
Master of Science in Marriage & Family Therapy Program Student Handbook



(2022-2023)

ST. CLOUD STATE UNIVERSITY
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Definitions

There are two types of faculty that comprise the MFT department. These include Core faculty, noncore faculty/adjunct faculty. Core faculty are faculty who teach primarily in the MFT program, are independently licensed as marriage and family therapists, and are able to provide supervision to students and licensees as defined by the Minnesota Board 5300 Rules and Regulations. Core faculty are primarily responsible for interviewing candidates for the MFT program, administering the comprehensive exam, academic advising, and providing clinical supervision.

Noncore/adjunct faculty are faculty who may not be rostered in the MFT program, may teach parttime in the MFT program, and may or may not be independently licensed to practice marriage and family in Minnesota. These faculty may be asked to assist Core faculty in interviewing candidates for the program (their candidate ratings may not count towards a student's acceptance into the program) and reviewing program data for accreditation.

Core Faculty Descriptions

Nicholas Newstrom, PhD, LMFT, Program Director

Dr. Nicholas Newstrom is the director of the Marriage and Family Therapy program at St. Cloud State University. He is a licensed marriage and family therapist, AAMFT Approved, and is an approved supervisor for licensure in the state of Minnesota. Dr. Newstrom received his master's degree in Marriage and Family Therapy from St. Mary's University in Minnesota and received his Ph.D. in Family Social Science (Couple and Family Therapy Specialization) at the University of Minnesota.

Dr. Newstrom is a former Michael E. Metz fellow, completing a research and clinical postdoctoral fellowship at the Program in Human Sexuality at the University of Minnesota. Dr. Newstrom is a member of a group practice and provides outpatient therapy services to individuals, couples and families.

Dr. Newstrom's research interests center on human sexuality. More specifically, sexual violence. He has authored papers regarding the treatment of sexual abusers and sexual consent behaviors. Current projects that Dr. Newstrom is involved in center on therapist education as well as exploring sexual scripts. Dr. Newstrom holds professional membership in the Association for the Treatment of Sexual Abusers, American Association of Sexuality Educators, Counselors and Therapists, and is clinical member of the American Association of Marriage and Family Therapy.

As program director, Dr. Newstrom's responsibilities include, updating the MFT program Handbook, writing policies for the MFT program, ensuring that the program meets COAMFTE Accreditation standards, addressing student complaints and grievances, developing curriculum, recruiting new students, and is primarily responsible with collecting program data and reviewing with other Core, and noncore/adjunct faculty.

Mick Mayhew, PhD

Dr. Mayhew is trained, licensed, and experienced in Marital & Family Therapy, a systems approach to assessing, diagnosing, and treating hurting individuals within encumbered relationships. He is capable of teaching, advising and mentoring students in the theories, research methodologies, and application of human service and human development.

He holds a PhD in MFT from Iowa State University and master's degree in MFT from North Dakota State University. He holds licensure and Approved Supervisory status with the Minnesota Licensure Board of Marriage and Family Therapy and holds Clinical FELLOW status with the American Association of Marriage and Family Therapy (AAMFT). Much of his clinical practice was with individuals and families in outpatient clinical and day treatment settings.

Dr. Mayhew has teaching, advising and research supervision experience at the graduate student level at university settings. His research interests have been focused on the reconciliation of human differences within simple, complex, diverse, and technological systems amid a rapidly changing industrial world. Likewise, he served as a postdoctoral research associate to examine Social & Emotional Learning (i.e., social intelligence) and School-Family Partnerships.

Mission

The Marriage and Family Therapy program's mission is to prepare future marriage and family therapists to serve individuals, couples, and families through innovation, faculty provide focused, systems-oriented curriculum to prepare graduates to work with clients in a variety of diverse and intersectional contexts.

Philosophy

Program faculty maintain the philosophy that marriage and family therapy is relationally oriented. We define systemically oriented as focusing on intra and interpersonal relationships, adhering to relationship dynamics and patterns that are influenced by biopsychosocial and cultural influences. Experiences in this program emphasize family therapy as integrated with practice and research in family and human development.

The curriculum of the program focuses on family systemic theories and interventions, developing clinical skills for working with individuals, couples, and families, learning to work with diverse and underserved populations, learning the skills necessary to be an informed consumer of marriage and family research, being able to practice professionally and ethically, and demonstrating the ability to assess and treat major mental health issues. Additionally, the MFT curriculum will expose students to emerging issues in marriage and family therapy, telehealth practices, and ways to collaborate within other contexts of patient care. We believe that substantive content/theory courses and clinical practicum must be completed simultaneously. Students must be provided with experiences that enhance their training and practice with a variety of therapy models, family types, presenting problems, therapy settings, and supervisory modes. It is the aim of the program for students to be challenged and encouraged to integrate their learning throughout their time in the program.

Diversity & Inclusion Policy

Influenced by St. Cloud State University's "It's Time" framework for the creation of a regional, comprehensive university, the Marriage and Family Therapy program prioritizes Diversity, Equity, and Inclusion (DEI) throughout the curriculum. This means that a recognition of historical and systemic oppression within higher education, the healthcare system, and psychotherapy must take place. To address these inequities, the marriage and family therapy program seeks to train students in multicultural counseling to create a program environment that supports all of its members.

The MFT program believes that diversity is defined as differences between groups of people relative to systemic contexts, such as power and privilege. Demographic characteristics such as sex assigned at birth, gender identity, race, age, socioeconomic status, ethnicity, class, disability, and religion/spirituality naturally create these group distinctions. We believe that everyone has their own, subjective beliefs that inform a person's reality and our curriculum aims to help students understand these diverse influences on one's personal identity. The goal is to grow intercultural competency by advancing diversity, equity, and inclusion by addressing systemic inequities within subsystems students engage with.

Non-discrimination Policy

Per the St. Cloud State University Handbook, it reads:

No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression.

<https://www.stcloudstate.edu/studenthandbook/code/introduction.aspx>).

St. Cloud State University will provide equal education and employment opportunities to all persons following the Civil Rights Act of 1964 (CRA), as amended, which prohibits certain forms of discrimination in providing educational programs under Title IX and employment under Title VII. Specifically, the CRA prohibits discrimination based on race, color, national origin, sex, or religion. Federal law also prohibits discrimination based on age, disability, pregnancy, and certain Veteran status. The State of Minnesota further prohibits discrimination based on marital status, sexual orientation, receipt of public assistance or membership on a human rights commission.

In compliance with the law and as an integral part of the mission of this university, St. Cloud State University is committed to providing equal education and employment opportunities to all students and employees regardless of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regards to public assistance, sexual orientation, gender identity, gender expression, or status as a U.S. veteran.

The marriage and family therapy program adheres to the non-discrimination policies and laws as outlined by the Office for Institutional Equity & Access. The Office for Institutional Equity & Access provides diversity and employment policies, laws, and resources to inform students, faculty, and staff of the federal and state laws and the Minnesota State policies that govern St.

Cloud State University. These policies include statements diversity, equity, and inclusion as well as other policies related to able bodiness and gender identity. Students, faculty and staff are encouraged to contact the Office for Institutional Equity & Access in regards to instances of harassment and/or discrimination or with questions or concerns regarding these laws and policies, including possible violations.

Marriage and Family Therapy License Eligibility

The MFT program at St. Cloud State University prepares students to be licensed in the state of Minnesota. [These requirements](#) are as follows:

- Complete the education requirements in Minnesota Statutes
 - 9 hours in human development; 9 hours in MFT studies; at least 3 credit hours in research; 3 hours in ethics;
- Attain age of majority (age 18)
- Complete the experience requirements
 - Minimum of 300 client contact hours (150 of which are relational)
 - 4,000 hours of supervised professional experience including at least
 - 1,000 hours of clinical client contact
 - 200 hours of clinical supervision by a board-approved, Minnesota licensed marriage and family therapist supervisor over a period of not less than 24 months.
- Attain two endorsements from other licensed therapists
- Agree to conduct all professional activities as a licensed marriage and family therapist in accordance with the code of ethics for marriage and family therapists
- Pass National MFT Exam
- Pass Minnesota licensed exam

If seeking reciprocity in another state, licensed marriage and family therapists may be required to obtain further educational credits, pass additional licensure exams, or receive further licensure supervision. It is the student's responsibility to ensure they will meet any other state licensure requirements.

All students are informed of the Minnesota state licensure requirements during their interview day (typically first week of March), prior to their admission to the MFT program (see Appendix A).

Goals and Student Learning Outcomes (SLOs)

The primary goal of the Marriage and Family Therapy program is to train competent therapists to provide therapy with a wide range of mental health issues. The following are how we aim to demonstrate we have met our goals:

Goal 1: The SCSU MFT program prepares graduates to become licensed in the State of Minnesota.

- SLO 1.1: Graduates will have met all degree requirements for coursework and field experiences.
- SLO 1.2: Graduates will possess the requisite skills and knowledge necessary for completing post-graduate licensure requirements in the state of Minnesota.

Goal 2: Students will demonstrate competency in the overall delivery of clinical skills and ethical practice.

- SLO 2.1: Students will demonstrate an integrated use of their self-as-therapist in providing therapy and conceptualizing cases.
- SLO 2.2: Students will demonstrate the ability to assess, diagnose, and treatment plan throughout the life cycle of therapy.
- SLO 2.3: Students will understand how clinical and evaluative research findings inform marriage and family therapy practice.
- SLO 2.4: Students will be ethical in their clinical practice by seeking appropriate supervision when making ethical decisions pertaining to clinical practice.

Goal 3: Students comprehend and articulate ways in which the foundational theories of family systems and development inform the practice of marriage and family therapy.

- SLO 3.1: Students are able to actualize a systemic approach to individual, couple, and family therapy congruent to the foundational theories and use of MFT-specific models.
- SLO 3.2: Students are able to articulate case conceptualizations using family therapy and developmental theories during clinical supervision.

Goal 4: Students will be prepared to work systemically with individuals, couples, and families from diverse, intersecting cultural backgrounds.

- SLO 4.1: Students will develop the ability to recognize their power and privilege when interacting with clients who are culturally different from themselves.
- SLO 4.2: Students will demonstrate sensitivity to diversity, equity, and inclusion through their clinical skills and consumption of research literature in marriage and family therapy.

Goal 5: To educate and train ethical couple and family therapists

- SLO 5.1: Students will be knowledgeable of state laws, professional code of ethics and frameworks for engaging in ethical decision making in the practice of couple and family therapy and teletherapy.
- SLO 5.2: Students will seek appropriate supervision when making ethical decisions pertaining to clinical practice and document and discuss clinical work through professional and effective communication in oral and written clinical paperwork.

Stake Holders and Advisory Council

The stakeholders of the MFT program include internship sites where MFT students are placed in the Twin Cities, St. Cloud, and greater Minnesota. Additional stakeholders include the chair of the Community Psychology, Counseling, and Family Therapy Department and the dean of the School of Health and Human Services at St. Cloud State University. A selection of these stakeholders are invited to participate in the program's advisory council including current and former students, former faculty, and other St. Cloud State University stakeholders. The mission of this council is to provide feedback and insight into the future direction of the program. The advisory council will meet once in early fall and once in late spring semesters. A record of minutes will be taken to record advisory council feedback to guide policy implementation.

Employment

Graduates of the Marriage and Family Therapy program find employment as Marriage and Family Therapists and work for varieties of agencies such as crisis clinics, correctional settings, schools, and public and private mental health facilities. Typically, our students find their first jobs through their internships, networking, or watching online sites – such as the Minnesota Association of Marriage and Family Therapy. Graduate school is one way of networking and reaching job security, thus it is important to be professional with each other and at your internship sites.

Academic Calendar

The MFT program follows the St. Cloud State Academic Calendar, which lists semester breaks and holidays. If a student celebrates a holiday that is not listed on this calendar, they are encouraged to make arrangements with their professor regarding missed class time.

Admissions

Fall semester, spring semester & summer sessions: **February 1**. Applicants who meet the following standard may be admitted to the M.S. Program in Marriage and Family Therapy.

1. Bachelor degree from a regionally accredited institution of higher education.
2. Complete application materials required by the College of Graduate Studies.
3. A cumulative graduate grade point average of 3.00 or higher, on a 4.00 scale, in most recent degree program completed.
4. Successfully complete an interview with the program faculty. Careful attention will be given to interpersonal skills, potential for self-reflection and personal growth, and commitment to the field of Marriage and Family Therapy.
5. Provide 3 letters of recommendation.

6. A current resume listing educational background, professional experience and volunteer and community involvements.
7. A personal statement addressing the following:
 - a. A brief description of the applicant's background, training and experience.
 - b. A statement of short- and long-term professional goals.
 - c. A statement of purpose regarding the interest in your degree program.
 - d. Identify areas of strength and challenges in pursuing this program.

Required Orientation Program

All new students (both full-time and part-time) must attend the fall orientation meeting held in early fall semester. The St. Cloud State MFT Handbook is reviewed. Also, there is time for students to ask questions of faculty and second year students. At the conclusion of the program, students will sign that they have reviewed and received a copy of the handbook (see Appendix B).

Definitions of full-time and part-time status

Full-time students: The University, including the Financial Aids Office and Graduate Studies Office, view graduate students who have eight or more credits per semester as being "full-time". However, in the Marriage and Family Therapy Program, 12 to 15 credits per semester constitutes full-time status. Students who will complete their program in five semesters are considered to be full-time students. The maximum credit load is 16 credits. 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 six credits per semester are considered to be part-time by the university. In the Marriage and Family Therapy program, graduate students who have less than 12 to 15 credits per semester have part-time status. It is important to note that part-time students may have more difficulty scheduling classes. Full-time students have priority in registration over part-time students. Also, some classes are offered only once per year or every two years. Therefore, it is imperative the part-time students work closely with their adviser.

Degree Completion Requirements

The Program includes a combination of course work, practicum, and internship. All students are required to complete a program of study through the Graduate Studies Department (<https://services.stcloudstate.edu/TDClient/1919/Portal/KB/ArticleDet?ID=138617>). Per University policy, all coursework must be completed within seven years. If students take more than four, concurrent semesters off, their enrollment will automatically be terminated.

Schedules and Registration

Registration is done online through the office of registration and records website. You can find classes listed online one or two semesters in advance at the following website:
<http://www5.stcloudstate.edu/registrar/courseschedule/Search.aspx>

You will need permission for graduate classes. The program director will let you know when permission has been entered into the system for the next semester.

Tuition and Fees

Tuition costs and fees can be found at <https://www.stcloudstate.edu/srfs/finances/cost-of-attendance.aspx>

Financial aid

Graduate students may apply for several forms of financial aid. They include loans, work study and scholarships. Students interested in applying for loans and/or work study need to contact the Financial Aid Office which is located in the Administrative Services Building. Scholarships, handled by each department, occasionally are available. Students interested in applying for scholarships should see the department secretary, Room B210 of the Education Building, phone number 320-308-2160, to see if any scholarships are available at that time. Some scholarships may also be available through the School of Graduate Studies, Administrative Services Building AS-121, phone number 320-308-2113. Students who are interested in scholarships through the school that are need-based must be sure to 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 20 hours a week). Graduate assistants are required to work the number of hours per week that are assigned.

There are other assistantships available elsewhere on campus (i.e. Counseling Center, Career Services, Students Disability Services, Atwood Center, and other departments). Students may qualify for these assistantships by taking as few as eight credits. For more information go to www.stcloudstate.edu/graduatestudies/current/ga.asp.

Graduate assistants 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 necessary application form, see the Community Psychology secretary in Room B210, Education Building, phone number 320-308-2160.

Advising / Fall registration

Each new student is assigned an adviser upon acceptance into the Marriage and Family Therapy program. Not all advisers are immediately available for conferences, particularly in the summer. In these cases, the program coordinator or any adviser will assist you. 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, we will give you permission for classes but you will still need to register online.

See instructions for registration in your Fall Semester 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 Marriage and Family Therapy 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.

Thesis versus non-Thesis Option

(Plan A versus Plan B)

Before completing “Proposed Program of Graduate Study” blue forms for candidacy (see next section), students need to decide whether to follow Plan A or Plan B, thesis or non-thesis option, respectively. For those planning to pursue a doctorate degree at some time, conducting research and/or publishing a work should strongly be considered. Research can be done with either Plan A or Plan B.

Marriage and Family Therapy

Plan A: 12 Credits

MFT 630 Research Methods, Assessment, and Statistics I 3 Cr. Fall

MFT 630 Research Methods, Assessment, and Statistics II 3 Cr. Spring (Pre-requisite: Research Methods, Assessment, and Statistics I)

MFT 699 Thesis, 6 Cr. Fall, Spring, Summer

Plan B: 6 Credits

MFT 630 Research Methods, Assessment, and Statistics I 3 Cr. Fall

MFT 630 Research Methods, Assessment, and Statistics II 3 Cr. Spring (Pre-requisite: Research Methods, Assessment, and Statistics I)

Major: Plan A or B, 46 Cr.

MFT 619 Professional Orientation and Ethics, 3 Cr. Spring

MFT 620 Family Systems, 3 Cr. Fall

MFT 621 Family Conceptual Framework, 3 Cr. Fall

MFT 627 Clinical Issues in Marriage and Family Therapy, 3 Cr. Fall (Pre-requisite MFT 671)

MFT 628 Child Development and Treatment, 3 Cr. Summer

MFT 630 Seminar: Individual and Family Development, 3 Cr. Spring

MFT 658 Family and Culture, 3 Cr. Fall (Pre or Co requisite MFT 621, 671)

MFT 659 Psychodiagnosis, Assessment and Treatment Planning, 3. Cr. Spring

MFT 668 Professional Skills and Procedures, 3 Cr. Fall

MFT 669 Clinical Practicum, 4 Cr. Spring (Prerequisites: CPSY 621; Pre or Co-requisite MFT 668, 659, 619, & 671)

MFT 671 Theories of Marriage and Family Therapy, 3 Cr. Spring (Prerequisite MFT 621)

MFT 672 Couple and Family Therapy: Advance Theory and Practice, 3 Cr. Spring (Prerequisites: MFT 621, 671)

MFT 696 Supervised Internship, Min. 9 Cr. Fall, Spring, Summer
(Pre-requisites: MFT 619, 620, 621, 624, 659, 671)

Thesis

Students who are planning to write a thesis should carefully read the Graduate Bulletin, “Field Studies, Thesis, 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.

Candidacy

Admission to graduate studies does not constitute candidacy for a Marriage and Family Therapy degree. Rather, a student who has been admitted to graduate studies is advanced to degree candidacy upon the recommendation of the Marriage and Family Therapy faculty. Candidacy forms will be reviewed two times each year. 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 the 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 Marriage and Family Therapy as a profession.
4. Have demonstrated potential for a successful career in the field of study selected.

Admission to degree candidacy is not an automatic process, but rather the advancement to candidacy is approved by the faculty only after careful evaluation of all pertinent factors.

Program forms may be obtained from the department secretary, Room B210 of the Education Building, phone number 320-308-2160. Note that it is important to have program forms submitted before or at the time of completing an internship contract. (See section on “Supervised Marriage and Family Internship”)

Academic Review and Retention Policy

The Marriage and Family Therapy Program faculty meet regularly to discuss the progress of students in the program. The following elements are reviewed: Academic progress and promise; therapy 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.

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. Reasons for not progressing to internship include:

1. Failing a pre-requisite class
2. Not following ethical guidelines during practicum
3. Not meeting core competencies in practicum

During the internship, regular assessments are made by the site supervisor documenting the pre-professional progress and readiness for recommendation for graduation and licensure.

A student may be considered for dismissal from the program for any of the following reasons:

1. Failing practicum
2. Being dismissed from an internship
3. Plagiarism and/or cheating on an exam
4. Breaking confidentiality of fellow cohort members or clients
5. Failing the comprehensive exam
6. Violating the student code of conduct

A file of violations will be kept by the program director for students who may have violated the above conditions.

Dispositions

In addition to knowledge and skills provided in the program, students are expected to develop and demonstrate dispositions that are appropriate to the professional practice of marriage and family therapy. A disposition is a state of mind that leads one to act in certain ways; dispositions are reflected through behaviors. A specific set of dispositions was developed by the MFT faculty to help ensure students are prepared for ethical and professional work that remains informed by the theoretical frameworks and empirically-derived knowledge congruent to systemically-oriented therapists. The embodiment of such dispositions maintain MFTs differentiation from other mental health disciplines and contribute significantly to the advancement of our profession. These dispositions are assessed throughout the program, and documentation of all dispositions is required before a student will be approved for internship and graduation.

Description of Students

Students of the program demonstrate development in academic rigor and success, experience in the field of mental health, good character, ability to work with others, strong work ethic, professionalism and emotional maturity, and an ability to bring diversity to the program and field.

MFT Program Attendance Policy

Regular and prompt class attendance is an essential part of the educational experience. The Marriage and Family Therapy Program at SCSU is an interactive profession that is mirrored in the academic environment through conversations about the assigned reading material, lectures, class activities, guest speakers, etc. The MFT professors expect the graduate students to exercise good and professional judgment regarding attendance and absences. All students are expected to attend every scheduled meeting of each class on time.

Therefore, an attendance policy has been implemented that allows for only one absence without affecting the final grade. Absence from more than ten percent of the scheduled class sessions, whether excused (see below) or unexcused, is excessive and the instructor may choose to exact a grade penalty for such absences. Missing more than 20 percent may likely result in the student having to retake the course. In all cases, the instructor must be notified of the student's expected absence or significant tardiness as soon as possible and work missed through absence must be made up. However, permission to make up such work is not automatic and is given at the discretion of the instructor.

As the practicum and internship is both experiential and interactive, it is important that students attend all scheduled hours and meetings at the practicum and internship site. However, it is understood that events may occur that prevent the student from attending the practicum or a meeting. If this does occur, it is imperative that the student contact the site supervisor or practicum coordinator as soon as possible. Additionally, the university supervisor should also be notified within the week of the absence with a report of the site supervisor's reactions and expected requirements.

The MFT graduate faculty reserves the right to exclude from a graduate program, course, or final examination a student whose attendance in classes is unsatisfactory to the instructor or the Graduate Office. For the purpose of this policy, the following may be considered by faculty members for an excused absence:

- Participation in an authorized professional activity related to the field of MFT (e.g., attendance at conferences, academic presentations)
- Required participation in military duties
- Participation in legal proceedings or administrative duties that require the student's presence
- Death or major illness in a student's immediate family
- Illness of a dependent family member
- Religious holy day

- Illness that is too severe or contagious for the student to attend class.

Course Delivery

The MFT program offers courses that are fully in-person meaning, classes will meet with the instructor in classrooms, labs, studios, or in the field. Course content and assignments are typically available in D2L, our course management platform. However, it may be advantageous to offer a class session remotely (e.g., using Zoom) due to inclement weather or outside of office hours. Your instructor will inform you of changes in course delivery throughout the semester.

Code of Conduct

The MFT program follows the St. Cloud University Code of Conduct and Related Procedures. The Student Code of Conduct and Related Procedures is available at the Student Life and Development Office in Atwood Center and is available online at <http://www.stcloudstate.edu/studenthandbook/code/default.asp>.

Included in the Code of Conduct are [rights and responsibilities](#), [description of prohibited conduct](#), [complaint procedures](#), [sanctions](#), and [appeal procedure](#). Additionally, contact [information for academic support resources](#) are also provided.

Academic Integrity

The MFT program expects students and faculty to take reasonable measures to prevent academic dishonesty. Students and faculty who are found to have violated this policy may face lowering a grade or face sanctions from the University.

Grading and Assessment

The Marriage and Family Therapy program follows SCSU policies on grading and assessment. This policy can be found here:

<https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=35>

Technology Use Policies

E-mail Address

If students do not already have an e-mail address, they should apply for a HuskyNet account and an e-mail address early during the first semester. For more information on HuskyNet Access, go to: <http://husynet.stcloudstate.edu>. Program announcements will be sent via e-mail. You will be responsible for checking your e-mail daily.

Caution should be used when sending confidential or sensitive information (see practicum policy). Further guidance regarding the use of email can be found at <https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=140>

St. Cloud State University reserves the right, at any time and without prior notice, to access, deactivate or take other appropriate actions with any university account as deemed necessary for university purposes, including but not limited to protecting data, system security, enforcing policy, or complying with law.

Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn or of instructors to teach. The SCSU MFT Program supports the use of technology in and out of the classroom for educational purposes. We expect that students will conduct themselves in such a manner consistent with the ethics and high standard of the profession of MFT.

Use of computers, smartphones, & Wi-Fi Policy

The use of the following is allowed in classrooms:

- Laptops (**without** Wi-Fi engaged)
- Tablets (**without** Wi-Fi engaged)

Computers should be used for note-taking and only with the instructor's permission. Students using these devices for note-taking must turn off the wireless function and close all applications/windows other than the appropriate document or application unless the instructor specifically permits otherwise. Students who require access to hand-held or wireless technology as assistive measures for documented disabilities may use them according to stipulations.

The use of the following is not allowed in classrooms:

- cellular phones/smartphones

Such devices must be silenced or turned off and should not be taken out during course meetings. Students must avoid non course-related activities such as checking email or social networking sites, web-surfing, or playing games because these diminish their—and their classmates'—engagement with instructional activities. This includes accessing Wi-Fi, surfing the internet, checking or posting in social media, sending emails or text messages. Electronic audio or video recording of the classroom environment is prohibited unless permission is given by the instructor prior to recording. Students who need to use voice recorders for class lectures must receive the explicit permission of the instructor in order to do so.

When a personal emergency, family care responsibilities or employment situations *require* access to electronic communication devices, arrangements must be made *in advance* with the instructor.

If inappropriate usage of technology is brought to our attention, the instructor and/or faculty will take immediate action. If computers or similar electronic devices are used for texting, e-mail, or internet connection (without the explicit permission of the instructor), the instructor may revoke the privilege of using a computer in that class. Other potential consequences include but are not limited: rescinding permission to use such devices at any time, losing participation points, dropping one grade level, initiation of an administrative drop of the course, and/or initiation of a permitted computer use in any future classes.

The use of computers in the classroom is a privilege, not a right. Student behavior should be courteous, respectful of others, consistent with the expectations set forth by the university.

Please know that we take student conduct seriously. It is inappropriate and unethical to disparage other professionals in any forum.

Students may not post ANY material from classes on the internet or other personal networking sites without the explicit, written permission of the instructor and all other class participants.

Finally, at no time is it acceptable to make comments disparaging the reputation of a classmate, instructor, or other professional online or offline, in or out of class. **Students may not post any information regarding client contact on any social media outlet or other spaces online.**

Use of Drugs/Substance Abuse

The SCSU MFT Program recognizes that impairment by illegal drugs, prescription drugs and/or alcohol among health professionals is a serious national problem, which compromises safe care of clients, as well as the mental and physical health of the professionals involved.

Our policy is that no illegal drugs, alcohol, or abuse of prescription drugs shall be consumed while attending classes or while participating in clinical practice activities (including supervision).

If it comes to the attention of other students that a student may be impaired in some form, these students with information to this effect are required to report such activities to the Program Director. The Program Director will confer with core faculty on the issue and make a determination as to whether the report warrants further investigation and make a decision about how to proceed.

Ethical and Legal Standards

The Program adheres to the American Association for Marriage and Family (AAMFT) Code of Ethics. Copies of this code are readily available in a variety of places, including many texts used in therapy classes and on the AAMFT website at:

http://www.aamft.org/resources/lrm_plan/ethics/ethicscode2001.asp. Important areas of ethical concern for students are confidentiality and multiple relationships. The former requires that a student not discuss clients, cases, or confidential information about other students outside of a professional setting. The latter refers to any relationship simultaneously developed with a client beyond the therapy room. Any violation is gravely serious and will be treated as such. **Ethical breaches are grounds for separation from the Program and for reporting the violation to the professional organizations of which the student is a member, and although not a certainty, such action is a very real possibility.** Not reporting an event to CPS in a timely way may be an ethical and legal breach. In the event you are unsure about whether to report a clinical even, you should immediately contact the clinic director or their surrogate, and the supervising therapist by phone.

In the event that a student's conduct is anything less than absolutely professional, the faculty has the obligation to the student, to the profession, and to the public to take whatever steps are necessary to rectify the situation.

Violations of professional ethics codes, insubordination to supervisors, mistreatment of colleagues, support staff or clients, demonstrations of gross clinical misjudgment, or other

actions inconsistent with professional standards of behavior are evidence of unprofessional conduct. These will not be tolerated and could result in separation from the Program and Graduate College.

Students who are involved in unethical behavior will be reported to licensing and credentialing bodies and professional organizations in the interest of protecting the profession, the public, and not least, the student.

Professional and Student Organizations

Involvement in professional and student organizations is strongly encouraged. Membership in professional organizations can keep students informed of opportunities for practical learning and of new developments in the Marriage and Family Therapy field. Students may also benefit from meeting MFT professionals through organizations. The list below contains only a few examples of organizations to choose from. Advisers may be contacted for more information. Organizations hold conferences nationally and locally. The program will advise you of upcoming conferences. They are a useful place to network, meet potential employers, and gain useful knowledge about specific populations you may want to work with in the future.

American Association for Marriage & Family Therapy: www.aamft.org

Minnesota Association for Marriage and Family Therapy: www.mamft.net

International Family Therapy Association: www.ifta-familytherapy.org

National Council for Family Relations: www.ncfr.org

American Family Therapy Academy: www.afta.org

Also note: Minnesota Board of Marriage & Family Therapy
<http://mn.gov/boards/marriage-and-family/resources/>

Prior to and Concurrent with Clinical Practicum Core Courses

All Marriage and Family Therapy emphases include a common core of course work that need to be taken prior to or concurrently with the supervised clinical practicum experience.

MFT 621, Family Conceptual Framework, 3 Credits

MFT 668, Professional Skills and Procedures, 3 Credits

MFT 619, Professional Orientation and Ethics, 3 Credits

MFT 671, Theories of Marriage and Family Therapy, 3 Credits (Prerequisite: MFT 621)

Clinical Practicum

This four-credit experience follows the core courses and will provide for the application of theories and techniques to marriage and family therapy experience. All full-time students are automatically placed in a Marriage and Family Therapy practicum. However, each part-time student must apply in writing to the Coordinator of Marriage and Family Therapy Program for placement in a Marriage and Family Therapy practicum at a minimum of seven months before

beginning practicum. Late applications might not be admitted. This may result in delayed internship and graduation.

Practicum is held in the Eastman Clinic. Documentation of progress notes, diagnostic assessment, and treatment plan are conducted using the HIPPA compliant technology. All patients referred to the clinic are made by Counseling and Psychological Services (CAPS) and will be scheduled by the practicum instructor. All therapy sessions will be conducted during the practicum section that students sign up for. Communication between clients and practicum students will only take place using the student's SCSU email. Any telehealth sessions will use HIPPA compliant version of Zoom provided for free to students at SCSU. Any paper notes or genograms generated during practicum will be kept in the locked MFT file cabinets in the Master Control Room. These documents will be shredded at the end of the semester.

Internship

Students are required to complete an internship in an appropriate agency setting as part of their academic training. It is anticipated that this work experience will provide the student with an opportunity to put into practice the theoretical concepts and skills learned in their course work.

Internship Requirements: The internship involves a total of 800 hours. Of the 800 hours, 500 hours need to be supervised clinical *contact* hours (defined by in-person and telehealth) with individuals, couples, and families. 200 of the 500 hours must be with couples, families, or relational system (e.g., group work with members living in the same residential treatment facility over an extended period of time). Acceptance for internship requires approval of the Program Director of this Marriage and Family Therapy Program following the completion of all prerequisite course work.

The internship experience will provide practical agency experience in a work setting. Students should determine and investigate at least three possible internship sites in the Marriage and Family Therapy field. In general, the sites should 1) give interns an opportunity to do Marriage and Family Therapy, 2) have someone who licensed supervisor and 3) be within a 75-mile radius of St. Cloud (if further, please seek advising). The selected sites must have final approval of the MFT faculty. A list of approved sites will be made available at the internship meeting.

The duration of their internship must be 12 months. Marriage and Family students may intern for 20 - 25 hours per week over three semesters, for three credits per semester. If the required contact hours are not done by the end of the third semester, students need to register for another semester (unless they have less than 20 contact hours left). Students must attend internship orientation meeting - usually scheduled for the end of December.

Finding an internship site that fits your interest as well as the program requirements is competitive. We encourage all students to start seeking an internship site at least one semester before they intend to begin the internship.

Recording Client Sessions

Both MFT 669 Clinical Practicum and MFT 696 Internship (MFT 696 require students to record sessions with clients. When working with clients, information that is shared during session (either verbally or in writing) is considered individually identified, protected health information and is thus, subject to the Health Insurance Portability and Accountability Act (HIPPA) Security Rule. This rule demands that safeguards be in place to ensure the confidentiality and storage of protected health information (PHI). All students are required to sign a session recording policy form documenting that they have been informed of the procedures for recording client information for practicum/internship (see Appendix C). Once signed, this form will be saved in the student's personnel file.

MFT 669 Practicum

In order for students to record sessions in MFT 669, students will have clients sign the practicum informed consent form (Appendix D) and must utilize the audio/video recording equipment in the Eastman Clinic. Students will use the MFT program password protected USB devices to store their session data. When students are ready to review their sessions, they will view their recordings on the Community Psychology, Counseling, and Family Therapy Department computer in Room B232 in the Education building only. Once complete, students will turn in the USB devices and all data will be wiped by the IT department. Paperwork generated during practicum such as session notes, treatment plans, discharge summaries, and diagnostic assessments will be completed using encrypted, practicum laptops and printer located in the Control Room of the Eastman clinic. All communication with practicum clients should take place using SCSU email only.

MFT 696 Supervised Internship

Students who wish to record data for internship will first secure client permission by using the consent to record session form (Appendix E). All students will utilize the MFT program audio recording devices. These devices are password protected and will be signed out by the student. After student's present data, this data will be destroyed. At the end of the year, these devices will be turned over to the SCSU IT Department where they will be wiped.

If a student's internship site has a second layer of informed consent, they must have that one signed as well. Basic biopsychosocial information will be deidentified during case presentations.

Should a data breach occur (e.g., device lost that recorded data; storage device lost), this should be reported to your supervisor immediately. The supervisor will record the breach, inform the Program Director, site supervisor, Department Chair, Dean, and the St. Cloud State Data Practices Compliance Officer. Policies regarding breach of data will be followed.

Telehealth

During Clinical Practicum MFT 669, students may be requested to provide telehealth session to clients. In collaboration the practicum supervisor, once telehealth is deemed appropriate for

the client, sessions may take place only during the practicum class in Eastman Clinic. Students are only allowed to use the HIPPA compliant version of Zoom that is provided by SCSU.

Students who provide telehealth at their internship sites should follow the policies and procedures for telehealth at their prospective sites.

Application for Graduation

Students should pick up 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.”

Adding or Changing Program Tracks

Any changes or additions in program will occur only by submitting a form to the Department chair and Graduate Studies office to be approved. During the interview process, which will take place during spring semester of each year, the request will be considered along with other new entering students.

Final Comprehensive Examination

All students are required to complete a final written comprehensive examination. The student will take the examination during the semester s/he expects to graduate. It is necessary to contact the secretary, Room B210, **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).

Covid-19

The SCSU MFT program follows the guidelines outlined by the St. Cloud State [Bring Huskies Home webpage](#). These policies may change. Students are encouraged to review the policies and work with their professors should their attendance be impacted by exposure.

Complaints & Grievances

MFT students are encouraged to provide feedback to faculty regarding their educational experience. This may be done formally, such as course evaluations, or informally by requesting a meeting with a faculty member or program director. Complaints and grievances (i.e., formal complaints filed with the program and/or St. Cloud State’s university channel) may include issues that violate a student’s rights. Examples may be sexual harassment or discrimination.

If a student has a complaint or grievance about a faculty member, they should schedule a time to talk with the MFT program director, Dr. Nicholas Newstrom. A written record of all formal student complaints and grievances—as well as the outcome of the complaints/grievances—will be kept on file by the program director. Complaints or grievances against the program director should be directed to the Dean of the School of Health and Human Services, Dr. Shonda Craft. All formal complaints/grievances will be resolved following the St. Cloud State Student

Complaint Concerning Faculty Policy should it require a formal resolution
(<https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=42>)

Acknowledgement policies

Before students are accepted into the MFT program, they are required to review and acknowledge the pre-requisite criteria for state licensure in Minnesota in order to complete their application to the program (see Appendix A). During “Interview Day,” this information is also reviewed with prospective students.

Students will be asked to sign the Handbook Acknowledgement form (Appendix B) the first week of classes during the fall semester. See Technology Policies for information regarding technology policy.

Program Inquiries

Nicholas Newstrom, PhD, LMFT
Program Director, Marriage and Family Therapy Program
St. Cloud State University
720 Fourth Avenue South
St. Cloud, MN 56301-4498
nicholas.newstrom@stcloudstate.edu

Appendix A: License Eligibility Information

St. Cloud State University

Marriage & Family Therapy - MS

Deadline: 03/01/2023

[Home](#)

[Questions](#)

[Documents](#)

[Recommendations](#)

Save

Important Deadlines

The Master of Science in Marriage & Family Therapy may have different application deadlines for domestic and international students, depending on residency, visa status, or current physical location in order to ensure timely admission processing and delivery of necessary immigration documents.

	Summer	Fall	Spring
Domestic	N/A	March 1	N/A
International (Inside US)	N/A	March 1	N/A
International (Outside US)	N/A	March 1	N/A

Minnesota Licensure Acknowledgement

The requirements for independent licensure in Marriage and Family therapy in the state of Minnesota are:

- Attain age of majority (age 18)
- Complete the education requirements in Minnesota Statutes
- 9 hours in human development; 9 hours in MFT studies; at least 3 credit hours in research; 3 hours in ethics
- Complete the experience requirements
- Minimum of 300 client contact hours (150 of which are relational)
- 4,000 hours of supervised professional experience including at least
- 1,000 hours of clinical client contact
- 200 hours of clinical supervision by a board-approved, Minnesota licensed marriage and family therapist supervisor over a period of not less than 24 months.
- Attain two endorsements from other licensed therapists
- Agree to conduct all professional activities as a licensed marriage and family therapist in accordance with the code of ethics for marriage and family therapists
- Pass National MFT Exam
- Pass Minnesota licensed exam

By selecting yes, you acknowledge that you have been informed of these requirements prior to your admission to the MFT program at SCSU.

International Applicants

Marriage & Family Therapy Program Information

* Where will you take classes?

* When will you start classes?

* What culminating project will you complete? It is ok if you do not know now, yet or change your mind after you start your program. Consult your advisor and complete the Program of Study Form during orientation to elect your Culminating Project or to change your initial selection.

* I have reviewed, understand, and acknowledge state-specific licensure eligibility requirements in Minnesota or the state in which I intend to practice.

Yes

No



ST. CLOUD STATE UNIVERSITY

Handbook Acknowledgement Page

Date: _____

I _____ have been provided a copy of the St. Cloud State Marriage and Family Therapy Master's Program Student Handbook. I can also find this handbook online at (xxx). This handbook was reviewed with me on (date) _____. If I have questions about the policies or procedures of the MFT program, I will contact Dr. Nick Newstrom, LMFT.

Printed name: _____ Date: _____

Signature: _____



ST. CLOUD STATE UNIVERSITY

Recording Policy Acknowledgement

By signing this form, I acknowledge that I have reviewed the policies and procedures for recording client sessions for the purposes of clinical training in (circle) MFT 669 Clinical Practicum/MFT 696 Supervised Internship. I agree that in order for me to record sessions, I will adhere to the following guidelines:

- Only use recording equipment approved for MFT 669 (e.g., recording equipment in Eastman Hall) OR only use the MFT program audio recording devices for MFT 696 Supervised Internship.
- Clients will sign a consent form to be recorded for MFT 669/MFT 696. Clients are free to refuse to have their sessions recorded.
- Clients will be informed beforehand that recording is taking place.
- Client sessions will only be reviewed in appropriate places (e.g., using specialized computer for MFT 669 OR classroom for MFT696).
- All identifying client information will be deidentified before being presented in MFT 696.
- Data will be destroyed immediately after review.
- MFT program USB and recording devices will be turned in to the section instructor.
- If a breach to data has occurred, this will be reported to my instructor immediately.
- Documents produced in MFT 669 (e.g., diagnostic assessments; progress notes) will only be written and printed using secure laptops and printer located in the Master Control Room of Eastman Hall.

Student NAME (print): _____

Student's Signature: _____

Date: _____



ST. CLOUD STATE UNIVERSITY

CONSENT TO SERVE AS VOLUNTEER PARTICIPANT FOR MARRIAGE AND FAMILY THERAPY GRADUATE STUDENTS

I consent to serve as a voluntary participant for students in training at St. Cloud State University. I understand that the purpose of the sessions is primarily to enhance the counseling skills of the graduate students enrolled in the course, as well as enhance my understanding of myself as a developing professional. I am aware that these sessions may be observed by other members of the graduate class and/or the instructor of the class. Sessions may be audio/video taped and be used for supervision of the graduate student for the sole purpose of learning enhancement. All information that I share will not be disclosed for any other purpose and will be destroyed upon closure of the relationship I have with this student-therapist. I understand that the graduate student will report to my instructor regarding my attendance, but all other information will be kept confidential.

I will make every effort to keep my scheduled appointments, however should I need to cancel due to illness or emergency, I will contact my therapist using the arranged means (e.g., email) or Dr. Nicholas Newstrom (320-398-2160; nicholas.newstrom@stcloudstate.edu), the supervising instructor, to notify that my appointment with _____ will be cancelled. I realize that missing more than one appointment may jeopardize my standing in my course per the requirements presented in the syllabus.

I am aware that there are several legal/ethical requirements which are called "duty to warn/report" statutes mandated by the state of Minnesota which require that therapist/psychologist must report to authorities the following:

1. If the therapist believes that you (participant) are threatening serious harm to self or others.
2. If an emergency exists where the client's life or health is threatened.
3. If abuse of a child, elderly person, or disabled person (vulnerable adults) is suspected; and/or a pregnant woman is abusing drugs.
4. If you are a minor (under age 18), be aware that your parent or legal guardian will have privilege to information that you share.

Signature

Date

Witness

Date



ST. CLOUD STATE UNIVERSITY

Consent for Observation and Recording

I hereby give my consent to be observed, or audio/video recorded. I understand that I will be informed whenever I am being observed or recorded. The purpose of this recording or observation will be for professional education, treatment, or research. The information recorded or observed will be treated with the same rules of confidentiality that apply during any other session. That is, the information will not be released to anyone without prior written approval, unless such other us is specifically authorized by law. All persons who might view such sessions (outside of the therapist and other clients in the same session) will be professionals and students.

I understand that I may withdraw my consent at any time.

Client: _____ Date: _____

Witness: _____ Parent/Guardian: _____
(if client is a minor)

Appendix F: Institutional Accreditation Statement



230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
312.263.0456 | 800.621.7440
Fax: 312.263.7462 | hlcommission.org

March 2, 2017

Dr. Ashish Vaidya
Interim President
St. Cloud State University 720 4th Ave. South Administrative Services 209 St. Cloud, MN 56301-4498

Dear President Vaidya:

This letter serves as formal notification and official record of action taken concerning St. Cloud State University by the Institutional Actions Council of the Higher Learning Commission at its meeting on February 27, 2017. The date of this action constitutes the effective date of the institution's new status with HLC.

Action with Interim Monitoring. IAC continued the accreditation of St. Cloud State University with the next Reaffirmation of Accreditation in 2026-27. In conjunction with this action, IAC required the following interim monitoring:

Embedded Report. A report on core component 4B on alignment of program and institutional outcomes and assessment of co-curricular programs embedded in the Year 4 Standard Pathway visit.

Further, IAC voted to change the team's evaluation of Criterion 5A from "Met" to "Met with Concerns" and in conjunction with this change, required the following interim monitoring:

Embedded Report. A report embedded in the Year 4 Standard Pathway visit on finances to include a revenue model, financial plan, and recent audits. The report should address St. Cloud University's financial strategic plan and health. The report should address fiscal decision processes and actions.

Rationale: Evidence from the assurance argument does not appear to have been incorporated into the evaluation of the fiscal component. This evidence is the estimated CFI for FY16, legislated tuition freeze for FY17, the changed market for recruiting students, the need to prepare monthly cash flow statements, and the shift to a 6-month assessment of productivity targets by the Academic Affairs division to allow for mid-year budget adjustments. CFI trend as reported by the institution assurance argument page 86 (case file page 194):

FY 07 – 13, hovered around 2.0

FY 14, 0.07 {reported as a drop of over 2 points included pension liabilities}

FY 15, negative 0.27 {included pension liabilities}

FY 16, 0.41 {identified as pre-GASB adj. – probably means pension liabilities not included}

Action. IAC did not concur with the evaluation findings and voted to place the institution on the Standard Pathway for reaffirmation of accreditation.

Rationale: IAC amended the findings of the evaluation team and changed the “Met” to “Met with Concerns” for Criterion 5A. In addition to the institution’s financial situation, the pathways determination should also consider the effect of the institution’s struggle with progress on assessing its institutional learning outcomes since 2006 and its graduation from the

St. Cloud State University Page 2

HLC Assessment Academy in 2010. The team’s report also cited the lack of any assessment for co-curricular programs and rated core component 4B as “Met with Concerns.”. A second issue for the pathway determination is the significance of the leadership transition, primarily in Academic Affairs, which appears to be occurring at the institution.

In two weeks, this action will be added to the *Institutional Status and Requirements (ISR) Report*, a resource for Accreditation Liaison Officers to review and manage information regarding the institution’s accreditation relationship. Accreditation Liaison Officers may request the ISR Report on HLC’s website at <http://www.hlcommission.org/isr-request>.

Information on notifying the public of this action is available at <http://www.hlcommission.org/HLC-Institutions/institutional-reporting-of-actions.html>.

If you have any questions about these documents after viewing them, please contact the institution’s staff liaison Steph Brzuzy. Your cooperation in this matter is appreciated.

Sincerely,

Barbara Gellman-Danley President

CC: ALO





DEPARTMENT OF COMMUNITY PSYCHOLOGY,
COUNSELING & FAMILY THERAPY
720 Fourth Ave. South
St. Cloud, MN 56301-4498
tel 320.308.2160
fax 320.308.3216

www.stcloudstate.edu/ccp

December 1, 2022

COAMFTE
112 S. Alfred Street Alexandria, VA 22314

RE: Administrative Statement of Financial Viability

At St. Cloud State University, the Marriage and Family Therapy graduate program resides within the Department of Community Psychology, Counseling, and Family Therapy (CPCFT). The CPCFT department resides in the larger College of Health and Wellness Professions, which is part of the division of Academic Affairs. The allocation of financial resources to all entities within the division of Academic Affairs is under the purview of the Provost of the University, who serves as the designee of the University President.

The current budgetary structure within Academic Affairs requires that Deans provide the necessary documentation to determine allocations for fixed and variable costs for each annual budget cycle. Fixed costs are primarily related to full-time personnel (probationary/tenure-track and tenured faculty, administrative staff, bargaining unit staff), while variable costs include adjunct personnel and other non-permanent, full-time faculty and staff. At St. Cloud State University, fixed term faculty appointments are colloquially referred to as "FTNP", which stands for "fixed term, non-probationary" faculty. Each year, Deans submit a request for personnel allocations within a phased model, whereby fixed personnel allocations are prioritized in late fall with the goal of hiring faculty for the following fiscal year.

For FY23, the Marriage and Family Therapy program received an allocated budget for two core MFT faculty: one full-time tenured faculty (Dr. Michael Mayhew) and one full-time probationary faculty (Dr. Nicholas Newstrom). In addition, budget for non-core faculty (one full-time tenured Associate Professor – Dr. Kathryn Mayhew) and several adjunct faculty members continues to be in place. In addition, the program received additional budget to support an 0.20 FTE adjunct faculty assignment (Dr. Steven McManus) to support Dr. Newstrom with the accreditation process.

Requests for new faculty positions, and/or the continuation of any fixed term faculty members, are considered on an annual basis. In November 2022, all academic deans submitted their requests for fixed and variable cost faculty positions (i.e., new probationary, new fixed term, and renewable fixed term) to be allocated as part of the FY24 budget. In regards to the MFT program, I submitted a request for one new full-time (1.0 FTE) FTNP position. Decisions regarding all requested positions is currently pending,

and anticipated to be completed by January 2023. Allocated positions will be searched for an effective fall semester 2023 start date.

The Dean's role is to review personnel budgets throughout the academic year, and to work closely with department chairs to determine the resources necessary to execute the proposed schedule of course offerings. Within this structure, the

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A member of Minnesota State.

College of Health and Wellness Professions

720 4th Ave S, St. Cloud, MN 56301-4498 T 320. 308.4894 / F 320.308.2490 stcloudstate.edu/chwp

Deans may also consult with individual program directors and faculty; however, the submission of requested personnel lines is the responsibility of the department chair to communicate summarily to the Dean.

At this time, the MFT program would be considered to be fully funded in regards of requested personnel. All requisite courses in the degree plan are offered on a basis which allows students to successfully complete the program within approximately two years. I have spoken with the university's Provost and President at length about the needs of the MFT program. Both the President and the Provost are supportive of the program, and view the attainment of accreditation as an important point of academic distinction for the university. As the Dean, I wholeheartedly support the program, and will continue to advocate for financial, personnel, and related resources to benefit the program and ensure its continued viability.

Sincerely

Shonda M. Craft, Ph.D., LMFT
Dean, College of Health and Wellness Professions



St. Cloud State University does not discriminate on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regards to public assistance, sexual orientation, gender identity, gender expression, or status as a U.S. veteran. For additional information, contact the Office for Institutional Equity & Access, (320) 308-5123, Admin. Services Bldg. Rm 121.

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