

Special Circumstances for Course Enrollment in the Professional Counseling Program Policy

The following chart describes enrollment policies for prospective students seeking to enroll in courses in the Professional Counseling Program, which are outside the traditional process (e.g., completing a 48 or 60 credit hour program from start to finish).

Policy and Procedure for Prospective Special Students Wishing to Take Courses in the Professional Counseling Program, and including Transfer Credits or Second Emphasis			
Situation		Decision	Process
A student from a different UWO graduate program would like to take a course offered in any one of the three Professional Counseling emphases		Yes- with instructor permission	Student must be either enrolled in a graduate program or they must be admitted as a non-degree seeking graduate student at the University of Wisconsin Oshkosh All students must contact the instructor of record and set up a time to meet to make a request to be enrolled in the course. If the instructor permits the student to enter their course, the faculty member will inform the rest of the department's faculty.
Students who wish to transfer into one of the three Professional Counseling emphases	Students who wish to transfer into the Professional Counseling Program from a CACREP accredited program in Counseling	Yes- May transfer up to 9 Credits at the discretion of the department faculty	Prospective students will go through the regular departmental admissions process. Any exceptions to the regular admissions process will be considered on a case by case basis (e.g. if a student is studying abroad and requests an electronic interview). Once admitted, prospective students will complete the transfer credits form, and attach their transcripts and syllabi for any course they would like to have reviewed for approval. The faculty who teach(es) the course(s) that the student wishes to transfer will review the syllabi and transcript to determine if the transfer course(s) meet the equivalency requirements for the Professional Counseling course in question and the department faculty will vote on the recommendation of the originating faculty member. Once this process has been completed, the department chair will provide the final approval, indicating that the appropriate faculty have reviewed and agreed to approve the transfer credits. Faculty may preview the materials for students who are looking to utilize transfer credits (e.g. before admission to the program), however,

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			<p>they will not be officially approved until after the student is admitted into the program and the appropriate form and process is completed.</p> <p>Certain courses cannot be transferred into the program. They are as follows: 702 Counseling Process, 731 Group Counseling Process, 794 Counseling Practicum, 797 Internship I, 798 Internship II, 729 Foundations of Clinical Mental Health Counseling, 730 Contextual Diagnostics, 709 Student Affairs and College Counseling, 745 Student Development and the College Environment, 733 Comprehensive School Counseling, 735 Counseling Children and Adolescents, 724 Special Topics: Foundations of School Counseling</p>
Students transferring into a Professional Counseling Program from a non-CACREP accredited program in Counseling	Yes- Up to 9 Credits at the discretion of the department faculty	<p>Prospective students will go through the regular admissions process. Any exceptions to the regular admissions process will be considered on a case by case basis (e.g. if a student is studying abroad and requests an electronic interview). Once admitted, prospective students will complete the transfer credits form, and attach their transcripts and syllabi for any course they would like to have reviewed for approval. The faculty who teach(es) the course(s) that the student wishes to transfer will review the syllabi and transcript to determine if the transfer course(s) meet the equivalency requirements for the Professional Counseling course in question. Once this process has been completed, the department chair will provide the final approval, indicating that the appropriate faculty have reviewed the transfer credits and agreed to approve the transfer credits. Faculty may preview the materials for students who are looking to utilize transfer credits (e.g. before admission to the program), however, they will not be officially approved until after the student is admitted into the program and the appropriate form and process is completed.</p> <p>Certain courses cannot be transferred into the program. They are as follows: 702 Counseling Process, 731 Group Counseling Process, 794 Counseling Practicum, 797 Internship I, 798 Internship II, 729 Foundations of Clinical Mental Health Counseling, 730 Contextual Diagnostics, 709 Student Affairs and College Counseling, 745 Student</p>	

			Development and the College Environment, 733 Comprehensive School Counseling, 735 Counseling Children and Adolescents, 724 Special Topics: Foundations of School Counseling
Students who have obtained a Master's degree, but who now wish to complete a second emphasis in Clinical Mental Health Counseling, School Counseling, or Students Affairs and College Counseling	Students who graduated from the Professional Counseling Department at University of Wisconsin Oshkosh	Yes	Prospective students who wish to return need to need to contact a faculty member in the Department. Students will also need to completefill out the Application for Special Students. The faculty will review coursework that students previously completed and vote to determine if the student will be admitted for a second emphasis. Students will be required to make up any deficits in their previous coursework, as determined by the faculty, plus enrolling in all emphasis courses for the 2 nd emphasis, additional credits (e.g., 12 additional credits if returning for a Clinical Mental Health degree), and two clinical experiences (797 Internship I and 798 Internship II) in the area of their emphasis.
Students who have obtained a Master's degree, but who now wish to complete a second emphasis in Clinical Mental Health Counseling, School Counseling, or Students Affairs and College Counseling	Students who graduated from a different counseling program that is CACREP accredited	Yes	Prospective students who wish to enroll in a second emphasis need to contact a faculty member in the Department. Students will also need to completefill out the Application for Special Students. Faculty will review coursework completed in the student'sir Master's program and vote to determine if the student will be admitted for a second emphasis. Students will be required to make up any deficits in their previous coursework, as determined by the faculty, plus taking enrolling in all required emphasis courses for the 2 nd emphasis, additional credits (e.g. 12 additional credits if returning coming back for a Clinical Mental Health degree), and two clinical experiences (797 Internship I and 798 Internship II) in the area of their emphasis.
	Students who graduated from a different counseling program that is not CACREP accredited	No	Exceptions may be made by a faculty vote to determine if a student will be admitted for a second emphasis on a case by case basis for professional counselors who have been in the field for a minimum of 5 years and have gained significant experience. Students seeking an exception will need to fill outcomplete the Application for Special Students. In the event an exception is requested, prospective students will need to provide a resume and transcripts to faculty for review. If admitted, students will be required

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