery in community agencies is reviewed, including roles and functions of counselors, trends in community systems, problems, and special populations.

COUC 714 Counseling Supervision (3 hours): Prerequisites: Completed COUN 699/Instructor Permission. Theory, practice, and experience of supervision for counselors in training are reviewed. Students apply principles and theory while supervising other students, as well as being supervised themselves.

COUC 716 Consultation and Counseling (3 hours) Prerequisites: COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646. Consultation strategies in working with individuals and groups are surveyed. Topics, problems and research are taken from counseling, adult education, community service agencies, and instructional technology.
### CORE COURSES (54 hours)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hrs</th>
<th>Semester</th>
<th>Grade</th>
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<tr>
<td>COUN 500</td>
<td>Orient. to Counselor Profession Identity/Function</td>
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<td>COUN 501</td>
<td>Ethical &amp; Legal Issues in Counseling</td>
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<td>COUN 502</td>
<td>Human Growth &amp; Development</td>
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<td>COUN 504</td>
<td>Multicultural Counseling</td>
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<td>COUN 505</td>
<td>Counseling Techniques/Helping Relationship</td>
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**TOTAL HOURS** 60

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**Graduation Requirements**

Complete 60 total hours

A minimum of 45 hours must be completed through Liberty University, not to include credits from a prior degree earned through Liberty.

A maximum of 15 hours of transfer credit, including credit from a degree on the same academic level previously earned through Liberty, may be applied to the degree.

3.0 GPA

No more than two grades of C may be applied to the degree (includes grades of C+ & C-)

No grade of D or below may be applied to the degree (includes grades of D+ & D-)

Successful completion of Comprehensive Exam

Liberty University coursework that is more than seven years old may not be applied towards this degree. Students are required to repeat the course if it has exceeded the age limit.

Degree must be completed within 7 years

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**Notes**

1. Students must successfully complete six hours of undergraduate coursework in psychology or related study and three hours in statistics. For those who did not complete these courses in their undergraduate program, they may fulfill these prerequisite requirements during the first two semesters of the program.


3. May be repeated.

4. COUN electives must be 600-700 level.