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Dear CCSD Student,

On behalf of the faculty here in the Department of Counselor Education and Educational Psychology, I would like to welcome you to St. Cloud State University. This is truly an exciting time to be at SCSU as we are in the midst of a number of exciting changes that will benefit our students. The graduate program in College Counseling & Student Development (CCSD) is getting stronger every day and we have recently added several new faculty members to the Department of Counselor Education and Educational Psychology. The commitment you have made to enter the graduate program in CCSD and to spend your next few years with us will undoubtedly prove to be one of the best decisions of your life.

It is our goal to provide you with the knowledge, attitude, skills and tools that will enable you to serve as a competent student affairs professional. It is also within our master plan to provide you the proper balance between theory, practice and research, as well as an opportunity to utilize these tools in a manner that enhances your educational experience here at SCSU.

As a student in the Department of Counselor Education and Educational Psychology at SCSU you will be working with an excellent group of faculty members and peers in an exciting program. While the program emphasizes College Counseling & Student Development, it is, at its roots, a counseling program. When you graduate, you will be prepared for professional work in a variety of college, university, and community college settings as well as other counseling-related positions in the community at large.

Again I welcome you to St. Cloud State University and the Graduate Program in College Counseling & Student Development.

Sincerely,

Daniel Macari, Ph.D.
Assistant Professor and Coordinator
Graduate Program in College Counseling & Student Development

Mission and Objectives:

The graduate program in College Counseling & Student Development (CCSD) at SCSU is committed to the preparation of counseling and student affairs professionals for work within the college and university setting. The purpose of the program is to provide a comprehensive view of college student services and to facilitate the development of skills essential for a student affairs administrator within the unique world of higher education. By adhering to the standards set by the American College Personnel Association (ACPA), the National Association of Student Personnel Administrators (NASPA), and the Council for Accreditation of Counseling and related Educational Programs (CACREP) the CCSD program at SCSU offers a unique opportunity to integrate theory, practice and research, for the preparation of competent professionals who assist in the cognitive and personal development of college students.

The graduate program in CCSD at SCSU prepares students for positions in a variety of higher education settings such as admissions, housing, residential life, academic and special advising, career development, placement, planning, financial aid, records and registration, international student services and advisement, community service programs, multicultural and minority student services, student activities and other student support systems. The faculty and student affairs staff present a broad diversity of educational and experiential background essential to understanding the nature of working as a counselor and student affairs professional.

As a result of participating in the academic and experiential coursework, graduates are expected to demonstrate learning outcomes such as those listed below:

- Demonstrate knowledge of the historical roots, philosophical assumptions, and critical issues underlying the student affairs profession in higher education.
- Demonstrate an understanding and appreciation for students of multicultural and or diverse backgrounds by characterizing the special needs of a variety of student subgroups (e.g., non-traditional adult, racial, ethnic, women, international students).
- Demonstrate an understanding of the relationship between theory, practice and informed research by designing student development interventions that utilize these tools of inquiry.
- Demonstrate analytical skills through knowledge acquisition and application through the use of assessment and evaluation techniques, research methods, critical thinking, and computer technology.
- Demonstrate the ability to transform theoretical knowledge about the development of organizations and individuals into effective counseling, instruction, supervision, program design, administration, research and evaluation practices.

- Demonstrate knowledge and understanding of student development, counseling, human growth and development, career development, and organizational theories through application in coursework, practicum, assistantship, internship and comprehensive examination.

Standards Based Graduate Education

The faculty at SCSU remains committed to standards based graduate education that complies with the following requirements:

American College Personnel Association (A.C.P.A.) Commission XII

- Program employs a minimum of one full-time faculty member.
- Program offers a minimum of four content courses involving college student services, affairs, development, and environment.
- Program has maintained a minimum of two years of academic duration (in progress).
- Program requires a minimum of one student personnel practicum/ field experience for students.

Council for Accreditation of Counseling and Related Educational Programs (CACREP)

Core Accreditation Requirements	Credits
Plan A- Thesis option	6
Plan B- Comprehensive Exam option	0
Professional Identity	
CEEP 619—Professional Orientation and Ethics	3
Social and Cultural Diversity	
CEEP 658—Multicultural Counseling	3
Human Development	
CEEP 530—Adv. Human Growth and Development	3
Career Development	
CEEP 667—Career Development	3
Helping Relationship	
CEEP 651—Counseling Theories	3
CEEP 668—Counseling Procedures	3
Group Work	
CEEP 666—Group Process and Dynamics	3
CEEP 681—Practice in Small Group	3
Assessment	
CEEP 665—Measurement Techniques	3
Research and Program Evaluation	
CEEP 678—Graduate Statistics	3
CEEP 675—Research Methods	3

CACREP Clinical Standards	
CEEP 669—Practicum	4
CEEP 697—Internship in Student Affairs	5
Student Services Emphasis Courses	
CEEP 645 Foundations of Student Services	3
CEEP 673 Issues in College Counseling & Student Development	3

Plan A Minimum: 54 credits

Plan B Minimum: 48 credits

Required Orientation Program

All new students (both full-time and part-time) must attend an orientation meeting held in early fall semester. Important information about the graduate program is presented at this meeting. Equally important, the meeting provides the opportunity for the students to ask questions, meet and socialize with faculty and each other.

Definitions

Full-time students: the University, including the Financial Aids Office and Graduate Office, views graduate students who have eight or more credits per semester as being "full-time". However, in the College Counseling & Student Development program, 12 to 15 credits per semester constitutes full-time status. The maximum credit load is 16 credits per semester during fall and spring semesters and nine credits during summer. The approval of the graduate dean and your adviser is necessary to take more than the maximum credit load.

Part-time students: Graduate students who have fewer than eight credits per semester are considered to be part-time by the university. In the College Counseling & Student Development program, graduate students who have less than 12 credits per semester have part-time status. It is important to note that part-time students may have more difficulty scheduling classes. To remain active, students must take at least one class per semester. Full-time students have priority in registration over part-time students. Some classes are offered only once per year or every two years. Therefore, it is imperative that part-time students work closely with their adviser in planning their class schedule.

Schedules and Registration

Class schedules are usually available a week or so before registration begins each semester and summer session. As well as listing course offerings, the schedules contain important information about when and where to register, the process of dropping and adding courses, the payment of fees, projected course offerings for upcoming semesters, other pertinent information. Schedules are available in the lobby of the Administrative Services Building. Registration is completed by phone. Information on the phone registration is found in the class schedule.

Financial Aid

Graduate students may apply for several forms of financial aid. Aid includes loans, work-study, scholarships, and graduate assistantships. Students interested in applying for loans and/or work-study should contact the Financial Aids Office, which is located in the Administrative Services Building. Scholarships, available from each department, occasionally are available. Students interested in applying for scholarships should see the departmental secretary, Room A-253 of the Education Building. Some scholarships may also be available through the School of Graduate Studies, Administrative Services Building AS-121. Students who are interested in scholarships through the university that are need-based must complete the financial information form at the Financial Aids Office. Graduate students may also apply for graduate assistantships. Limited aid may be available through the department in this form. Graduate assistantships require full-time status and include some work responsibilities (usually 10 to 15 hours a week). There are other assistantships available elsewhere on campus (e.g., Counseling Center, Career Services, Student Disability Services, Atwood Center, and other departments). Students may qualify for these assistantships by taking as few as eight credits. Graduate assistants in the Department of Counselor Education and Educational Psychology can expect the following of their assistantships:

First priority: Enhancement of graduate assistants' program of study.

Second priority: Enhancement of instruction in classes.

Third priority: Assistance to faculty involved in graduate programs.

For the necessary application form, see the department secretary in Room A-253, Education building, phone number (320) 308-3131.

Mailboxes

Each graduate student has a mailbox in the graduate student seminar room EB A-252. It is important to check mailboxes at least once a week for notices or information distributed to students from the faculty or department.

Advisement/Fall Registration

Each new student is assigned an adviser upon acceptance into the College Counseling & Student Development program. Not all advisers are immediately available for conferences, particularly in the summer. In these cases, the program coordinator or any adviser may be contacted. For most students, it is not necessary to plan a program of study with an adviser before fall semester. If you are a full-time student, it is not necessary for you to receive "permission slips" for "By Permission Only" courses. Full-time students are automatically given permission for required classes. Registration must be completed by phone. See instructions for phone registration in the fall semester class schedule.

Part-time students wishing to take a "Permission Required" course will need to contact the faculty member teaching that particular course. Part-time students should meet with their adviser or coordinator of the College Counseling & Student Development program to plan their fall semester registration. All part-time students should plan to see their adviser early in fall semester to plan their program of study.

College Counseling & Student Development PROGRAM INFORMATION

Thesis versus non-thesis option (Plan A versus Plan B)

Before completing "Proposed Program of Graduate Study" blue forms for candidacy (see page 9), students need to decide whether to follow Plan A or Plan B, thesis or non-thesis option, respectively. For those planning to pursue a doctoral degree in the future, conducting research and/or publishing a work should strongly be considered. Research can be done with either Plan A or Plan B.

Plan A, thesis option, requirements:

CEEP 675, Research Methods in Applied Psychology, 3 Credits

CEEP 678, Introduction to Graduate Statistics, 3 Credits

CEEP 699, Thesis, 6 Credits

Students who are planning to write a thesis should carefully read the Graduate Bulletin, and a manual for the preparation of "Field Studies, Theses, Creative Works, and Starred Papers". Note that the book "A Manual for the Preparation of Field Studies, Theses, Creative Works, or Starred Paper(s)" should be obtained from the Graduate Studies Office in AS-121.

Plan B, non-thesis option, requirements:

CEEP 675, Research Methods in Applied Psychology, 3 Credits

CEEP 678, Introduction to Graduate Statistics, 3 Credits

Students may also take EDR 689, Seminar: Research Reporting. In this independent study class students conduct the research projects planned in CEEP 675. This allows students to conduct research without writing a thesis.

Pre-practicum core courses

The College Counseling & Student Development program includes a common core of course work prerequisite to the supervised counseling practicum experience. Part-time students should complete these courses early in their program.

Pre-practicum core courses

CEEP 619 Professional Orientation and Ethics 3 cr.

CEEP 645 Foundations of Student Services, 3 cr.

CEEP 651 Counseling Theories 3 cr.

CEEP 667 Career Development 3 cr.

CEEP 668 Counseling Procedures, 3 cr.

College Counseling & Student Development Course Outline

I Research: Minimum; Plan A, 12 Cr.; Plan B, 6 CR.

<i>Plan A: Prescribed</i>		Credits
CEEP 675	Research Methods in Applied Psychology	3
CEEP 678	Introduction to Graduate Statistics	3
CEEP 699	Thesis	6
<i>Plan B: Prescribed</i>		
CEEP 675	Research Methods	3
CEEP 678	Introduction to Graduate Statistics	3

II. Major: Minimum; Plan A or B, 42 Cr.

Prescribed Pre-practicum Core: Minimum, 15 Cr.

CEEP 619	Professional Orientation and Ethics	3
CEEP 651	Counseling Theories	3
CEEP 665	Measurement Techniques	3
CEEP 667	Career Development	3
CEEP 668	Counseling Procedures	3

Prescribed College Counseling & Student Development Emphasis: Minimum, 27 Cr.

CEEP 645	Foundations of Student Services	3
CEEP 658	Multicultural Counseling	3
CEEP 666	Group Process and Dynamics	3
CEEP 669	Practicum	4
CEEP 673	Issues in College Counseling & Student Development	3
CEEP 675	Research Methods	3
CEEP 678	Graduate Statistics	3
CEEP 681	Practice in Small Group	3
CEEP 530	Advanced Human Growth and Development	3
CEEP 697	Internship in Student Affairs	5

Plan A Minimum: 54 Credits

Plan B Minimum: 48 Credits

Supervised Counseling Practicum

This 4-credit practicum experience (CEEP 669) follows the pre-practicum core courses and will provide for the application of theories and techniques to counseling experience. All full-time students are automatically placed in a counseling practicum. However, each part-time student must apply in writing to the coordinator of College Counseling & Student Development for placement in a counseling practicum at a minimum of seven months before beginning practicum. Most part-time students apply one year in advance. Late applicants might not be admitted. This may result in delayed internship and graduation. Required liability insurance is included as part of the registration fee for practicum.

Other Courses Related to the College Counseling & Student Development Major

The other required courses for the College Counseling & Student Development major may be taken concurrently with practicum and/or internship (see Graduate Bulletin for list of required courses).

Supervised Internship

An Internship Handbook is distributed to students during the spring semester prior to their beginning their internship. The handbook provides the details of securing an internship site, and no student should proceed to set up an internship without first attending the internship orientation meeting held early in Spring Semester. The supervised internship will provide practical experience in a university setting (student life and development, academic advising, and University program board). Students should determine and investigate at least three possible internship sites. The selected sites must have final approval of the College Counseling & Student Development faculty. All College Counseling & Student Development students must complete a 600-hour internship. This is normally completed as a 20 hour per week experience for one academic year. CEEP 658, Multicultural Counseling should be completed prior to internship.

All students must complete the following Internship application requirements:

1. Attend an internship orientation meeting usually scheduled for the end of January.
2. Complete by February of the year prior to the internship, one copy of the Internship Application form (see department secretary A-253 Education Building, phone number (320) 308-3131.
3. Complete one copy of Proposed Program of Graduate Study (blue form) and have it signed by adviser and Graduate Dean. (See process for admission to candidacy below.
4. Submit a resume with application.
5. Attach a list of learning objectives that may be translated into a formal contract at the beginning of the internship.
6. All of the above materials are to be submitted to the coordinator of the College Counseling & Student Development program.

*Internship sites are normally finalized during spring semester prior to beginning the internship the following fall semester. Required liability insurance is included as part of the registration fee for internship.

Candidacy and Proposed Program of Study ("Blue Forms")

Admission to graduate studies does not constitute candidacy for a degree. Rather, a student who has been admitted to graduate study is advanced to degree candidacy upon the recommendation of the College Counseling & Student Development faculty.

Advancement to degree candidacy requires that the candidate must:

1. Have completed between 12 and 24 semester hours of graduate study at St. Cloud State University with a minimum grade point average of 3.0.
2. Have submitted to their adviser one completed program form signed by the student.
3. Have clearly demonstrated the aptitude and ability to pursue graduate work and exhibited a commitment to College Counseling & Student Development as a profession.
4. Have demonstrated potential for a successful career in the field of College Counseling & Student Development.

Admission to degree candidacy is not an automatic process, but rather all program faculty approve the advancement to candidacy only after careful evaluation of all pertinent factors. Proposed program of study forms may be obtained from the department secretary, Room A-253 of the Education Building. Note that it is important to have blue program forms submitted before completing an internship placement request form. (See section on "Supervised Internship" above.)

Academic Review and Retention Policy

The College Counseling & Student Development program faculty meets regularly to discuss the progress of students in the program. The following elements are reviewed: Academic progress and promise; counseling skills acquisition and development; personality traits or personal issues that may be interfering with progress in the program; legal and ethical issues. In the event that there is faculty concern about a student regarding any of these areas a faculty member will meet with the student to discuss necessary remediation and steps to take toward improvement or to offer assistance to the student in finding a more suitable field of study. While there was preliminary evaluation of a prospective student's suitability for counseling at the time of admission, evaluation also occurs throughout a student's course of study. During the pre-practicum core courses evaluations are made by faculty as to whether students have developed the skills and personal characteristics necessary to proceed to practicum. During practicum regular evaluations are made by faculty to determine whether the student is prepared to proceed to internship or whether the practicum experience needs to be repeated or other assistance is necessary to continue in the program. During the internship, regular assessments are

made by the site supervisor documenting the pre-professional progress and readiness for recommendation for graduation and licensure.

Professional and Student Organizations

Graduate students in the CCSD program are encouraged to join and actively participate in professional and scholarly activities as a means to further develop support networks with practicing student affairs professionals.

- American College Personnel Association (ACPA)
- Minnesota College Personnel Association (MCPA)
- National Association of Student Personnel Administrators (NASPA)
- Council of Higher Education Management Associations (CHMEA)
- American College Health Association (ACHA)
- Learning Support Centers in Higher Education (LSCHE)
- Association for the Promotion of Campus Activities (APCA)
- National Association for Campus Activities (NACA)
- Association of College Unions International (ACUI)
- Council for the Advancement of Standards in Higher Education (CAS)
- NAFSA: Association of International Educators
- The Council for Opportunity in Education
- College Counseling & Student Development students may be eligible (depending on grade point average) to join CHI SIGMA IOTA, which is an international honor society for counselors in training.

Course Syllabus Information Regarding Evaluation of Students

The student performance evaluation criteria and procedures are stated in the syllabus for each course. If the information is unclear, students are encouraged to seek clarification from the instructor.

Transfer Policy/Course Waivers

A maximum of 10 semester hours of graduate work completed at other accredited colleges and universities or extension credit earned from this university may be considered for application to the program. To be considered for transfer, the credits must be:

- Residence credits earned at an institution approved to offer graduate degree programs in the major field where the credit was earned, at the time the credit was earned.
- Appropriate to the student's program.
- Approved by the adviser and the Graduate Studies office.
- Recorded on the approved program forms.
- Students may also request that courses be waived based on prior experience. The professor responsible for teaching the course will assess the student's competency. If the student passes the competency examination, another course will be

substituted into the student's program with approval of their advisor. It is also necessary to complete a change of program form and have it approved by the Graduate Dean.

Application for Graduation

Students should obtain a Graduation Checklist from Graduate Studies within the first two weeks of the semester they expect to graduate. The Graduate Bulletin also contains important information concerning graduation under "Graduation or Completion."

Final Comprehensive Examination

All students are required to complete a final comprehensive examination. Students take the examination during the semester they expect to graduate. It is necessary to contact the department secretary, Room A-253, no later than the first week of the semester of taking the examination. The examination is given near the midpoint of the semester. (The midpoint is indicated in the University Calendar as the date the second half of the semester begins).

Program Evaluation

Evaluations of the College Counseling & Student Development program are regularly solicited from program graduates and supervisors. Students may view program evaluations by scheduling an appointment with the department secretary.

Technological Literacy

Students within the College Counseling & Student Development program are expected in the course of their graduate studies to make use of the advances of technology available to them on campus and at their internship sites. This includes using computers for word processing, research library searches, school guidance and counseling technology resources, technology available through career resources and the counseling center on campus, video technology for assessment of skills, etc. Help is available through Technology Resources, the Help desk, the career center, and the counseling center for student growth in technological literacy.

General Information for Students

Lindgren Child Care Center provides childcare services to the children of St. Cloud State University students, staff, and faculty. Demand in the center's limited space is high; be sure to plan accordingly. For more information or application, contact the Lindgren Child Care Center (320-308-3296). South Wing, 122 Engineering and Computing Center.

Career Services provides services and resources directed toward assisting students to manage their career exploration, direction, and networking and transition to work in their

field. For more information contact Career Services, 101 Administrative Services Building (320-308-2151) or www.StCloudState.edu/~careersv.

John J. Weismann Counseling Center assists students in making personal, social, education, and career adjustments through both group and individual counseling. Services are available free of charge to St. Cloud State University students. For more information contact the Counseling Center, 118 Stewart Hall, (320-308-3171).

Graduate Studies Office provides information regarding policies, procedures, accreditation, and other concerns related to graduate programs and degree. For further information contact the Dean or staff of the Office of Graduate Studies, 121 Administrative Services Building, (320-308-2113).

Health Services: an accredited medical clinic, is staffed by licensed medical doctors and nurse practitioners. The clinic provides on-campus medical care for currently enrolled students. An on-campus pharmacy is also located in health services. For more information contact Health Services, First Floor Hill Hall (320-308-3191).

Learning Resources and Technology Services is located in a new state of the art facility. The library collection of more than 2.5 million items includes books, journals, and electronic media related to the fields of counseling, education, human development and other disciplines. Its electronic catalog is available on the World Wide Web. The Learning Resources Center also has computer facilities available for students. In addition, a computer store, computer user services, a help desk and additional student computer labs are also available for students. For more information contact Learning Resources Center (320-308-2084). Help Desk for computer technology support (320-308-2077).

Multicultural Student Services provides for the particular needs of all minority students at St. Cloud State University. The office provides comprehensive services by giving academic assistance, encouraging personal development and offering multicultural programming. The Multicultural Academic Support Center is located in the Education Building, Room B121 (320) 308-3976. The Multicultural Activities center plans a variety of social and co-curricular programs. For further information contact Multicultural Student Services Administrative Offices, 137 Atwood Center, (320) 308-3003.

Records and Registration is responsible for registration for courses, reporting grades at the end of each semester, issuing of diplomas, school counselor licensure and maintaining the permanent academic records. A copy of the academic record (transcript) is available. Contact Records and Registration for procedures. And further information 118 Administrative Services Building (320) 308-2111.

Residential Life will provide graduate students with the opportunity to apply for on-campus housing and will also assist graduate students in locating suitable off-campus housing. For further information contact Residential Life, Carol Hall, (320) 308-2166.

Speech-Language and Hearing Center provides diagnosis and treatment for persons with communication disorders in the areas of articulation, voice, language, stuttering and hearing. All services, offered on an individual basis, are provided by practicum students under the direct supervision of certified faculty. Services are provided to SCSU students at a nominal fee. For further information contact Speech-Language and Hearing Center, Education Building, (320) 308-2092.

Student Disability Services provides academic support services to students with physical and learning disabilities. Services include priority registration, interpreters, note taking, alternative testing, and referral/assistance and advocacy. Verification of a disability is required. For more information contact Student Disability Services, B-111 Atwood Center (320) 308-4080.

Student Life and Development Office provides functional supervision of the American Indian Center, Atwood Memorial Center, Campus Recreation, Counseling Center, Academic Learning Center, Student Health Services, Residential Life, Student Disability Services, University Organizations, University Programming, Volunteer Link and the Women's Center. It is also responsible for the Code of Conduct and serves as the contact for student grievances and as a consultant to faculty and staff on student related problems and concerns.

Volunteer Link Program makes connections between community service agencies and students who wish to volunteer and participate in service learning opportunities in the local community. For more information call (320) 308-3117.

University Women's Center addresses safety issues and equal educational opportunities for women on campus. Services include information and referral on community services and issues affecting women, advocacy and support to victims of sexual assault, discrimination and sexual harassment and educational programs on issues impacting women's lives. The center houses a small, specialized resource library of books and other materials by and about women. For further information contact University Women's Center, Colbert House North (320) 308-4958.

The Write Place offers free, individualized help to undergraduate and graduate student writers. Writers at any stage in the writing process can work one-on-one with trained tutors during appointments. Students working on assignments for classes (papers, research projects, on special projects (portfolios, graduate theses) or on employment correspondences (resumes, application letters) are encouraged to bring in drafts in progress to appointments. For more information or an appointment, contact the Write Place, 118 Riverview, and (320) 308-2031.

Code of Conduct

The Student Code of Conduct and Related Procedures is available at the Student Life and Development Office in Atwood Center. It is also available on the World-Wide Web at

http://condor.stcloudstate.edu/stu_handbook/code/. Included in the Code of Conduct are interpretations of regulations, discipline responsibility, standards of due process, regulations regarding bias motivated offenses, prohibited conduct, responsibility of student groups and organization, interim suspension rules, the disciplinary process, student rights, pre-hearing procedures, information on the judicial panel hearing, appeal procedures as well as policies and procedures for handling student complains concerning faculty, the grade appeals policy, and a list of student concerns with the appropriate referral for help given.

Student Complaints Concerning Faculty

Complaints must be initiated during the semester or summer term when the concern arises or within two weeks of the first day of instruction of the next regular semester, regardless of enrollment status and includes the first step of consultation with the faculty member, the possible second step of mediation within the department, and the possible third step of review by dean or designee. The complete procedure is outlined in the Code of Student Conduct. (See above for information on procuring the Code).

Grade appeals policies

A student who considers a grade to have been determined improperly may within two weeks of the beginning of the next semester (not including summer terms) begin a grade appeal process. The first step is to confer with the instructor. If this does not produce mutually satisfactory results, the student will contact the department chair to obtain a grade appeals form. This will take place within two weeks of the conference with the instructor (within four weeks of the beginning of the next semester, not including summer terms). The complete grade appeals procedure policy is outlined in the Code of Student Conduct. (See above for information on procuring the Code).

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(320) 308-3131
TTY: The Minnesota Relay Service
1-800-627-3529

SCSU is an affirmative action/equal opportunity educator and employer.

This handbook is prepared for the use of students formally admitted to the graduate program in College Counseling & Student Development. While every effort is made to keep this handbook current, the College Counseling & Student Development program faculty reserves the right to change any of the terms of this handbook in any section at any time.