

**2023-2024 Program Requirements for Graduate Psychology Students in:**  
**Developmental Psychology**  
**or**  
**Clinical Mental Health Counseling including:**  
**School Adjustment Counselor**  
**Advanced Trauma-Informed Counseling Certificate**  
**Foundations of Alcohol & Drug Abuse Counseling Certificate**

This form confirms your understanding of the program requirements and policies for the MS in Clinical Mental Health Counseling and the MS in Developmental Psychology

Please read carefully, sign below, and return this form to the graduate admissions department in order to enroll in classes.

- The student must earn grades of B or better in all courses in the program. If a student earns a B- in a course, the student must pay and retake this course and receive a B or better. A grade of C or below will cause an automatic withdrawal from the program.
- Graduate students are not allowed to audit graduate courses.
- A student must have a cumulative GPA of 3.0 or above and a grade of B or better in every course in order to enter the internship or fieldwork experience.
- Each student is fully responsible for all information sent to their Bay Path University email account on a daily basis, including information regarding registration deadlines as well as information about course content and scheduling.
- Each student is responsible for knowing all of the policies and procedures that are contained in the Graduate Course Catalog, Graduate Student Handbook, and the Practicum and Internship Handbook found on CANVAS>Dashboard>Graduate Psychology.
- **Attendance Policy from Academic Catalog:** Students are expected to attend all scheduled classes as outlined in the course syllabi. Absences and lack of participation significantly affect a student's learning and, therefore, their final grade. Specific absence policies are determined by each course instructor, announced at the beginning of each course and presented in the course syllabus. The syllabus includes course learning outcomes, assignments, grading information, and policies for attendance, make-up work, late work and related issues. Faculty will take attendance and will notify the Registrar's Office in writing of the last date of attendance of any student who stops attending classes.
- It is the student's responsibility to request in writing courses to be considered for transfer into the program. Once a student begins the graduate program courses cannot be transferred into the graduate program.
- Requirements for the MSCMHC and MSDP graduate program are subject to modification due to changes as stipulated by state licensure regulations, Bay Path University and/or accreditation agencies.
- The MSDP degree alone does not meet degree program eligibility requirements for application for the LMHC license in Massachusetts. The Commonwealth of Massachusetts has ended the option of combining graduate programs to meet degree eligibility requirements for the LMHC; for students who wish to eventually become licensed, the MSCMHC program is your best option.
- The graduate program in MSCMHC meets degree program eligibility requirements for application for the LMHC license in Massachusetts. Passing the NBCC NCMHCE examination and satisfactorily completing two years of post-degree supervised work in the field are also required for LMHC application eligibility. Bay Path University does not guarantee any student's eventual licensure as an LMHC or LPC in any state.
- Students who wish to be licensed in CT must take both PSY590 Trauma and Crisis Intervention AND PSY663 Career Development in compliance with CT LPC eligibility regulations.
- Each student will be responsible for choosing and arranging his/her own fieldwork or internship. Program faculty will assist with this process, but the student has the primary responsibility for securing placement.
- MS CMHC students are not authorized to begin an internship until all Practicum requirements have been completed.
- Students are not authorized to begin their internship or fieldwork placement work until their site has been reviewed and approved by the Director of Clinical Training AND an Affiliation Agreement is fully executed by both the internship/fieldwork site and Bay Path University AND the start date is approved by the Director of Clinical Training.
- The student is required to submit to a CORI (Criminal Offense Records Investigation) if required by fieldwork setting.
- The start and end date of either the MSDP or the MSCMHC program cannot be more than 5 years apart.
- The student is required to check the CANVAS 'Graduate Psychology' site on a regular basis to find the most updated program information, course schedules, book lists, and a wealth of information about Practicum and Internship.
- Switching between the MSDP and the MSCMHC programs requires the approval of the Graduate Psychology Program Director.

- Please know the federal financial aid guidelines limit the number of classes a student can complete within a program. If a student is switching between program options and/or degrees, or adding certificates to the program of study, it is the student's responsibility if seeking financial aid to work with the Office of Student Services to make sure all coursework will be covered.
- The student is responsible for planning their course schedule for their program. Faculty advisors are available for support and recommendations, yet in the end it is the student's responsibility to use course planning resources to map out their own course schedules.
- To participate in commencement students must complete all course work and requirements by the end of the semester in which they will be graduating. All information about required courses and course availability by semester is available on the CANVAS Graduate Psychology site. You are encouraged to contact your advisor with any questions.
- Students from outside of Massachusetts are responsible for learning their state's licensing requirements and reviewing them with their advisor in CMHC.
- Bay Path University is not responsible for ensuring that all out-of-state licensure requirements can be met.
- **Certificate Programs/Concentrations:** It is your responsibility to contact the registrar's office & your program advisor if you're interested in adding a certificate or changing your program concentration. Please note that certificates should be added at the start of your program. It is the student's responsibility to contact the Office of Financial Services with questions and/or concerns regarding aid related to degree programs or certificates.
- Please note that it is not possible to combine concentrations, because each concentration requires a course sequence that does not leave room within the 60-credit program for an additional concentration.
  - All certificate program requirements are listed below.

### **SCHOOL ADJUSTMENT COUNSELOR LICENSURE PROGRAM**

#### **MTEL Information:**

- The student must pass the Communication & Literacy Massachusetts Tests for Educator Licensure (MTEL) prior to entering their internship in pursuit of completing the SAC practicum component.
- The Communication and Literacy MTEL should be taken upon admission into the School Adjustment Counselor licensure program in the graduate program in psychology (if not taken at an earlier time). This is a test of basic college-level reading and writing.

#### **Internship Requirements for SAC:**

- A student will be eligible for a SAC internship placement when s/he has passed all required components of the MTEL, holds a 3.0 cumulative grade point average, has a grade of B or better in every course, and has completed the required coursework. There is an option to delay practicum (pending no DESE regulation changes) or to complete the non-licensure program if these requirements are not met.
- Students must complete a CORI (Criminal Offense Records Investigation) and any other requirements as mandated by a school district. Students are responsible for any required expenses associated with their placements including fingerprinting.
- Students who are completing practicum or internship experiences in districts which require medical documentation services will be responsible for the cost of the service.
- If a student is withdrawn from the university before the internship experience is completed, the student will need to be withdrawn from the entire SAC internship experience and repeat the entire internship experience if admitted back into the university.
- A student who fails the SAC internship experience will not be allowed to return to BPU to complete another SAC internship experience.
- The SAC requires doing 900 internship hours (450 of which are direct hours) in the MA public school system, as well as taking a specific Seminar in School Adjustment Counseling as one of the student's elective courses. The supervision requirements and hours are specific to the 600 "internship" hours - so for the remaining 150 hours the same ratios of supervision should be followed (which is essentially an hour a week of supervision).
- All SAC students must begin planning for their school-based internship and alert the Director of Clinical Training as to their plans prior to starting PSY680 Practicum. Bay Path University cannot guarantee these placements; it is crucial to start this planning early.

**Licensure:**

- Upon successful completion of SAC internship requirements, Bay Path University is able to endorse you for an Initial License in School Adjustment Counselor.
- You will seek professional licensure on your own after you've completed the required number of years working the field under your SAC initial license. Bay Path University will not endorse you for professional licensure at the same time as we endorse you for your initial license.
- There is no guarantee that you will be recommended for licensure or will pass requirement exams.
- It is the student's responsibility to remain informed and compliant with all Massachusetts requirements for licensure; including MTEL test requirements.
- Students cannot request to have courses that have been transferred or waived to count toward initial licensure.

**ADVANCED TRAUMA-INFORMED COUNSELING CERTIFICATE**

- Students matriculated in the MS CMHC program must take all four trauma courses as electives:
  - PSY671 Theo and Mods of Trauma and Attachment
  - PSY672 Neurobiology of Trauma
  - PSY673 Adv Tech in Tx: Acute/Complex Trauma
  - PSY674 Adv Tech in Tx: Child and Adolescent
- Students must follow the specific course guidelines as listed in the Canvas Graduate Psychology under the MS CMHC Trauma checklist
- Students will follow the general guidelines for internship, working with their internship site to focus on trauma-informed clinical practice
- Students taking the Advanced Trauma-Informed Counseling Certificate as a stand-alone Certificate must take all four trauma courses:
  - PSY671 Theo and Mods of Trauma and Attachment
  - PSY672 Neurobiology of Trauma
  - PSY673 Adv Tech in Tx: Acute/Complex Trauma
  - PSY674 Adv Tech in Tx: Child and Adolescent

**FOUNDATIONS OF ALCOHOL & DRUG ABUSE COUNSELING CERTIFICATE**

- Students must take the following electives:
  - PSY540 Individual and Family Substance Use Treatment
  - PSY657 Counseling and Co-Occurring Disorders
  - PSY550 Family Systems
  - PSY654 Drugs, Medication and Society
- Students must perform a minimum of 300 hours of internship in a facility where substance use treatment is the primary service provided.

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Student's Name (*Print*): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign and return to the Graduate Admissions Department.**