



College Student Affairs Master's Program Student Handbook

Fall 2022

UNIVERSITY of 
West Georgia.

College of Education

Innovation in Teaching, Leadership, and Wellness

Table of Contents

Contents

| | |
|---|----|
| Student Responsibility | 5 |
| Introduction and Welcome..... | 6 |
| Overview of the Department | 6 |
| Vision and Mission Statements..... | 8 |
| Counseling, Higher Education, and Speech Language Pathology | 8 |
| Vision and Mission Statement | 8 |
| Vision Statement..... | 8 |
| Mission Statement..... | 8 |
| College Student Affairs Vision and Mission Statement | 8 |
| Vision Statement:..... | 8 |
| Mission Statement:..... | 8 |
| Program Information..... | 9 |
| Degree Programs..... | 9 |
| CSA Program Goals..... | 9 |
| Core Student Learning Outcomes..... | 9 |
| Advisement | 10 |
| Transfer Credits | 10 |
| Plan of Study..... | 10 |
| Change of Specialty Area | 10 |
| Course Syllabi..... | 10 |
| Practicum Experiences..... | 11 |
| Graduate Assistantships | 11 |
| Program Evaluation and Student Evaluation | 12 |
| Assessment of Student Learning Outcomes: | 12 |
| Course Evaluations | 12 |
| Systematic Yearly Review of Students..... | 12 |
| Student Review Process..... | 12 |
| Course Registration..... | 13 |
| The Scoop | 13 |
| Selection of Courses | 13 |

| | |
|---|----|
| Academic Orientation | 13 |
| Continuing Students..... | 13 |
| Class Schedules and Mode of Delivery | 14 |
| Drop/Add and Withdrawal..... | 14 |
| Financial Aid and Tuition | 14 |
| Fees and Fee Payment..... | 14 |
| Financial Aid..... | 14 |
| Grades | 14 |
| Academic Standing and Retention..... | 14 |
| Grading Policy | 15 |
| Academic Standards..... | 15 |
| Academic Appeals | 15 |
| Assignment of Incomplete | 15 |
| Graduation Requirements and Information | 16 |
| General Requirements..... | 16 |
| Exit Exam/Culminating Experience | 16 |
| Application for Graduation..... | 16 |
| Graduation Regalia and Supplies..... | 16 |
| General Information..... | 17 |
| Address /Phone Number Changes | 17 |
| I.D. Cards | 17 |
| MyUWG | 17 |
| MyUWG email account | 17 |
| CSA Listserv | 17 |
| Parking and Vehicle Registration | 18 |
| Weather/Emergency Closing | 18 |
| Student Support Services | 18 |
| Personal Counseling..... | 18 |
| Accessibility Services | 18 |
| Career Services | 19 |
| Additional Resources | 19 |
| Bookstore | 19 |
| CourseDen/D2L | 19 |
| Ingram Library..... | 19 |

| | |
|---|----|
| Technology Resources | 19 |
| Professional Organizations | 20 |
| Appendix B | 23 |
| Appendix C | 24 |
| SYSTEMATIC REVIEW AND RETENTION PROCEDURES..... | 24 |
| Student Rights | 24 |

Student Responsibility

The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and the University of West Georgia. While every effort will be made to ensure accuracy of the material stated herein, the University of West Georgia, Department of Counseling, Higher Education, and Speech Language Pathology and the Area of Counselor Education and College Student Affairs reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation and availability of courses and programs of study without actual notice to individual students. Every effort will be made to keep students advised of such changes.

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

Information regarding academic requirements for graduation will be available in the offices of the Registrar and Deans of major schools and colleges. It is the responsibility of each student to keep apprised of current graduation requirements for a degree program in which he or she is enrolled.

In the event that an administrative hearing officer or a court of record determines that "publications" issued by the college create a contractual or quasi-contractual relationship with any person, the amount of damages recoverable by the parties shall be limited to the amount of consideration paid by the person for the privilege of admission, enrollment, continued enrollment, or other service rendered by the institution to such person. As used herein, the term "publications" (without limiting the generality of the normal meaning of the term) shall be deemed to include any and all written forms or other documents issued by the institution concerning applications for admission, enrollment or continued enrollment, waivers of liability, consents to medical treatment, dormitory occupancy, and any and all other written forms, documents, letters or other materials issued by the college in furtherance of its educational mission.

Introduction and Welcome

Welcome to the College Student Affairs Program (CSA) in the Department of Counseling, Higher Education, and Speech Language Pathology in the Area of Counselor Education and College Student Affairs. The faculty and staff are pleased that you have selected the University of West Georgia (UWG) for the pursuit of your graduate education. We are committed to making this a positive educational, personal, and professional growth experience.



Overview of the Department

The Department of Counseling, Higher Education, and Speech Language Pathology is housed in the College of Education (COE) at the University of West Georgia, and is home to the graduate degree programs in Counseling with an emphasis in College Student Affairs as well as undergraduate and graduate degree programs in Speech Language Pathology.

It is the policy of CPS to actively recruit students from a variety of backgrounds, experiences, and cultural influences. Our faculty and students have diverse backgrounds, and the program strives to maintain multicultural awareness and appreciation. The department is committed to recruiting even more students and faculty from diverse backgrounds.

Vision and Mission Statements

Counseling, Higher Education, and Speech Language Pathology

Vision and Mission Statement

Vision Statement

The vision of the Department of Counseling, Higher Education, and Speech Language Pathology is to prepare exemplary practitioners who make a meaningful difference in the community and in the lives of the individuals with whom they work.

Mission Statement

The mission for the Department of Counseling, Higher Education, and Speech Language Pathology is to:

1. Prepare exemplary entry-level practitioners with the professional knowledge, skills, and disposition to deliver evidence-based practices to diverse individuals across the lifespan.
2. Prepare exemplary advanced-level practitioners with professional knowledge, skills, and dispositions to bring about systemic change through program evaluation, advocacy, and leadership.
3. Provide outreach to the community, including outreach through a comprehensive community clinic that delivers speech-language pathology, audiology, developmental reading instruction, special education, counseling, and related diagnostic and educational services.
4. Explore and communicate new knowledge through applied research.

College Student Affairs Vision and Mission Statement

Vision Statement:

To prepare and develop the next generation of student affairs professionals.

Mission Statement:

The University of West Georgia College Student Affairs program will prepare graduate students for careers serving students in higher education by providing opportunities to:

1. Develop advising and helping skills
2. Develop competencies as outlined by the NASPA/ACPA Professional Competency Areas for Student Affairs Practitioners
3. Understand and appreciate the student development experience and student diversity in higher education
4. Understand the historical and theoretical context of higher education
5. Understand and apply the practice-to-theory-to-practice model
6. Gain focused practical experience through assistantships, internships, and practica to prepare graduates for successful careers in higher education

Program Information

Degree Programs

The Area of Counselor Education and College Student Affairs offers graduate level course work leading to the following degrees:

- M.Ed. with specialties in:
 - College Student Affairs
 - Clinical Mental Health Counseling
 - School Counseling
- Ed.S. degree in Professional Counseling
- Ed.D. in Professional Counseling and Supervision
- Ed.D. in Higher Education Administration

CSA Program Goals

Candidates will demonstrate:

1. An understanding of the historical, philosophical, ethical, cultural, and research foundations of higher education that informs student affairs practice;
2. The ability to apply ethical principles to practice;
3. An understanding of, and respect for, human diversity and the special needs of minority students;
4. The ability to apply basic counseling skills and appropriate development theory to understand, support, and advocate for student learning and development;
5. Knowledge of the impact of student characteristics and collegiate environment on student learning and learning opportunities;
6. Knowledge and skills required to design and evaluate effective educational interventions for individuals and groups;
7. The ability apply leadership, organizational, and management practices that assist institutions in accomplishing their mission; and
8. The ability to identify and apply assessment, evaluation, and research skills in an ethical and legal manner.

Core Student Learning Outcomes

Candidates will demonstrate knowledge, skills and dispositions consistent with the [ACPA/NASPA Core Competencies](#):

1. Personal and Ethical Foundations (PPF)
2. Values, Philosophy, and History (VPH)
3. Assessment, Evaluation, and Research (AER)
4. Law, Policy, and Governance (LPG)
5. Organizational and Human Resources (OHR)
6. Leadership (LEAD)
7. Social Justice and Inclusion (SJI)
8. Student Learning and Development (SLD)
9. Technology (TECH)
10. Advising and Supporting (A/S)

Advisement

Students are assigned an advisor upon admission to the program and receive initial advisement during orientation. Students must meet with their advisor during their first semester of course work to discuss program requirements as well as to develop their individual plans of study. Students are also recommended to schedule periodic meetings with their advisor to be sure program requirements are met. It is imperative that students keep in contact with their advisor. Because changes occur, it is the responsibility of students to check their official UWG email address and to visit the College Student Affairs Program website (<http://www.westga.edu/CSA>) for any notice of change.

Transfer Credits

A maximum of 6 semester hours of appropriate graduate credit may be transferred from another academic institution upon approval of the Program Coordinator. Credit transfer is not guaranteed and is up to the discretion of the Program Coordinator.

The following conditions must be met:

- Coursework credited toward awarding of another degree cannot be transferred.
- No course older than 7 years will be accepted for transfer credit
- Work must have been for graduate degree credit
- Transfer courses must meet the student learning objectives for the courses they replace

A transfer credit request form is available in the department office and must be signed by the appropriate parties.

Plan of Study

The 2020 plan of study is available online. It is also located in [Appendix A](#). The plan of study may change depending on the year of entrance into the College Student Affairs program. Additionally, the plan of study is not a binding contract nor does it include the completion of a comprehensive exam or culminating project.

Change of Specialty Area

Students may request a transfer from one specialty area (CMHC, CSA, or SC) to another within the M.Ed. program. The student must meet all admission requirements in the newly selected specialty area. This process begins with a written statement describing the rationale for the request and a discussion with an advisor as well as a new application submitted to the Graduate Admissions Office.

Course Syllabi

Course syllabi contain descriptions of course objectives, activities, evaluation criteria, and other general information, and are available at http://www.westga.edu/coecps/index_1160.php. They may also be accessed via individual faculty profiles. From the Counselor Education Program website http://www.westga.edu/coecsi/index_160.php, select “Directory” from menu on the left hand side of the page; then select “view my profile” under the individual instructor’s name. The courses taught by that instructor are listed by semester. Select “view syllabus” next to the course name and number. Syllabi for the upcoming/current semester may be posted in CourseDen.

Practicum Experiences

All students enrolled in the CSA program must complete two practicums. Traditionally, one practicum occurs in the spring of the first year and the second practicum occurs the following summer. Students are required to complete 150 hours and submit all assignments required per the syllabus. Accommodations may be made for fulltime employed students.

It is important to note practicum sites are not assigned, and it is left up to the student to find a location that fits her professional career or aspirations. However, faculty may provide a list of opportunities that will become available around November/December. If students are interested in a particular experience or office, please check with that department for possible openings. [Appendix B](#) contains a list of Functional Areas in Student Affairs all of which may not be available here. Please consult this list for areas of interest. Also, UWG is not the only resource for practicums; thus, if there is a Functional area that students are interested in that is not available on UWG's campus, students should speak with their advisor on school suggestions (e.g. Georgia Tech, Emory, LaGrange, Berry, etc). Some practicums may require interviews; therefore, students should consider the interviews for both Spring and Summer internships as practice for their future job.

Summer practicum experiences will be offered throughout the Spring semester. Specific agencies that offer internships that count as a practicum can be found on ACUHO-I's and NODA's web pages. In addition to these organizations, opportunities may be forwarded to students via instructors and through social media.

ACUHO-I internships are primarily housing related; however, there are also positions for summer conferences, orientations, conduct, marketing, and advertising. The majority of these positions provide a stipend, room, and board. Students may not be required to have experiences in any of these fields in order to apply for these internships. If interested in applying, students are usually required to register on the respective website, and post their resume. Students are typically allowed to post a general cover letter, but it is not required. Students should be aware of the process and timeline:

If students are not interested in the ACUHO-I or NODA processes, several opportunities will be offered throughout the Spring, but they may be sporadic in posting. Visiting Career Services to make sure that your resume is prepared properly is advised before starting the summer internship process. This will help prepare students' resume for their official job search as well.

Graduate Assistantships

The CSA program does not directly employ graduate assistantships; however, the CSA program works in tandem with the Division of Student Affairs and Enrollment Management and other institutions to provide graduate students with assistantships. All questions regarding Graduate Assistantships should be directed to the Division of Student Affairs and Enrollment Management at UWG. Students must maintain a 3.0 GPA to continue to work as a graduate assistant.

Program Evaluation and Student Evaluation

Assessment of Student Learning Outcomes:

An integral part of all of our degree program is the ongoing assessment of student learning outcomes. In order to achieve this goal, key assessments across the curriculum are linked to learning outcomes. Data are entered into Tk20, the Assessment and Data Management System to which **all students must subscribe**. Students may subscribe directly online at <https://westga.tk20.com> or may buy a subscription pack at the University bookstore.

Course Evaluations

At the end of each semester students are asked to anonymously evaluate each course and instructor. This is a University-wide evaluation process. The purpose of this evaluation is to provide the instructor with constructive feedback relative to future teaching of the course, teaching style, and interpersonal skills. Additionally, students may, at any time, communicate to any faculty member their needs, observations, or appraisal.

Other evaluations of students may include:

- Graduate Surveys
- Employer Surveys
- Supervisor Surveys

The data collected from all evaluation methods may be used by faculty for continuous improvement of the program.

Systematic Yearly Review of Students

In accordance with CAS Standards, NASPA/ACPA Competencies, and general best practices, CEP/CSA faculty systematically monitor and evaluate the academic, practical, and intrapersonal/interpersonal functioning of all students enrolled in programs in Counselor Education and College Student Affairs at the University of West Georgia. Each student will participate in progress monitoring at least two times during his or her enrollment. Students will be notified by email when they are eligible for review and will complete an online form titled *Student Progress and Accomplishments* in Tk20. The data provided by students will be reviewed in combination with course grades, key assessment results, and behavioral observations to identify strengths and potential areas for improvement during a faculty meeting. Outcomes of the review are shared with the student through results of the *Performance Monitoring Rubric*. A 4-point rubric rates the performance of students and includes Exemplary (4), Proficient (3), Developing (2), and Unsatisfactory (1) levels. For the full policy please see [Appendix C](#).

Student Review Process

The student review process, not to be confused with the systematic review process, specifically addresses poor academic standards or dispositional issues affecting the student and/or classmates. The purpose of this process is to (a) ensure the student's right to equal application of policies and procedures and (b) ensure due process is met.

Faculty or students may initiate the student review process by submitting a written request to the Department Chair. Faculty will discuss the request and a committee will be convened to address the concerns in question. Students are notified in writing by email if under review with a detailed description indicating the concerns and reason for review. Additionally, if under review, students will be notified of the process for responding and given an appropriate opportunity to respond.

The student review committee will request a meeting with the student, collect any information relevant to the situation, and make a recommendation that best addresses the severity of the situation. The recommendation can include, but is not limited to, a professional development plan, retake of classes, suspension, or expulsion.

Course Registration

Only continuing students should register for classes. Students who are in their first semester of the College Student Affairs program will register for their classes at a specified date and time.

The Scoop

The [Scoop](#) is an online resource published each semester. This indispensable guide contains essential information including the University calendar, general announcements, class periods, exam schedules, registration deadlines, financial aid information, a map of the campus, and other important details.

Find The Scoop at <https://www.westga.edu/student-services/registrar/the-scoop.php>

Class Bulletin

A listing of courses offered during the current and, usually two semesters past, can be found on the UWG website. The class bulletin can be found here:

https://westga.gabest.usg.edu/B540/bwckschd.p_disp_dyn_sched

Selection of Courses

Selection of courses should be done in consultation with one's advisor. During advisement sessions, the academic advisor will review the [Plan of Study](#) and discuss scheduling of classes with the exception of entering cohort students.

Academic Orientation

Students who are newly admitted in the CSA program will receive an invitation to a mandatory Academic Orientation and will have the opportunity to be initially advised. This orientation will also present important information about being a graduate student at the University of West Georgia. Additionally, students and faculty will be introduced, and important details relevant to the CSA program will be shared.

Continuing Students

Registration dates are available online in the [Scoop](#). After the first semester, continuing students may register for next semester courses during "early registration." Registration may be accomplished on-line at <http://banweb.westga.edu>, in person at the Registrar Office, or by mail.

Registration during the “early registration” period is recommended because returning students are more likely to obtain a seat in the desired class.

Class Schedules and Mode of Delivery

Courses may be offered fully face-to-face, fully online (synchronous or asynchronous) or in a hybrid model. Most face-to-face course sessions for College Student Affairs courses are offered from 2:30 PM – 5:00 PM during Fall and Spring semesters whereas counseling courses are generally offered from 5:30 PM to 8:00 PM. CSA summer semester classes are online. The delivery of the course may change without notice and is up to the instructor. Children are not permitted in class.

Drop/Add and Withdrawal

If it is necessary to drop or add a course after registration, there is a one to three day opportunity at the beginning of each semester. After that time period, withdrawal policies are in effect, including a grade of “W” on the transcript and no refund of tuition. See www.westga.edu/registrar/ for policies and procedures.

Financial Aid and Tuition

Fees and Fee Payment

Students enrolled in the College Student Affairs program are required to either a) hold an assistantship on campus or b) hold a full-time position in higher education. Students that hold an assistantship are provided a tuition waiver. Students are still responsible for fees that may change each year. Fee payment may be made on-line <http://banweb.westga.edu>, in person at the Registrar’s Office, or by mail. If payment is late, classes may be dropped and a late fee will be assessed. In addition to university fees. Fees are approximately \$1,000 per semester and there is a \$25 tuition waiver fee that is not listed in the official fee list.

Financial Aid

Financial Aid is available in a variety of forms including federal, state, institutional loans, grants, scholarships and work programs. Please visit the Financial Aid office www.westga.edu/finaid/ for more information. Loans are typically dispensed around two weeks after classes start. If students have taken out loans, fees will be taken out of the loan money before it is dispensed.

Grades

Academic Standing and Retention

Grades are letter grades of A, B, C, and F for graduate students. The Practicum and Capstone are graded with S/U (satisfactory and unsatisfactory). All students enrolled in CSA programs must maintain a cumulative graduate-level GPA of 3.0 or higher to remain in good academic standing. **Any student obtaining a grade lower than a B in a core course must retake the course, regardless of the cumulative GPA, and obtain a grade of B or higher.** A grade lower than a B in a non-core will not require the student to retake the course. Students who receive one C during a semester will be placed on a Professional Growth and Development Plan after meeting with the program coordinator and/or their academic advisor. Receiving two C’s will result in

suspension from the program for a minimum of one semester. Receiving an F will result in dismissal from the program. Unsatisfactory grades in practicum and capstone (or other classes changed to an S/U format) will be considered an F and invoke the aforementioned policy.

Grading Policy

Grading policies are outlined in the course syllabus and are in accordance with the Grading System for Graduate Students as outlined in the Graduate Student Handbook located at <https://www.westga.edu/academics/gradstudies/academic-policies.php>.

Academic Standards

Academic Standards are described in the Graduate Catalog located at <https://www.westga.edu/academics/gradstudies/academic-policies.php>.

Academic Appeals

Students have the right to appeal a course grade. Policy for grade appeals may be found in the Graduate Catalog at <https://www.westga.edu/academics/gradstudies/academic-policies.php>.

Assignment of Incomplete

An incomplete (I) indicates that a student was doing satisfactory work, but, for non-academic reasons beyond his or her control, was unable to meet the full requirements of the course. An incomplete will be given only for illness, death in the family, or other instances deemed appropriate per the faculty. An incomplete must be removed by the completion of work within one calendar year; otherwise, the Incomplete (I) becomes a Failure (F).

Graduation Requirements and Information

General Requirements

Students must have successfully completed the appropriate plan of studies with a minimum GPA of 3.0 and receive a passing score on the program comprehensive exam to be eligible for graduation. See <https://www.westga.edu/academics/gradstudies/academic-policies.php> for university policy related to graduation requirements.

Exit Exam/Culminating Experience

For the 2022 cohort, the culminating experience will be incorporated into the Capstone class, and will comprise of exams taken from core courses over the past two years. Faculty reserve the right to alter exit exams as they see fit within their professional opinion. This may result in slight changes to the exit exam policy for incoming cohorts.

Application for Graduation

A student is required to submit an application for graduation with the Graduate Office. Directions for completing this process can be found at <https://www.westga.edu/student-services/registrar/graduation.php>. The deadline for submission of the graduation application is as follows:

Graduate Application Deadlines

| | |
|-------------------|-----------|
| Spring Graduation | October 1 |
| Summer Graduation | March 1 |
| Fall Graduation | August 1 |

Graduation Regalia and Supplies

Graduation supplies may be ordered online through the University Bookstore website <http://www.bookstore.westga.edu/>.

General Information

Address /Phone Number Changes

For a variety of reasons, it is important that the department is able to reach students. Therefore, it is necessary to report any change of address or phone number to the CEP/CSA Administrative Assistant as soon as possible. In addition, changes in contact information also must be made at the Registrar's office. The CEP/CSA department does not make changes for the student to the Registrar's office. Likewise, the Registrar's Office is unable to provide the department with an address change for the student's record. It is the student's responsibility to make the appropriate changes to both the CEP Office and the Registrar. This may be easily done online through the [Enrollment Services Center](#)

I.D. Cards

Student ID cards are made in the Wolves Card Office located in the University Community Center (UCC), Top Floor, from 8 am until 5 pm, Monday through Friday. Student I.D. cards are free of charge for students enrolled in a University program. The same card is used throughout the entire enrollment period. It is validated as students pay fees each term and is non-transferable.

MyUWG

MyUWG is an innovative tool designed to simplify the process of using email, Banner, WebCT and more. It provides a central login and url for access to almost everything a student needs at UWG. To access MyUWG go to <http://myuwg.westga.edu/>

MyUWG email account

Upon admission to the university every student is automatically provided with a free Google Apps account and free personal webspace with a domain of @my.westga.edu. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email. For information regarding your email account visit <https://www.westga.edu/its/google/student-info.php>

College Student Affairs students are also provided a work email address. Students are responsible for managing both email accounts. Please note, the work email address is discontinued during breaks and termination of employment from the assistantship.

CSA Listserv

The CSA Program maintains a student listserv. You are automatically enrolled in this listserv upon

admission to the program. The listserv is moderated and used to communicate about important matters such as deadlines, course scheduling changes, job openings and other current news items.

Parking and Vehicle Registration

All vehicles parking on campus must be registered with Parking Services. Students must register their vehicles and obtain a hangtag in person at Parking Services in Row Hall (hours 7:30 AM to 4:30 PM). Students have the first five class days after the beginning of their first semester to register their vehicles. Upon vehicle registration, a hangtag will be issued and is required for parking on campus. Failure to display a hangtag will result in a citation. Park only in the designated parking areas that is depicted on the parking hangtag. It is important to pay all parking tickets promptly; unpaid parking tickets will result in an inability to register for classes until the fine is paid. Parking ticket appeals must be made within five days. Students should be familiar with the UWG Parking Code found at the Parking Services webpage.

Weather/Emergency Closing

Classes may be canceled during times of inclement weather or an emergency. However, because of the difficulty in making up lost time, classes are canceled only in extreme circumstances. Final decisions about University closings rests with the President. Notification of official closing or delayed opening of the University will be made by the Director of University Communications. Faculty do reserve the right to continue classes online in order to remain on schedule. Announcements are made through the media and posted on the University website www.westga.edu.

Student Support Services

Personal Counseling

Personal counseling for students is available at no cost through UWG Counseling Center. Students are encouraged to use this confidential service if the need should arise. Often when learning how to promote growth and change for students, it becomes necessary to examine one's own change process. Faculty may suggest students seek counseling when personal issues appear to be interfering with the student's professional development. Any contact with UWG Counseling Center is confidential. To learn more about services or to learn how to make an appointment visit <http://www.westga.edu/counseling/>.

Accessibility Services

All students are provided with equal access to classes and materials, regardless of special needs, temporary or permanent disability, special needs related to pregnancy, etc. Students with a documented disability may work with the Office of Accessibility Services to receive essential services specific to their disability. Disabilities may be temporary or permanent, and are categorized into three areas; physical, psychological and learning disorders. Students with documented special needs may expect accommodation in relation to classroom accessibility, modification of testing, special test administration, etc. For more information, please contact Accessibility Services at <https://www.westga.edu/student-services/counseling/accessibility-services.php>

Career Services

UWG career services offers comprehensive resources for students including job search information, student employment, and volunteer opportunities. Staff also provides help with resume and cover letter writing and mock interviews. To learn more about UWG career services visit <https://www.westga.edu/student-services/careerservices/>.

Additional Resources

Bookstore

The University Bookstore is a campus resource for UWG textbooks, gear and supplies. The bookstore website enables students to buy or sell used and new textbooks; find official UWG gear; and purchase software, gifts, and graduation supplies on-line. Search the bookstore homepage at www.bookstore.westga.edu/.

CourseDen/D2L

CourseDen/D2L is the online course management system used by UWG. All or part of your course content for every course will be delivered using CourseDen. The log in page for CourseDen is at <https://westga.view.usg.edu/>. Your login is your UWG ID and password. Help information is noted on the login page as well as at <https://uwgonline.westga.edu/>

Ingram Library

The Ingram Library on the UWG campus houses a multitude of resources, including books, professional journals, government documents, and the Annie Belle Weaver Special Collections. Visit the library's website www.westga.edu/~library/ for complete information about the library holdings, reference resources, circulation, and other details. A useful service offered by the library is Ask-A-Librarian, an electronic connection to library the staff.

Technology Resources

The COE has computer labs available to students on the second floor of the Education Center in rooms 204 and 205. For information including hours of operation and available software visit <https://www.westga.edu/its/uwglabs/>

UWG also provides wireless access to students through connect West Wireless access. Coverage can be found throughout campus. To learn how to connect and for access points please visit <https://www.westga.edu/its/wireless.php>.

The University of West Georgia, in coordination with Microsoft, is now offering Office 365 to all Faculty, Staff, and currently enrolled full-time students. This includes Microsoft Office Pro Plus (the very latest version of the Microsoft Office suite as soon as they are released) for up to 5 personal Windows or Mac computers as well as the Microsoft Office Mobile Suite for up to 5 personal mobile devices running iOS, Android, Windows Phone, and more! In addition to Microsoft Office products, users also have access to Office Online Web Apps and unlimited online storage via Microsoft's OneDrive. To find out more information please go here: http://www.westga.edu/its/570_3275.php

Professional Organizations

Professional organizations are vital to any profession. Such organizations foster standards, ethical principles, research, accreditation, and governance. Students are encouraged to join appropriate professional organizations. Most professional counseling organizations offer lowered rates for student membership.

Faculty members belong to professional organizations, attend and present at professional conferences, hold editorial positions for national and state journals, and hold office or chair committees in national and state organizations.

Students are encouraged to attend professional meetings and to offer proposals for presentations and manuscripts for publication. Some courses may require participation in professional development activities.

Following is a partial list of relevant national and state organizations with contact information. Students are encouraged to explore and join organizations of interest to them. A comprehensive list can be found at <http://www.studentaffairs.com/web/professionalassociations.html>

[National Association for Student Personnel Administrators \(NASPA\)](#)

[American College Personnel Association \(ACPA\)](#)

[Southern Association for College Student Affairs Administrators\(SACSA\)](#)

[American Family Association \(AFA\)](#)

[Southeastern Association of Housing Officers \(SEAHO\)](#)

[Georgia College Personnel Association \(GCPA\)](#)

Appendix A

9 Month GA Program Sheet and Plan of Study Work Sheet M.Ed. in Professional Counseling: College Student Affairs Counselor Education Program

| COLLEGE STUDENT AFFAIRS PROGRAM | | | | |
|---|------------|-----------|-----------------------------|------------|
| CORE CURRICULUM | HRS | GR | SEMESTER PLANNED | SUB |
| First Fall Semester | | | | |
| CEPD 6140 Basic Counseling Skills | 3 | | | |
| HESA 6170 Foundations of College Student Affairs | 3 | | | |
| HESA 6172 Theories of College Student Development | 3 | | | |
| First Spring Semester | | | | |
| CEPD 6131 Counseling Theories | 3 | | | |
| HESA 6177 Theory and Assessment of Educational Environments | 3 | | | |
| HESA 6175 Practicum: Student Affairs | 3 | | | |
| First Summer Semester | | | | |
| HESA 7145 Advocacy and Leadership | 3 | | | |
| HESA 6175 Practicum: Student Affairs | 3 | | | |
| Second Fall Semester | | | | |
| HESA 6178 The American College Student | 3 | | | |
| HESA 6174 Higher Education Administration | 3 | | | |
| CEPD 6160 Group Counseling | 3 | | | |
| Second Spring Semester | | | | |
| HESA 6176 Campus Crisis, Ethical and Legal Issues | 3 | | | |
| HESA 7152 Research and Program Evaluation | 3 | | | |
| HESA 6179 Capstone Seminar: Student Affairs | 3 | | | |
| Total Hours | 42 | | | |
| COMMENTS: | | | | |

**12 Month GA
Program Sheet and Plan of Study Work Sheet
M.Ed. in Professional Counseling: College Student Affairs
Counselor Education Program**

| COLLEGE STUDENT AFFAIRS PROGRAM | | | | |
|---|------------|-----------|-----------------------------|------------|
| CORE CURRICULUM | HRS | GR | SEMESTER PLANNED | SUB |
| First Fall Semester | | | | |
| CEPD 6140 Basic Counseling Skills | 3 | | | |
| HESA 6170 Foundations of College Student Affairs | 3 | | | |
| HESA 6172 Theories of College Student Development | 3 | | | |
| First Spring Semester | | | | |
| CEPD 6131 Counseling Theories | 3 | | | |
| HESA 6177 Theory and Assessment of Educational Environments | 3 | | | |
| HESA 6175 Practicum: Student Affairs | 3 | | | |
| First Summer Semester | | | | |
| HESA 7145 Advocacy and Leadership | 3 | | | |
| HESA 7152 Research and Program Evaluation | 3 | | | |
| Second Fall Semester | | | | |
| HESA 6178 The American College Student | 3 | | | |
| HESA 6174 Higher Education Administration | 3 | | | |
| CEPD 6160 Group Counseling | 3 | | | |
| Second Spring Semester | | | | |
| HESA 6176 Campus Crisis, Ethical and Legal Issues | 3 | | | |
| HESA 6175 Practicum: Student Affairs | 3 | | | |
| HESA 6179 Capstone Seminar: Student Affairs | 3 | | | |
| Total Hours | 42 | | | |
| COMMENTS: | | | | |

Appendix B

List of Student Affairs Functional Areas

CAS has developed 44 sets of functional area standards for higher education programs and services (retrieved from <http://www.cas.edu/standards>).

- Academic Advising Programs**
- Adult Learner Programs and Services
- Alcohol and Other Drug Programs**
- Assessment Services
- Auxiliary Services Functional Areas
- Campus Activities Programs
- Campus Information and Visitor Services
- Campus Police and Security Programs
- Campus Religious and Spiritual Programs
- Career Services
- Civic Engagement and Service-Learning Programs**
- Clinical Health Services
- College Honor Society Programs**
- College Unions
- Commuter and Off-Campus Living Programs
- Conference and Event Programs
- Counseling Services
- Dining Service Programs
- Disability Resources and Services**
- Education Abroad Programs and Services**
- Financial Aid Programs**
- Fraternity and Sorority Advising Programs
- Graduate and Professional Student Programs and Services
- Health Promotion Services
- Housing and Residential Life Programs**
- International Student Programs and Services
- Internship Programs
- Learning Assistance Programs
- Lesbian, Gay, Bisexual, and Transgender Programs and Services
- Master's Level Student Affairs Professional Preparation Programs
- Multicultural Student Programs and Services
- Orientation Programs**
- Parent and Family Programs
- Recreational Sports Programs
- Registrar Programs and Services
- Sexual Violence-Related Programs and Services**
- Student Conduct Programs**
- Student Leadership Programs
- Transfer Student Programs and Services
- TRIO and Other Educational Opportunity Programs
- Undergraduate Admissions Programs and Services
- Undergraduate Research Programs
- Veterans and Military Programs and Services
- Women's and Gender Programs and Services

Appendix C

SYSTEMATIC REVIEW AND RETENTION PROCEDURES

Counselor Education and College Student Affairs
University of West Georgia

In order to promote professional and personal development, faculty systematically monitor and evaluate the academic, professional, and intrapersonal/interpersonal functioning of all students enrolled in programs in Counselor Education and College Student Affairs at the University of West Georgia.

Each student will participate in progress monitoring at least twice during his or her enrollment. Students will be notified by email when they are eligible for review and will complete a form called *Student Progress and Accomplishments* available to them in Tk20. The data provided by students will be reviewed in combination with course grades, key assessment results, and behavioral observations to identify strengths and potential areas for improvement during a faculty meeting scheduled for this purpose. Outcomes of the review are shared with the student through results of the *Performance Monitoring Rubric*. The 4-point rubric is used to rate performance as Exemplary (4), Proficient (3), Developing (2), and Unsatisfactory (1).

Acceptable progress at the first review is determined by rubric scores of 2 or higher in all categories. Any scores of 1 (unacceptable) will immediately result in a professional development plan developed jointly by the student and his/her advisor. The goal of the plan is remediation of the problem area. Continued participation in the program will be contingent on successful remediation of the problem area(s).

Acceptable progress at the second review is determined by rubric scores of 3 or higher in all categories. Any scores of 1 (unacceptable), or more than one score of 2 (developing), will immediately result in a referral to the student review committee and may result in suspension or expulsion from the program.

Student Rights

- Students have a right to review this policy
- Students have a right to receive written description of the faculty concerns prior to any meetings to discuss progress or remediation
- Students have a right to respond to concerns raised about their progress and have their responses considered and integrated, when feasible, into professional development plans
- Students whose progress review results in recommendations for suspension or dismissal have the right to appeal that decision beginning with the department head.