

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	Contact Name: Elaine Johnson	Phone: 837-6683
DEPARTMENT / DIVISION: Applied Behavioral Sciences		
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):		
Other: Change admission standards/ Certificate in Professional Counseling Studies		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

Box 1: TYPE OF ACTION	ADD(NEW) <input type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
Box 2: LEVEL OF ACTION	Non-Credit <input type="checkbox"/>	Undergraduate <input type="checkbox"/>	Graduate <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>

Box 3: ACTION ITEM (check appropriate boxes)		DOCUMENTS REQUIRED (see box 4 below)	IMPACT REVIEWS (see box 5 on back)	APPROVAL SEQUENCE (see box 6 on back)
	1. Experimental Course ¹	NOP	a, c, e	AC
	2. Course Title	NO		ABCD
	3. Course Credits	NO		ABCD
	4. Course Number	NO		ABCD
	5. Course Level	NO		ABCD
	6. Pre & Co-Requisite	NO		ABCD
	7. Course Description	NOP		ABCDEF
	8. New Course	NOP		ABCDEF
	9. Deactivate a Course	NO		ABCDEF
	10. Program Requirements	NO	b, c, d, e	ABCDEF
	11a. UG Specialization (24 credits or less)	NO	a, b, c, d, e	ABCDEF
	11b. Masters Specialization (12 credits or less)	NO	a, b, c, d, e	ABCDEF
	11c. Doctoral Specialization (18 credits or less)	NO	a, b, e	ABCDEF
	12. Closed Site Program	NOT	e	ABCDHIK
	13. Program Suspension ⁹	NO,5	a, e	ABCDEGIK
	14a. Certificate Program (ug/g) exclusively within existing degree program	NO	a, c, e	ABCDEFHIK
	14b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	NOQR, 6	a, c, e	ABCDEFHJL
	15. Off-Campus Delivery of Existing Program	NO, 4	a, b, c, e	ABCDHIL
	16a. UG Concentration (exceeds 24 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	17. Program Title Change	NO, 5	a, c, d, e	ABCDEFHJL
	18. Program Termination	NO, 10	d, e	ABCDEFHIK
	19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFHJL
X	20. Other	Varies	Varies	Varies

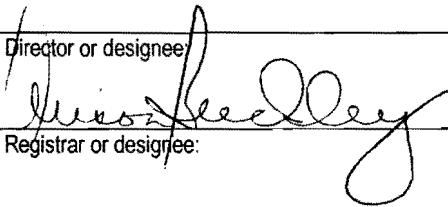
Box 4: DOCUMENTATION (check boxes of documents included)					
X	N.	This Cover Sheet	Q.	Full 5-page MHEC Proposal	T. Other
X	O.	Summary Proposal	R.	Financial Tables (MHEC)	
	P.	Course Definition Document	S.	Contract	

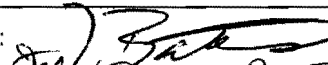
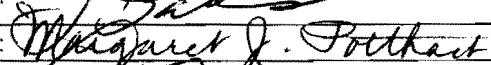

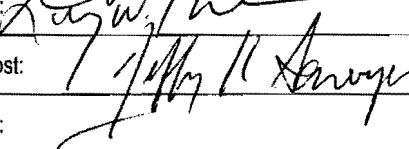
- Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
- Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
- Letter of Intent is required by USM at least 30 days before a full proposal can be submitted. Letter of Intent requires only the approval of the dean and the provost and is forwarded to USM by the Office of the Provost.
- One-page letter to include: Program title & degree/certificate to be awarded; resources requirements; need and demand; similar programs; method of instruction; and oversight and student services (MHEC requirement)
- One-page letter with description and rationale (MHEC requirement)
- One or two-page document that describes: centrality to mission; market demand; curriculum design; adequacy of faculty resources; and assurance program will be supported with existing resources. (MHEC requirement)
- Learning objectives, assessment strategies; fit with UB strategic plan
- Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal. (MHEC requirement)
- Temporary suspension of program to examine future direction; time not to exceed two years. No new students admitted during suspension, but currently enrolled students must be given opportunity to satisfy degree requirements.

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET (Page 2 of 2)

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA X
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):
Other: Change admission standards/ Certificate in Professional Counseling Studies

10. Provide:
- evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
 - proposed date after which no new students will be admitted into the program;
 - accommodation of currently enrolled students in the realization of their degree objectives;
 - treatment of all tenured and non-tenured faculty and other staff in the affected program;
 - reallocation of funds from the budget of the affected program; and
 - existence at other state public institutions of programs to which to redirect students who might have enrolled in the program proposed for abolition.
11. University Council *review* (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues that may potentially affect the University's mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.

Box 5: IMPACT REVIEW procedures for authorized signers)	SIGNATURES (see	DATE
a. Library <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. OTS <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee:	
c. University Relations <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
d. Admissions <i>minimal impact</i> <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee: 	2/24/10
e. Records <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee:	

Box 6: APPROVAL SEQUENCE APPROVAL SIGNATURES	DATE
A. Department / Division Chair: 	02-23-10
B. Final faculty review body within each School Chair: 	2-25-10
C. College Dean Dean: 	2/26/10
D. Provost and Senior Vice President for Academic Affairs Provost: 	3/8/10
E. Curriculum Review Committee (UFS subcommittee) Chair:	
F. University Faculty Senate (UFS option) Chair:	
G. University Council (see # 11 above) Chair:	
H. President President:	
I. Board of Regents – notification only	
J. Board of Regents – approval	
K. MHEC – notification only	
L. MHEC – approval	
M. Middle States Association notification Required only if the mission of the University is changed by the action	

DOCUMENT O: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures for Instructions

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DEPARTMENT / DIVISION: Applied Behavioral Sciences		
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):		
Other: Change admission standards/ Certificate in Professional Counseling Studies		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

O-1: Briefly describe what is being requested:

Change the admission standards of the Certificate in Professional Counseling Studies (CPCS) program

For new courses or changes in existing courses (needed by Registrar)

OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title:	Course # / HEGIS Code:	Credits:

O-2: Set forth the rationale for the proposal:

The 18-credit CPCS program was initiated in January of 2007. It provides the necessary preparation for individuals holding the master's degree in counseling to garner the additional coursework necessary to become licensed as Licensed Clinical Professional Counselors (LCPCs) in Maryland. The 18-credit CPCS program supplements the master's program, providing sufficient credits for an applicant from a 42- to 48-credit master's program to reach the 60 graduate credits required for licensure by Maryland law.

According to Maryland law, applicants who hold master's degrees in disciplines related to counseling are eligible for licensure as LCPCs. However, the law is subject to interpretation by The Maryland Board of Professional Counselors and Therapists (MBPCT). MBPCT has recently indicated that in the future license-eligible master's degrees will be restricted to those from programs where the purpose of the degree is to train a person in counseling. This interpretation appears more restrictive than earlier interpretations. A new admissions policy is needed for the CPCS program, stipulating that applicants holding the master's degree in related disciplines may need to verify the license-eligibility of their degrees before being admitted to the CPCS program.

A second concern regarding CPCS admissions is that applicants may require more than 18 additional credits to prepare for licensure. Occasionally, graduate licensure-required courses require undergraduate prerequisites.

The proposed change in admission standards would limit admissibility to the CPCS program to applicants who hold a graduate degree in counseling or psychology, or to those from other disciplines who have received MBPCT verification of eligibility for licensure. Applicants must also be within 18 graduate credits of license eligibility to be admitted. Applicants who require more than 18 additional graduate credits to prepare for licensure may apply for the counseling track of the M.S. in Applied Psychology. Upon successful completion of undergraduate prerequisites and other needed graduate courses (beyond the 18 allowed in the CPCS program), these students would be eligible to apply to the CPCS program.

Suggested revision to the Graduate Catalog description is attached.

The Certificate in Professional Counseling Studies (CPCS) program is an 18-credit program that is designed for the student who holds a graduate degree in counseling or psychology and who needs additional graduate-level coursework to qualify for licensure as a professional counselor. Applicants who hold a master's degree in a field closely related to counseling may qualify for the program by meeting additional requirements as described below. Each student is assigned an adviser, who, together with the student, designs a customized program of study to meet coursework requirements to become a Licensed Clinical Professional Counselor (LCPC) in Maryland. The LCPC can operate independently in his or her own practice and can bill insurance companies as a private practitioner.

Individuals who require 18 or fewer graduate credits to qualify for licensure are admissible to the program. The number of credits required for licensure generally can be determined by a pre-admission transcript review with the UB adviser. However, this determination may also require a credentials evaluation by the Maryland Board of Professional Counselors and Therapists (MBPCT).

Admission Standards

Acceptance into the CPCS program requires that both of the following conditions be met. The applicant must:

- 1) hold a master's or doctoral degree in counseling or psychology **and** need no more than 18 credits of additional graduate coursework to qualify for licensure
OR
hold a master's or doctoral degree in an area closely related to counseling **and** have obtained, through a credentials evaluation by the MBPCT, written confirmation of needing no more than 18 credits of additional graduate coursework to qualify for licensure.
- 2) have satisfied all undergraduate prerequisites for remaining graduate course requirements.

Applicants who do not meet one or more of the above qualifications may apply to the M.S. in Applied Psychology program as either degree-seeking or nondegree-seeking students; applicants will be advised as to which may be the most appropriate path. Students so admitted may seek entrance to the CPCS program when the CPCS admission requirements have been met.

The CPCS faculty adviser may provide advice concerning degrees and coursework that will be acceptable to the Maryland Board of Professional Counselors and Therapists. However, final authority to accept or reject a particular degree or any individual course rests with the Board.