

The University of Louisiana at Monroe



Marriage and Family Therapy

Marriage and Family Therapy

General Policies and Information Handbook

The 2017-18 Catalog of Graduate and Professional Programs becomes effective with the first summer session of 2017 and remains as such until the end of the 2018 spring semester. Students are required to adhere to the policies, procedures, regulations, and degree requirements located within the catalog governing their first semester of enrollment. It remains the responsibility of the student to read and understand the outlined policies. Failure to comply with these responsibilities does not excuse the student from the requirements and regulations described herein.

The University of Louisiana at Monroe reserves the right to change any provision or requirement, including fees, at any time with or without notice to the student. The University further reserves the right to require a student to withdraw from the University for cause at any time.

The University of Louisiana at Monroe adheres to the principle of equal educational and employment opportunity without regard to race, color, creed or religion, national origin, sex, marital or parental status, age, disability, veteran status, or political belief. This policy extends to all programs and activities supported by and at the University.

As an institution of higher learning, the University of Louisiana at Monroe maintains compliance with the requirements and regulations set forth by the Family Educational Rights and Privacy Act as amended June 17, 1976. The Family Educational Rights and Privacy Act Compliance Guidelines are available to parents and students in the Office of Student Affairs, Office of the Dean of Students, Office of the Registrar, and the Student Government Association.

For the most current version of the Catalog of Graduate and Professional Programs, look online at www.ulm.edu/academics/catalogs. The ULM Marriage and Family Therapy Program Faculty, as a committee, reserves the right to change any provision or requirement of the MFT Program at any time with or without notice.

(Updated November 2017)

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Introduction

This handbook has been prepared to serve as a guide for students enrolled in the Clinical Master of Arts (M.A.) and Doctor of Philosophy (Ph.D.) degree programs in Marriage and Family Therapy (MFT) at The University of Louisiana at Monroe (ULM). The information in the current handbook is designed to supplement the information included in the program specific information found in the M.A. Handbook and in the Ph.D. Handbook respectively. University-wide rules and regulations pertaining to both programs can be found in this handbook as well as the ULM Graduate Catalog and the ULM Student Policy Manual and Organizational Handbook. Additional information concerning both programs is provided for convenience. The policies of this handbook are consistent with university policies and are intended to supplement university policies and procedures.

1.0 General Program Policies and Information

The following policies and information are designed to be supportive of the mission goals for the university and both programs. The policies and information provided are to give incoming and continuing students the resources necessary to thrive.

1.1 Student Recruitment Policy

Both the Doctorate of Philosophy and the Master of Arts in Marriage and Family Therapy program recruitment policy is designed to align with the mission, values, and antidiscrimination policy of ULM, with an eye towards finding motivated individuals seeking to gain quality education and earn an accredited degree in MFT. Strategies for recruiting are varied and include multi-media, presentations in undergraduate and graduate programs in diverse university settings, regional and national conferences, etc. to connect with a diverse group of potential applicants.

1.2 Master of Arts Program Admission

Applicant Selection Criteria

Students admitted to the Master of Arts degree program will have successfully completed an undergraduate degree from a regionally accredited institution. Applicants will meet two of the following criteria:

1. A minimum undergraduate grade-point average of 2.5; and
2. A minimum combined score of 283 on the GRE General Test (143 Verbal plus 138 Quantitative); or
3. A total of at least 1283 points based upon the formula - 400 times the overall undergraduate grade-point average plus the combined GRE General Test score (Verbal plus Quantitative)

Prerequisites for the program are eighteen hours of studies in behavioral science (e.g. marriage and family therapy, counseling, psychology, sociology, psychiatric nursing, gerontology, pastoral counseling, or social work) including Abnormal Psychology and Personality Theory or their equivalent.

1. Students may be admitted who do not have all eighteen hours; however, they will be required to complete leveling coursework in addition to the standard masters course work.
2. Finalist in the application process will be required to have a personal interview with the MFT Masters admissions committee.

Application Process

Step 1: Apply to the ULM Graduate School by February 1

- Complete the **ULM Graduate School Application**
- Official university transcripts of all undergraduate and graduate work (one copy from each school attended) may be sent electronically to gradadmissions@ulm.edu or mailed to:

Graduate Admissions
University of Louisiana at Monroe
Hannah Hall Room 241
700 University Avenue
Monroe, LA 71209

- GRE scores sent directly from the testing source. ULM's institution code is 6482.

Step 2: Apply to the ULM Marriage and Family Therapy Master of Arts Program by February 1

- Complete the **ULM Marriage and Family Therapy Masters Program Application Form**
- Submit **three** (3) Letters of Recommendation from colleagues and/or academicians who are familiar with your work skills and academic ability. These should be mailed to:

MFT Masters Program Admissions Committee
Marriage and Family Therapy Program
College of Health & Pharmaceutical Sciences
University of Louisiana at Monroe
Strauss Hall #371
700 University Avenue
Monroe, LA 71209

- Complete the **Graduate Assistantship Application Form** (Optional)
- IF you are applying for a Graduate Assistantship, you must also complete the **Graduate Assistantship Recommendation Form**.

Step 3: Graduate School Admission Decision

Upon receipt of your application materials sent to the Graduate School, your application will be reviewed. You will receive a letter advising you of your Graduate School admissions status from the Director of Graduate School.

Step 4: MFT Masters Program Admission Decision

Upon admission to the Graduate School, your Marriage and Family Therapy specific application will be reviewed by the MFT Admissions Committee.

Note: Admission to Graduate School DOES NOT automatically ensure admission to the MFT Program.

If selected by the MFT Admissions Committee, you will receive an invitation to attend the Masters interviews, when scheduled. You may also be required to bring with you a written response to an article within the field of marriage and family therapy. Directions regarding this assignment and the article itself, will be included in the correspondence inviting you to the interview.

Following the interviews, you will receive an official letter regarding your admission status to the MFT Program.

Upon receipt of an official letter of acceptance into the MFT Program:

1. Please send a letter of your acceptance or refusal to the MFT Master's Program Admissions Committee at the above address.
2. You will then receive a letter from the MFT program regarding necessary coursework for the fall semester and a class schedule with information on how to register online.
3. Register for classes online at <https://banner.ulm.edu>
4. **Please Note:** Keep your telephone number(s) and/or address(es) current with both the Graduate School and the MFT Program.

1.3 Doctoral Program Admission

Applicant Selection Criteria

Students admitted to the Doctor of Philosophy degree program will have successfully completed a master's degree from a COAMFTE accredited marriage and family therapy Masters Degree program or an appropriate social science discipline such as counseling, psychology, sociology, psychiatric, pastoral counseling, or social work that provides coursework equivalent to COAMFTE standard.

Ideal applicants for admissions to the Doctor of Philosophy degree program will meet the following criteria:

1. Meet admission requirements for the [University of Louisiana at Monroe Graduate School](#)
2. Have a minimum cumulative graduate grade point average of at least 3.50
3. Complete the Graduate Record Examination (GRE) with a minimum score of 297 (Verbal and Quantitative)
4. Demonstrate evidence of both academic competency and clinical skills or the potential for clinical competency.
5. Present evidence of relevant work experience

Finalist in the application process will be required to have a personal interview with the MFT doctoral admissions committee, to which they will bring a written response to an article in the field of marriage and family therapy.

Application Process

Step 1: Apply to the ULM Graduate School by February 1

- Complete the [ULM Graduate School Application](#)
- Official university transcripts of all undergraduate and graduate work (one copy from each school attended) may be sent electronically to gradadmissions@ulm.edu or mailed to:

Graduate Admissions
University of Louisiana at Monroe
Hannah Hall Room 241
700 University Avenue
Monroe, LA 71209

- GRE scores sent directly from the testing source. ULM's institution code is 6482.

Step 2: Apply to the ULM Marriage and Family Therapy Doctor of Philosophy Program by February 1

- Complete the **ULM Marriage and Family Therapy Doctoral Program Application Form**
- Submit **three (3)** Letters of Recommendation from colleagues who are familiar with your character, clinical skills, and ability to perform academically on the doctoral level. Where possible these should include former professors, clinical supervisor, and/or administrators familiar with your training and subsequent practice.. These should be mailed to:

MFT Doctoral Program Admissions Committee
Marriage and Family Therapy Program
College of Health & Pharmaceutical Sciences
University of Louisiana at Monroe
Strauss Hall #371
700 University Avenue
Monroe, LA 71209

- Complete the **Graduate Assistantship Application Form** (Optional)
- If you are applying for a Graduate Assistantship, you must also complete the **Graduate Assistantship Recommendation Form**.

Step 3: Graduate School Admission Decision

Upon receipt of your application materials sent to the Graduate School, your application will be reviewed. You will receive a letter advising you of your Graduate School admissions status from the Director of Graduate School.

Step 4: MFT Doctoral Program Admission Decision

Upon admission to the Graduate School, your Marriage and Family Therapy specific application will be reviewed by the MFT Admissions Committee.

Note: Admission to Graduate School DOES NOT automatically ensure admission to the MFT Program.

If selected by the MFT Admissions Committee, you will receive an invitation to attend the doctoral interviews, when scheduled.

- You will bring a written response to an article in the field of marriage and family therapy.
- The article, along with instructions regarding the assignment, will be sent along with the letter inviting the applicant to the interview.

Following the interviews, you will receive an official letter regarding your admission status to the MFT Program.

Upon receipt of an official letter of acceptance into the MFT Program:

1. Please send a letter of your acceptance or refusal to the MFT Doctoral Program Admissions Committee at the above address.
2. You will then receive a letter from the MFT program regarding necessary coursework for the fall semester and a class schedule with information on how to register online.
3. Register for classes online at <https://banner.ulm.edu>
4. **Please Note:** Keep your telephone number(s) and/or address(es) current with both the Graduate School and the MFT Program.

1.4 Academic Calendar

The M.A. and the Ph.D. programs follow the ULM academic calendar. The calendar can be located at <https://tinyurl.com/yc02y6ll>, and in the Graduate Catalog at <http://catalog.ulm.edu/content.php?catoid=26&navoid=3162>.

1.5 Tuition and Fees

Information concerning tuition and fees can be located at <https://tinyurl.com/yc4e5ajn>, and in the Graduate Catalog at <http://catalog.ulm.edu/content.php?catoid=26&navoid=3161>.

2.0 GRADING/ASSESSMENT

The MA and Ph.D. MFT programs adhere to the ULM grading policy.

“End of semester grades are generally available after the end of the fourth working day following each term. Students should visit the Banner self-serve website (Banner.ulm.edu) to view grade results.

Grades and the grading process are major components of a university’s academic standards. An important professional obligation of university faculty is the determination of grades. Grades accomplish two essential purposes: they communicate to the academic community and to the community at large a certified level of academic achievement, and they provide realistic and reliable feedback for students to use in evaluating individual progress and making decisions about the future.

Effective grading requires evaluation of the scope, depth, and degree of difficulty for each course. Controls are in place to ensure that students have proper academic qualifications for enrolling in each course, and adequate measures of performance are used to evaluate a student’s progress. Taking into account all students who would properly and typically enroll in a given course, faculty members assign grades according to the following general guidelines to indicate the quality or status of a student’s work:

- A (excellent, 4.0 points)
- B (average, 3.0 points)
- C (below average, 2.0 points)
- D (poor, 1.0 point)

F (failure, 0.0 points)
AU (audit does not imply class attendance)
W (withdrew)
I (incomplete, 0.0 points)
IP (in progress)
CR (credit)
NC (no credit)

When calculating your GPA, each credit hour is given a number of points based on your grade. Plus and minus grade designations are not factored into your GPA. For example, a 3 credit hour course in which a grade of B+ is given would be worth 9 points; if the same student also got an A in another 3 credit hour course during the same term that would be worth 12 more points. The average of the student's two courses would calculate to a 3.5 cumulative GPA.

Work which is of satisfactory quality but which, due to circumstances beyond the student's control, is not complete, may be given an I grade. The student must then work with the instructor over the course to address the deficiency within the first month of the next regular semester or within the first two weeks of either summer term of attendance. If the work cannot be completed within the stated time frame, a time extension may not be granted without prior approval of the director of the Graduate School. Instructors will not allow graduate students to complete work for a graduate course to remove an overdue I grade without an approved time extension request. I grades are removed only by completion of deficient course work and may not be removed by repeating the course. Any unresolved I grades will be counted as F grades when computing a student's GPA. If the student does not resume studies either at the University or another institution within the calendar year following the semester or summer session for which the I grade was recorded, the I grade cannot be removed. This requirement does not apply for field study, thesis, dissertation, directed study, independent research, or recital courses.

Instructors are required to follow the University Calendar by offering courses within the established enrollment period dates to avoid the issuance of IP grades. Instructors must discuss in advance with the Registrar the reasons for the awarding of IP grades. For example, valid reasons for considering the issuance of IP grades would be when the instructor anticipates that the nature of a specific graduate course or the expectations of all students (not an individual student) cannot be completed within the established enrollment period dates. Letter grades must be awarded by an agreed upon deadline between the instructor and the Registrar in the event that 'IP' grades are issued."

2.1 Cheating and Plagiarism

The MA and Ph.D. MFT programs adhere to the ULM grading policy.

- I. **“Definitions:**
- A. **Academic cheating includes the accomplishment or attempted accomplishment of the following:**
 1. Copying or obtaining information from another student's test paper.*
 2. Using, during a test, materials not authorized by the person giving the test.**
 3. Collaborating, conspiring, or cooperating during a test with any other person by giving or receiving information without authority.
 4. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
 5. Selling or giving away all or part of an unadministered test or any information concerning specific questions and items on an unadministered test.

6. Requesting, bribing, blackmailing, or in any other way causing any other person to obtain an unadministered test or information about an unadministered test or a test in the process of being administered.
7. Substituting for another student, or permitting any other person to substitute for oneself to take a test.
8. Submitting as one's own, in fulfillment of academic requirements, any theme, report, term paper, essay, other written work, art work, painting, drawing, sculpture, musical composition or other art work prepared totally or in part by another person.
9. Any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirement any theme, report, term paper, essay, other written work, painting, drawing, sculpture or other art work.
10. Submitting artificially produced data or information in the place of descriptive, experimental, or survey results.
11. Any other devious means of securing an unearned grade in a non-credit course or in a course offered for credit.

*A student looking on another student's paper is considered cheating.

**The presence on one's person (or in close proximity thereto) of a condensation of test information which could be regarded as a "cheat sheet" will be considered adequate evidence to establish cheating.

- B. **Plagiarism is the use of any other person's work (such work need not be copyrighted) and the unacknowledged incorporation of that work in one's own work offered for credit.**

II. Academic Procedures and Censures

A. Procedures

An alleged instance of academic cheating or plagiarism shall be investigated by the instructor. If he/she feels the student is responsible, the instructor shall call the Office of Student Services (Student Conduct) to determine whether there exists any record of previous such incidents*, or if other violations of student conduct are on record for the student. With this information, the instructor shall report the incident to his/her school director and dean, provide evidence of cheating/ plagiarism, and recommend a sanction within one week following the incident. After considering the nature of the offense, the instructor's dean shall make the final decision on the appropriate sanction and communicate the decision to the instructor and school director. Immediately after receiving notification from his/her dean, the instructor shall file an Incident Reporting Form online (<https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe>) and deliver a copy of this report to the student. This shall be considered a formal notification to the student of the charge, sanction, and right to appeal. The instructor shall give a copy of the documented evidence of cheating/ plagiarism and all relevant communication with student to the instructor's school director and dean. The instructor's dean shall provide the Office of Student Services (Student Conduct) with documentation of the incident. If deemed appropriate, the instructor's dean may also provide this information to the student's academic dean. A penalty of suspension, dismissal, or other penalties as described under "Censures" (below) may be imposed by the student's academic dean if the student's record reveals previous offenses or if the nature of the offense would call for a more severe penalty. In these cases, the student's dean shall notify the student and the Office of Student Services (Student Conduct) of the additional penalty.

B. Censures (Penalties)

Penalties for cheating and plagiarism will generally be more severe in instances in which the student has had previous violations of University standards of student conduct (academic or non-academic), and can vary with the nature of the offense and the circumstances. At the very least, a student must be assigned a value of zero for the work involved. However, if determined appropriate, a student can be assigned the grade of "F" for the course, or, by action of the student's academic dean, can be placed on academic suspension or dismissed from a major or professional degree program following a first offense.

*A file of such incidents will be maintained in the Office of Student Services (Student Conduct).

III. **Appeal Procedure for Ruling on Cheating or Plagiarism**

A. **Timelines**

An appeal, if one is made, must begin within three working days of notification of the decision. Each subsequent step in the appeal process must begin within five working days of the decision rendered in the preceding step.

B. **Criteria**

A student may appeal a decision rendered by the process described under “II. Academic Procedures and Censures” if:

1. A procedural error has occurred.
2. New evidence has been secured. This evidence must be supported by affidavits or other supporting documentation which will be reasonably reviewed by the appropriate University Administrator.
3. The penalty is disproportionate to the violation. Clear and convincing reasons must be given to show that the penalty does not meet the test of reasonableness and fairness.
4. The decision is unsupported.

C. **Process**

1. **It is the student’s responsibility to carry the appeal to each succeeding level. Each written appeal shall include:**

- a. Date of letter
- b. Student name and identification number
- c. Course name, number, and section
- d. Name of faculty member
- e. Dates of student/faculty communication
- f. Statement concerning basis for appeal, with any supporting documentation
- g. Student’s legal signature.

2. **Appeals at different levels (general conditions for appeals apply at all levels).**

- a. **Faculty member**—The student must first attempt to resolve the matter with the faculty member.
- b. **Director**—

Classes offered in the College of Health and Pharmaceutical Sciences

School of Health Professions-The student may appeal the decision of the faculty member to the Program Director by sending a written letter of appeal/explanation and pertinent documents. The Program Director will inform the student in writing of the decision. The student may appeal the decision of the Program Director by sending a written letter of appeal/explanation and pertinent documents to the Director of the School of Health Professions. The School Director will review the written documents and may contact the Program Director for additional information. The School Director will inform the student in writing of the decision.

...

- c. **Dean**- A student may appeal the decision rendered in Section b by sending a written appeal to the faculty member’s dean*. The last reviewer identified in Section b shall provide the dean with a statement concerning the basis for the penalty with any supporting documentation. The dean shall discuss the appeal with the previous reviewers and the student as needed. After review, the dean shall notify each of them of the decision.
- d. **Vice President for Academic Affairs**- If the student wishes to appeal the decision of the dean, a written appeal shall be sent to the Vice President for Academic Affairs. The dean shall provide the Vice President

with a statement concerning the basis for the penalty with any supporting documentation. The Vice President shall meet with the previous reviewers and the student as needed. After review, the Vice President shall notify each of them of the decision.

- e. **Academic Appeals Committee-** If the student wishes to appeal the decision of the Vice President for Academic Affairs, a written request for a meeting shall be sent to the Academic Appeals Committee through the Vice President for Academic Affairs who shall provide the Academic Appeals Committee with a statement concerning the basis for the penalty with any supporting documentation. The Academic Appeals Committee shall review the appeal and render a final decision and shall notify the previous reviewers and the student of the decision.

* In the event that the incident occurred in a course not in the student's academic college, but a penalty of suspension or dismissal has been imposed by the student's academic dean (as described under II. B Censures - above), an appeal concerning the matter or responsibility (or not) would involve the faculty member's dean; an appeal concerning the severity of the penalty would involve the student's dean. In either case, the appeal would be made to the Vice President for Academic Affairs as in "d." above."

3.0 Accreditation

All information concerning ULM standing with diverse accrediting bodies and accreditation for programs can be found at: <http://ulm.edu/accredit/>. Accreditation impacting both Marriage and Family Therapy programs is provided.

“Regional Accreditation

The University of Louisiana at Monroe is accredited by the **Southern Association of Colleges and Schools Commission on Colleges** (SACSCOC) to award associate, baccalaureate, masters, specialist, and doctorate degrees.

The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. The Commission may be contacted at 1866 Southern Lane, Decatur, GA 30033-4097 or by calling 404-679-4500.

Please direct all general accreditation questions to the University of Louisiana Monroe, Office of Academic Affairs, 700 University Avenue, Monroe, LA 71209 or 318-342-1025.

ACADEMIC ACCREDITATIONS

Many of ULM's colleges, schools, departments and programs which make up the university are accredited by specialized or professional accrediting agencies.

- o the **Marriage and Family Therapy** Program is accredited by the **Commission on Accreditation for Marriage and Family Therapy Education.**

3.1 Portability of Degree

Licensure and Certification

Coursework required for the Marriage and Family Therapy MA program qualifies students academically to meet Marriage and Family Therapist licensure requirements in Louisiana and many other states. Since the program is accredited by [COAMFTE](#), students can qualify for Clinical Membership in [AAMFT](#) upon completion of the clinical practice requirement. It is advised that students seek information from the licensure and certification agencies in the states in which they are interested in working for specific requirements in addition to the coursework (i.e., client contact hour and supervision requirements post-graduation). In Louisiana, please visit www.lpcboard.org. We will be more than happy to assist you in locating contact information for licensing boards in other states. Please call the Marriage and Family Therapy Programs Office at (318) 342-1246.

4.0 Minimum Technology Requirements and Training

Technology is used in both classroom and clinical settings for multiple purposes. Students are required to meet minimal standards of technological proficiency in order to be successful.

4.1 Technology Requirements

Students must be able to use electronic communication, including e-mail access with the capacity to both send and receive files. Students must be able to access the internet and navigate the World Wide Web.

Students must be able to utilize a word processor, spreadsheets, and presentation software (e.g. Microsoft Office, Microsoft Word, Excel, and PowerPoint). Microsoft Word is most frequently used by faculty, which normally has .doc or .docx extender on files which are readable by older versions of Word, and many other word processors. Adobe Acrobat is recommended and may be useful for opening and reading many useful sources of information on the internet.

Students must be able to utilize Moodle, an on-line learning platform designed to facilitate education.

Students are required to utilize Titanium, a secure record keeping program. Titanium is used for writing and updating client notes, client contact, and to assist in scheduling.

4.2 Technology Training

Students

On-line Learning Platform-The University of Louisiana – Monroe uses Moodle to assist learning. ULM students receive on-line trainings in Moodle taken at the students own pace. Information on trainings is located at <https://moodle.ulm.edu/> upon signing in.

Clinical Notes- The MFT program currently uses Titanium to track and record client progress. Students will receive training from the Clinical director and the Assistant Clinical director before being assigned clients. Trainings are offered in the clinic during Spring Semester for first year students, and a refresher course is offered during Fall semester for second year students.

Faculty/Supervisors

On-line Learning Platform- The University of Louisiana – Monroe uses Moodle to assist learning. Faculty receive in-person training in Moodle during Faculty Development week when first hired, and have the option to receive further trainings during Faculty Development week at the start of each semester. Information for on-line trainings is located at <https://moodle.ulm.edu/> upon signing in. Further training manuals for using Moodle are located at <https://tinyurl.com/y8qtk6bj> and <https://tinyurl.com/y9augudb>.

Clinical Notes- The MFT program currently uses Titanium to track and record client progress. Faculty and supervisors will receive training from the Clinical director and the Assistant Clinical director during Faculty Week.

5.0 Program Composition and Achievement

In keeping with the mission of ULM, the M.A. and the Ph.D. programs in Marriage and Family Therapy strive to maintain a diverse faculty and student body to provide a safe and rich educational experience.

5.1 Diversity Composition

The diversity composition of faculty and students for the M.A. program can be located at <https://tinyurl.com/y86e46d4>.

The diversity composition of faculty and students for the Ph.D. program can be located at <https://tinyurl.com/y7wlsn8w>.

5.2 Student Achievement and Outcomes

Information on student achievement, timelines for both expected completion of degree and max allowed time for completion of degree, and on the percentage of students that completed the degree in the advertised time for the MA program can be located at <https://tinyurl.com/ycevvr9q>.

Information on student achievement, timelines for both expected completion of degree and max allowed time for completion of degree, and on the percentage of students that completed the degree in the advertised time for the Ph.D. program can be located at <https://tinyurl.com/ycmwslsld>.