

Department of Counselor Education

**NEW POLICIES**  
**Effective Fall 2005, with Amendment to #5**

Approved by the Faculty of the Department of Counselor Education on May 16, 2005.

**1. Policy Statement on EDCG 699 DIRECTED RESEARCH COURSE:** Only one (1) 699 course, for not more than 3 credits, may be used as elective in any of the specializations. Registration in a 699 Directed Research course requires the student to discuss content specifics with an instructor, and the submission of a contract describing the action(s) and outcome(s) of the course. The contract must be signed by both student and faculty member, with a copy being placed in the student's file. As per Student Handbook, the 699s are not to be used for

- Working on a Plan A thesis
- Working on a Plan B Final Report
- Making a substitution for a required course when there will exist later opportunities to take the course, or an equivalent course.

**2. Policy Statement on THE NUMBER OF APPLICABLE 400-LEVEL COURSES:** No more than three (3) 3-credit 400-level course is acceptable as elective in the C & G degree program. The acceptance of each course depends on the suitability of its content to the C & G specialization, and is to be determined prior to registration by the Chair in consultation with the Coordinator of the student's specialization. No 400-level courses may be transferred into the C&G program. Acceptance of any course as appropriate will need to be re-evaluated as to its suitability as elective in the second specialization.

**3. Policy Statement on Paid Internships:** Paid internships are discouraged, but student request for approval of such arrangement will be considered and approved if all conditions enumerated below are true:

- the site is suitable in every respect for a given student
- the site supervisor is appropriately qualified and/or credentialed
- there is assurance that no internship activities will be compromised because of the "paid" aspect
- the student is judged to have the ability to handle what may become a difficult placement

**4. Policy Statement on READMISSION OF STUDENTS WHO INTERRUPTED THEIR PROGRAM WITHOUT APPROVAL:** Any student who had been admitted to the C&G program and who fails to register in a C&G-related and approved course in a semester without departmental approval or without having been granted an official leave approved by the Graduate Division will be considered as having ceased to actively pursuing the C&G degree, and therefore must request formal approval to reenter the program. Such requests will be reviewed by the departmental Admissions and Retention Committee. Students will be subject to meeting all program requirements in effect at the time of program re-entry. All courses applicable to the degree are subject to the seven-year rule (i.e., must be completed within the seven years of the date the degree is to be awarded). Only students documenting extenuating circumstances (e.g., being called to military duty) will be exempt from enforcement of this policy.

**5. Policy Statement on FINAL PRODUCTS OF PLAN A AND PLAN B:** The final paper of a Plan B is to be referred to as Comprehensive Intervention Paper (CIP); that of a Plan A is known as a Thesis. Both Plan A and Plan B require students to submit a proposal (usually an outcome of EDCG 607 course); the proposal must be discussed with, and accepted by, the appropriate advisor before the intent of the proposal is carried out. For students admitted under the cohort system, the established deadline for submission of all proposals is April 1. The CIP (Plan B) is due to the advisor by November 1, while the due date of a thesis (Plan A) (also in the Fall semester) is to be specified by the advisor (i.e., thesis committee chair).

**Amendment A.** approved by e-mail vote on 01/17/2006

**In circumstances where summer graduation is potentially possible, the April 1 deadline may be extended up to the end of the spring semester (see UH-M catalog for exact date). In all extended cases, faculty advisors will sign-off on the completion of the CIP paper by completing and signing the degree check form before the end of the spring semester, i.e., before the end of the 9-month faculty contract.**

**6. Policy Statement on FORMATS OF THE FINAL PLAN A AND PLAN B PRODUCTS:**

The department requires the full text of the student's work (whether Thesis or CIP) to be in a digital (CD) format. Two (2) CDs can be produced ("burnt") in the College of Education CRC free of charge. Each CD should be clearly identified with the student's legal name, full title of the work, the month and year of the student's graduation, as well as whether for Windows, Mac, or both. The two CDs are to be placed in a protective sleeve, such as paper or Tyvec, or in a "poly" transparent page.

Additional requirements: one (1) hard copy of the Comprehensive Intervention Paper (CIP) **or** of the Thesis is to be provided to the Advisor as a single-sided, double-spaced, printed format (suitably bound). For theses, the Graduate Division requires one unbound single-sided, double-spaced printed copy (two if the thesis is to be published), according to the instructions available at <http://www.hawaii.edu/graduate/download/manuals/tdstylepolicy.pdf>

**7. Policy Statement on USE OF LEGAL NAMES:** Students must use their full **legal names** on all documents (applications for liability insurance, fingerprinting, on title pages of Comprehensive Intervention Papers or Theses, diploma applications, etc.)