



*Master of Arts in  
Rehabilitation Counseling*

*Student Handbook  
2025-2026*

## Table of Contents

<b>I. INTRODUCTION .....</b>	<b>3</b>
<i>Academic Context .....</i>	<i>4</i>
<i>Mission .....</i>	<i>4</i>
<i>Objectives.....</i>	<i>4</i>
<i>CACREP Standards.....</i>	<i>5</i>
<b>II. GETTING STARTED.....</b>	<b>5</b>
<i>Computer Access and Skills.....</i>	<i>5</i>
<i>Students with Disabilities.....</i>	<i>6</i>
<i>Student Resources.....</i>	<i>6</i>
<i>Financial Aid and Scholarships.....</i>	<i>7</i>
<b>III. CURRICULUM INFORMATION .....</b>	<b>8</b>
<i>Course Offerings.....</i>	<i>8</i>
<i>Plan of Study.....</i>	<i>8</i>
<i>Transferring Credits .....</i>	<i>8</i>
<i>Pre-Practicum, Practicum, and Internship.....</i>	<i>9</i>
<i>Course Registration.....</i>	<i>9</i>
<i>Textbooks.....</i>	<i>9</i>
<i>Course Formats.....</i>	<i>10</i>
<i>Student Feedback.....</i>	<i>10</i>
<b>IV. BENCHMARK AND GRADUATION REQUIREMENTS .....</b>	<b>11</b>
<i>Policy for Student Retention, Remediation, and Dismissal.....</i>	<i>11</i>
<i>Comprehensive Examination .....</i>	<i>11</i>
<i>Graduation Requirements .....</i>	<i>12</i>
<i>Student Assessment of the Program.....</i>	<i>12</i>
<b>V. PROFESSIONAL INFORMATION.....</b>	<b>12</b>
<i>Endorsement Policy .....</i>	<i>12</i>
<i>Certification and Licensure.....</i>	<i>13</i>
<i>Professional Organizations .....</i>	<i>14</i>
<b>APPENDIX A: Computer Requirements and Universal Account Activation .....</b>	<b>15</b>
<b>APPENDIX B: Plans of Study and Academic Planning .....</b>	<b>19</b>
<b>APPENDIX C: Student’s Resource Guide.....</b>	<b>24</b>
<b>APPENDIX D: Summary of University and Program Policies.....</b>	<b>26</b>
<b>APPENDIX E: Scope of Practice for Rehabilitation Counseling.....</b>	<b>37</b>

## I. INTRODUCTION

Welcome and congratulations! You have worked at building a foundation of knowledge and experience, which prepares you to begin your professional training as a rehabilitation counselor. We hope that you develop the same respect for your new profession that all of us within Western share. We expect that during your time with us you will mature as a person, a creative thinker, a sensitive human being, and a caring individual. We also expect that you will become more fully developed as a learner committed to your own growth and a risk-taker who recognizes the importance, as well as the responsibility, involved in helping others to grow.

Your professional training with us requires participation in the total experience. It is not just the accumulation of course credit or the gathering of information in any one or combination of courses that makes you a professional rehabilitation counselor. You must look within yourself to examine your beliefs and your filters in order to help others. The responsibility for your professional growth begins with you, but it is shared with your student peers, faculty, and supervisors.

The faculty and staff of the program are here to work with you. They can help you brainstorm about how to meet program requirements, recommend ways to learn more about any special interest areas, and plan for your future in the field of rehabilitation counseling. We urge you to reach out. We want you to be successful. We want to support you as well as to challenge you.

The MA in Rehabilitation Counseling Program has an Advisory Committee consisting of representatives from Western, the rehabilitation counseling community, employers, alumni, individuals with disabilities, and students. This Committee advises the program on new topics and courses to be developed, program and policy issues, and participation in the annual program evaluation. The meetings are open to current students and the program welcomes feedback from students during the Advisory Committee meetings.

We perceive your time with us as an opportunity to begin the life-long commitment to professional development. Your graduate program with us will provide you with the tools, the personal insight, and the understanding to enter the profession. It may not result in your becoming the completely perfect rehabilitation counselor; rather you will become the questioning, learning, competent, and ethical rehabilitation counselor.

This manual provides you with some basic information about your program. However, **PLEASE MAKE CERTAIN TO READ THE [UNIVERSITY CATALOG](#), WHICH IS THE OFFICIAL DOCUMENT REGARDING POLICIES AND PROCEDURES.**

## Academic Context

The Western Washington University MA in Rehabilitation Counseling Program is administratively and programmatically housed within the Woodring College of Education's Department of Health and Community Studies and physically housed with the Everett University Center on Everett Community College's campus.

The **mission** of the Woodring College of Education: facilitate life-long learning through exemplary teaching to prepare quality education, health, and human services professionals for democratic citizenship and meaningful careers. As a College that serves the state, nation, and world, we:

- Construct, transform, and convey knowledge by integrating research, theory, and practice;
- Cultivate student growth through extensive community and school engagement in collaboration with exemplary practicing professionals;
- Act with respect for individual differences, including taking a strengths-based view;
- Develop collaborative partnerships that promote the learning and well-being of individuals, families, and the community; and
- Evaluate processes and outcomes to ensure continual program improvements.

The **vision** of the Woodring College of Education is to “foster community relationships and a culture of learning that advance knowledge, honor diversities, and promote social justice.”

The **mission** of the Department of Health & Community Studies: The HCS Department values the identities, capacities, and histories of all individuals and communities. We advocate for dignity, equity, self-determination, and the public good. We facilitate strong inclusive, participatory learning communities through anti-oppression work, ethical and critically reflective practices, scholarship, and community engagement.

## Mission

The **mission** of the MA in Rehabilitation Counseling Program is to prepare dedicated and qualified rehabilitation counselors who will partner with individuals with disabilities to enhance their lives, including self-determination, independence, meaningful employment, and full community participation.

## Objectives

The **objectives** of the MA in Rehabilitation Counseling Program are:

1. To offer a quality curriculum that prepares master's level rehabilitation counselors with the knowledge and skills necessary to ethically and competently serve and advocate with individuals with disabilities.
2. To recruit and retain qualified students for a viable program that includes persons from diverse racial and cultural backgrounds and individuals with disabilities.
3. To promote an inclusive learning community that enriches student experience and education and promotes full participation of all students.

4. To create opportunities for student interaction with individuals with disabilities as well as individuals from culturally diverse backgrounds.
5. To efficiently and effectively enhance the program by obtaining regular and timely feedback from students, the advisory committee, field experience site supervisors, consumers, graduates, and employers.

### **CACREP Standards**

The MA in Rehabilitation Counseling Program is fully accredited by CACREP (Council for Accreditation of Counseling & Related Educational Programs) through March 31, 2029. The following areas guide the development of the curriculum and are expectations of the expertise that graduates will have once they complete the program, as described in Sections [3 \(Foundational Counseling Curriculum\)](#), [4 \(Professional Practice\)](#), and [5.G. \(Rehabilitation Counseling\)](#) of the CACREP Standards. Visit [CACREP Standards](#) for the complete list of standards.

## **II. GETTING STARTED**

### **Computer Access and Skills**

You must have access to a computer, software compatible with Microsoft Office, and the Internet for all courses, regardless of the format in which they are being taught. Even for in-person courses, the course syllabus, handouts, and links to important resources often will be posted on Canvas, which is a web-based learning management system. Review [Appendix A](#) for the specific requirements.

#### ***Examples of Skills Required:***

- ✓ Using a search engine to conduct research on the Internet
- ✓ Preparing documents in final form using software compatible with Microsoft Word
- ✓ Sending and receiving e-mail
- ✓ Using Adobe Acrobat Reader to download a pdf file
- ✓ Using software compatible with Microsoft PowerPoint to read and develop presentations for courses

#### ***Canvas Tutorial:***

Western's Academic Technology & User Services (ATUS) has information to help students learn how to use Canvas effectively: <https://atus.wvu.edu/canvas-help> (scroll down to WWU Canvas for Students).

#### ***Help Desk:***

If you experience difficulty or have technical questions regarding Canvas, please direct your questions to the Canvas Help Desk (360-650-7900 or [canvashelp@wvu.edu](mailto:canvashelp@wvu.edu)). For general technology/email/Web4U questions, please contact the ATUS Help Desk at [helpdesk@wvu.edu](mailto:helpdesk@wvu.edu) or 360-650-3333. Be sure to indicate your name, the course with which

you are having difficulty, and that you are an Everett student. It will be helpful to have your WWU username or ID number.

## Students with Disabilities

### *All Accommodations:*

The WWU [Disability Access Center](#) (DAC) provides disability management counseling, resources, and referral information to enrolled students who possess a temporary or permanent disabling condition. Specific accommodations or services are determined on an individual basis and are modified to meet the unique needs of the student and their academic experience. If you wish to request accommodations, you should contact WWU DAC at 360-650-3083 or [drsfrontdesk@wwu.edu](mailto:drsfrontdesk@wwu.edu) as soon as possible with your request.

### *Site-Specific Accommodations:*

Because the Rehabilitation Counseling program is located within the Everett University Center, some on-site accommodations, such as an ADA chair, must be approved by the WWU DAC office and then requested each quarter through the Everett University Center. Contact Monica Holmer, Program Specialist, for more information. The deadline for making such requests is approximately one month before classes begin.

## Student Resources

There are several resources available for students in the WWU MA in Rehabilitation Counseling Program.

### *1. MyWestern*

Link to information and services available to students. From here, you can get to **Web4U**, where you can check your grades, register for classes, change your address, and check your financial status.

*MyWestern* is also the portal through which you access many online campus services, including your online courses, campus e-mail, course schedule, grades, and transcripts. To activate your *MyWestern* account, go to <https://atus.wwu.edu/kb/new-wwu-activate-your-account> and follow the directions.

### *2. WWU Libraries*

Also has information [specific to RC students](#).

### *3. WWU Hacherl Research and Writing Studio*

The Hacherl Research and Writing Studio is both a place and a service that offers support for your academic work in research and writing. They can generally respond within 48 hours to a draft of a paper through their online portal.

### *4. ATUS Help Desk*

If you experience difficulty or have technical questions, please direct your issues to the ATUS Help Desk (360-650-3333, or [helpdesk@wwu.edu](mailto:helpdesk@wwu.edu)). If you are having difficulty in

Canvas, contact the Canvas Help Desk at [canvashelp@wwu.edu](mailto:canvashelp@wwu.edu) or 360-650-7900. Be sure to indicate your name, the course with which you are having difficulty, and that you are an off-campus student.

5. **[Canvas Help](#)**

Western's Academic Technology & User Services (ATUS) has information to help students learn how to use Canvas effectively.

6. **[Disability Access Center](#)**

If you need accommodations for a disability, you should contact this office to make your request.

7. **[Kitto Graduate Student Hub](#)**

The Kitto Graduate Student Hub cultivates a community of support and dedicated space for Western's graduate students. The Hub is your connection point for graduate services and professional development.

8. **[Counseling Services](#)**

Please review the information in the [RC Student Resources Canvas](#) site under "Counseling Services Available to WWU Everett Students."

## **Financial Aid and Scholarships**

Information about other sources of financial aid include the following:

- The university has a [Financial Aid Services Center](#), which can provide other resources to students who are eligible.
- Woodring College of Education has some [scholarships available](#).
- WWU Disability Studies & Action Collaboration [scholarships](#).
- There are [full or partial tuition waivers](#) available for students who meet certain criteria.
- Civic Leadership & Engagement Corps (CLEC) [AmeriCorps](#) have education award opportunities available - RC students would be in the focus area of Medical & Mental Health Services. Scroll to Current Opportunities section to learn how you can direct enroll.
- NBCC Foundation offers [scholarships and fellowships](#) to help increase the number of counselors committed to helping priority underserved communities.
- The [ARC](#) offers a limited number of scholarships per year. The deadline has historically been the end of February for the following academic year.
- [Website](#) offering information on financial aid for students with disabilities

### III. CURRICULUM INFORMATION

#### Course Offerings

The following courses are required to complete the 90-credit Master of Arts degree. For details on scheduling, review [Appendix B](#) for a typical Academic Plan.

RC 501	Rehabilitation Research (4 credits)
RC 546	Addictions and Rehabilitation Counseling (2 credits)
RC 577	Multicultural Rehabilitation Counseling (4 credits)
RC 578	Legal, Ethical, and Professional Issues in RC (4 credits)
RC 579	Lifespan Development and Disability (4 credits)
RC 580	Theories & Techniques of Rehabilitation Counseling I (4 credits)
RC 582	Introduction to Rehabilitation Counseling (4 credits)
RC 583	Theories & Techniques of Rehabilitation Counseling II (6 credits)
RC 584	Group Counseling Techniques in Rehabilitation (6 credits)
RC 585	Social, Psychological, and Attitudinal Aspects of Disability (4 credits)
RC 586	Medical Aspects of Disability (6 credits)
RC 587	Assessment and Testing in Rehabilitation Counseling (4 credits)
RC 588	Career Development and Job Placement (6 credits)
RC 589	Case Management in Rehabilitation (4 credits)
RC 590	Pre-Practicum in Rehabilitation Counseling (4 credits)
RC 591	Practicum in Rehabilitation Counseling (4 credits)
RC 592	Internship in Rehabilitation Counseling (16 credits)
RC 594	Psychiatric Disabilities in Rehabilitation (4 credits)

#### Plan of Study

During your first quarter, the program will add your Plan of Study into [Degree Works](#). Degree Works is an academic planning and degree progress tool that reflects your academic progress towards the completion of your program of study at Western. To access Degree Works in Web4U, log into Web4U and then navigate to your Students tab, select Student Records, and then select Degree Works (**Web4U -> Students -> Student Records -> Degree Works**).

Your plan in Degree Works incorporates any courses you are transferring into your program, plus the required rehabilitation counseling courses, based on the requirements in the WWU Catalog for the year you were admitted. This plan will consist of 90 quarter-credits of study as a requirement for graduation. There is a standardized sequence of course offerings (please review [Appendix B](#)). If you need to vary from this sequence, please work with Dr. Boland to complete a modified Academic Plan.

#### Transferring Credits

Up to twelve quarter credits (or 8 semester credits) may be transferred into your graduate program. These may be courses taken at another university, or courses taken at Western Washington University prior to being admitted to the graduate program, as long as they were

taken within the previous three years, graded with a B (3.0) or better, and were not applied toward the completion of another degree. Your transfer courses and credits are reviewed with Dr. Boland and, if determined to be relevant, are incorporated into your Graduate Plan of Study and submitted to the Dean of the Graduate School for final approval.

### **Pre-Practicum, Practicum, and Internship**

The program includes a supervised experience component of a minimum of 50 clock hours of Pre-Practicum (RC 590), a minimum of 100 clock hours of Practicum (RC 591), and a minimum of 600 clock hours of Internship (RC 592). These are typically completed during the last four quarters of your program. To begin Pre-Practicum, you must have completed RC 582 (Introduction to Rehabilitation Counseling), received a grade of “B” for better in RC 583 (Theory & Techniques of Rehabilitation Counseling II), and have permission of the RC Clinical Coordinator. You must make arrangements with the RC Clinical Coordinator the quarter before you wish to begin. The [\*Supervised Professional Practice Handbook\*](#) provides additional details. You must successfully pass Pre-Practicum to advance to Practicum. Successful completion of Practicum is a prerequisite to starting the Internship.

### **Course Registration**

Prior to the open enrollment period, you will be notified that the current registration information has been posted on the [program website](#) and includes the course information and textbooks for the quarter. You will use the university’s online registration system called [Web4U](#). If you have questions, contact Monica Holmer, Program Specialist, at 360-650-2209 or e-mail [RC.Everett@wwu.edu](mailto:RC.Everett@wwu.edu) for assistance. If you need to change your academic plan, you are encouraged to contact Dr. Boland as soon as possible to discuss modifying your plan.

### **Textbooks**

While textbooks are frequently available from other bookstores, the Western Washington University Associated Students Bookstore will have the list of required textbooks for your classes and should have a supply in stock. Please order your books early to ensure you have them before classes begin. Books may be ordered [online](#).

#### ***Special Instructions for eligible Veteran's and students eligible for federal/state assistance with textbook purchases:***

1. Students will advise agency counselor to send email authorization to confirm arrangements and identity of eligible student. Students will request agency to include allowance for shipping (\$15.00/order). The contact for agency accounts at the Western AS Bookstore is [bookstoreaccounting@wwu.edu](mailto:bookstoreaccounting@wwu.edu).
2. Agency will send PO/Authorization to the following Tungsten account for each student: Vendor code: 91600056203; Facility code: 11550747; TN: AAA167527688.
3. Students will place their orders [online](#). When buying your textbooks/ebooks online, please comment in the Note section at the end of checkout what agency (VA/DSHS/OIC/Tribe) is paying for your textbooks. You will still need to fill in your Western ID number. Please enter a valid UPS shipping address unless you are scheduling

a pickup. If you are unable to locate your textbook needs on the Bookstore site or have any issues ordering online, please contact [Bookstore.OnlineOrders@wwu.edu](mailto:Bookstore.OnlineOrders@wwu.edu).

4. For students with authorized supply orders, if you do not find what you need online, please email [Jenni.McDowell@wwu.edu](mailto:Jenni.McDowell@wwu.edu).
5. Textbooks and supplies can either be mailed (if the PO/authorization specifically approves shipping/handling charges) to students or students may schedule a time for pickup at the WWU Bookstore in Bellingham.

## **Course Formats**

The program offers a combination of in-person, hybrid, and online courses. Class attendance, participation in courses, and submission of all course assignments are expected for graduate students. The RC faculty have established minimum standards regarding class attendance and assignment submission (please review the [MA in Rehabilitation Counseling Attendance and Assignment Submission Policy](#) for full details).

Access to an Internet-connected device is required for all courses, regardless of format. You are responsible for costs of Internet services that are required to participate in these courses.

### ***In-Person Courses:***

Most in-person courses meet one evening a week from 5:00 to 8:50 pm. Check the current quarter schedule to find out when class sessions are held. In-person courses also incorporate Canvas to support the classroom activities. The classrooms are located in the Everett University Center (915 N. Broadway), on the campus of Everett Community College.

### ***Hybrid Courses:***

Hybrid courses meet in-person 2-5 times per quarter and other weeks are via Zoom and/or asynchronous online. The 2-5 in-person times per quarter and/or via Zoom are in the evening from 5 pm to 8:50 pm but may also include select Saturdays from 9 am to 4 pm. Check the current quarter schedule to find out when class sessions are held. The classrooms are located in the Everett University Center (915 N. Broadway), on the campus of Everett Community College.

### ***Asynchronous Online Courses:***

Asynchronous online courses use the Canvas platform as the main interface. Class requirements include regular online weekly participation, as assigned by the instructor. Online courses may have optional synchronous Zoom sessions.

## **Student Feedback**

Western Washington University and the MA in Rehabilitation Counseling Program are dedicated to excellence in serving their students. At the end of each course, you will be asked to submit a faculty course evaluation. Feedback is also sought through periodic meetings with students, input from students for the Advisory Committee meetings, and a final student assessment of the program.

## IV. BENCHMARK AND GRADUATION REQUIREMENTS

### Policy for Student Retention, Remediation, and Dismissal

As stated earlier, your professional training with us requires participation in the total experience. It is not just the accumulation of course credit or the gathering of information in any one or combination of courses that makes you a professional rehabilitation counselor. The responsibility for your professional growth begins with you, but it is shared with your fellow students, faculty, and supervisors. Therefore, in order to provide developmental feedback, the RC faculty will meet to evaluate every student regarding academic standards and professional dispositions.

The purpose of this quarterly evaluation is:

1. To determine whether each student is doing acceptable work and maintaining academic standards (e.g., no grades below B-, maintaining 3.0 GPA).
2. To assess the students' professional dispositions (formally conducted at the end of Winter and Summer quarters).
3. To develop a remediation plan when a student's performance and/or dispositions have been deemed unsatisfactory.

If a student's performance and/or dispositions are deemed unsatisfactory, they will be invited to meet with the RC Academic Program Director to discuss their status within the program. If the student is allowed to continue in the program, a written remediation plan will be prepared and placed in the student's file that clearly identifies the areas of weakness and stipulates the conditions that must be met by the student.

If the quarterly evaluation indicates that a student is not appropriate for the program, faculty members will help facilitate the student's transition out of the program, and if possible, into a more appropriate area of study. The RC Academic Program Director will send written notification of this decision to the Dean of the Graduate School, who will then officially withdraw the student from the program and from WWU. If the student is enrolled in courses, the student is responsible for withdrawing from the courses.

Students may appeal any decision through the formal appeal process outlined in [Appendix F](#) of the WWU Catalog.

### Comprehensive Examination

You are required to take a comprehensive examination during your last quarter in the program. The examination will consist of a case study and requires the application of all course content to rehabilitation counseling practices.

The following criteria will be used to determine whether you have passed the Comprehensive Exam.

- An objective summary of client's case, including the knowns and unknowns
- Your general understanding in the major areas of the curriculum, including demonstrating the following knowledge areas:

- Medical aspects, including significant functional limitations and barriers
- Psychiatric aspects, including significant functional limitations and barriers
- Cognitive aspects, including significant functional limitations and barriers
- Lifespan development aspects, including lifespan theories
- Psychosocial aspects, including theories of adjustment and adaptation to disability, family issues, and community referrals
- Counseling theories and techniques, including individual, group, and career
- Assessment, including career and psychological assessment
- Job placement, including transferable skills and potential jobs with suggested accommodations
- Cultural considerations
- Ethical considerations
- Initial plan of action for working with client, including the role for the rehabilitation counselor in the client's rehabilitation process as well as incorporating informed choice

### **Graduation Requirements**

In order to graduate, you must have successfully completed the 90 credit hours of required coursework, which includes a supervised pre-practicum, practicum, and internship. You must have maintained a grade point average of a B (3.0 on a 4-point scale) or better. You must also successfully pass the comprehensive examination.

*You are responsible for filing an Application for Master's Degree the quarter BEFORE the quarter of planned graduation (check <https://gradschool.wvu.edu/degree-completion> for the specific date the application is due). The e-form is located [online](#). You will be billed a non-refundable application fee.*

### **Student Assessment of the Program**

Prior to graduation, you will be asked to complete a formal assessment of the academic preparation you have received as a result of the program. This information, along with a periodic survey of graduates and employers, is used to review curriculum for level of preparation and to make improvements. These assessments are completed online. A link will be sent to you during your last quarter in the program.

## **V. PROFESSIONAL INFORMATION**

### **Endorsement Policy**

Students in the MA in Rehabilitation Counseling Program will be endorsed only for certifications, licenses, and employment opportunities for which they have been appropriately trained. Students must send the request for an endorsement or letter of recommendation in writing via WWU email. If you are requesting endorsement for certification or licensure, the request must be submitted to the RC Academic Program Director or the RC Clinical

Coordinator. If you are requesting a letter of recommendation for employment or postgraduate education, you may submit the request to any RC faculty member.

### **Certification and Licensure**

#### ***Certified Rehabilitation Counselor National Credential:***

Since the WWU MA in Rehabilitation Counseling program is accredited by the Council for Accreditation of Counseling & Related Educational Programs (CACREP), upon graduation you will meet the education requirements for the Certified Rehabilitation Counselor (CRC) credential. In most situations, you will be eligible to take the national certification examination before you graduate but after you have completed 75% of your coursework. If you take the exam prior to graduation and receive a passing score, the official designation will only be valid after submitting paperwork showing completion of the Master of Arts degree to the Commission on Rehabilitation Counselor Certification.

If you have questions, refer to the [CRCC website](#) and meet with your faculty advisor. Only the Commission on Rehabilitation Counselor Certification can determine your acceptance for certification.

#### ***Licensed Mental Health Counselor:***

Graduation with a Master of Arts in Rehabilitation Counseling from Western Washington University qualifies you to become a Licensed Mental Health Counselor Associate in Washington, which is a pre-licensure candidate who is gaining the supervised experience necessary for licensure.

Full licensure requires a minimum of 36 months of full-time counseling or 3000 hours of postgraduate mental health counseling under the supervision of an approved licensed mental health counselor or equally qualified licensed mental health practitioner in an approved setting. The 3000 hours of required experience includes a minimum of 100 hours of supervision and 1200 hours of direct counseling with individuals, couples, families, or groups. In addition to the hours, there is a testing requirement as well as required continuing education.

Since this program is CACREP accredited, the WA State Department of Health grants licensure applicants credit for 50 hours of postgraduate supervision and 500 hours of postgraduate counseling experience. This only applies for licensure in the State of Washington.

You can find additional information [online](#).

For those students interested in pursuing counselor licensure in other states, the National Board for Certified Counselors offers a [State Board Directory](#). Please contact Dr. Beth Boland if you want to discuss these requirements in more detail.

## Professional Organizations

The following organizations represent the interests of professionals in the field of rehabilitation counseling. You are strongly encouraged to join, as a student member, at least one rehabilitation counseling professional association.

- [American Counseling Association \(ACA\)](#) – a professional and educational organization that is dedicated to the growth and enhancement of the counseling profession
- [American Rehabilitation Counseling Association \(ARCA\)](#) – a professional association for rehabilitation counseling practitioners, educators, and students who are concerned with continually improving the profession
- [Association for Counselor Education and Supervision \(ACES\)](#) – a professional association for counselor educators and supervisors. There is also a [Western Association for Counselor Education and Supervision \(WACES\)](#).
- [Association for Rehabilitation, Research, Policy, and Education \(ARRPE\)](#) – a professional association for rehabilitation educators, researchers, providers, students, advocates and members of the disability community to connect and collaborate
- [Council for Accreditation of Counseling & Related Educational Programs \(CACREP\)](#) – accrediting body for graduate programs in counseling
- [International Association of Rehabilitation Professionals \(IARP\)](#) – a global association for professionals involved in private rehabilitation. There is also a [Washington State chapter of IARP](#).
- [National Association of Multicultural Rehabilitation Concerns \(NAMRC\)](#) – a professional association that promotes cultural diversity and disability through advocacy for excellence and equity in rehabilitation research, education, and practice
- [National Clearinghouse for Rehabilitation Training Materials \(NCRTM\)](#) – continuing education classes and a digital library
- [National Rehabilitation Counseling Association \(NRCA\)](#) – a professional association dedicated to the professional development of those committed to maximizing the self-determination and inclusion of people with disabilities into the mainstream of life
- [Northwest ADA Center](#) – A regional resource on Americans with Disabilities Act (ADA) information for the states of Alaska, Idaho, Washington, and Oregon
- [Rehabilitation Counselors and Educators Association \(RCEA\)](#) – a professional association that includes rehabilitation counselors, rehabilitation educators, counselor supervisors, researchers, and students in a rehabilitation education program
- [Rehabilitation Counseling and Educators Journal \(RCEJ\)](#) – a professional open-access journal focusing on the roles of rehabilitation counseling and counselor education, as well as issues facing the broader disability community
- [UW Center for Continuing Education in Rehabilitation \(CCER\)](#) – a regional training and consulting resource for professionals in the field of rehabilitation in the states of Alaska, Idaho, Washington, and Oregon. CCER houses the VR Projects & Services and the Accessible Design & Innovative Inclusion (ADII) projects.

# **APPENDIX A**

## **Computer Requirements**

**and**

## **Universal Account Activation**

## Technology

### **Technology is integrated into the program**

Rehabilitation counselors use computer technology to manage information in a variety of ways and the program prepares students for the professional use of technology by integrating its use across the curriculum. Success as a student depends not only on academic abilities, but also on ability with and access to computer software and related technology. It is recommended that students have a personal computer with high-speed Internet access.

### **Online component is in most classes**

Most courses in the MA in Rehabilitation Counseling Program contain an online component. Proficiency in word processing software such as MS Word, PowerPoint (or similar software), and using the internet to search for and download information is essential for academic and professional progress and success.

### **Discounts on computers**

As a student at Western, you are eligible for discounts when purchasing computers – contact ATUS for more information (360-650-3333 or [helpdesk@wwu.edu](mailto:helpdesk@wwu.edu)).

### **Free Microsoft Software**

Visit <https://atus.wwu.edu/kb/install-microsoft-365>

### **Zoom**

All faculty, staff, and students have Zoom Pro licenses through Western. For more information go to <https://atus.wwu.edu/kb/zoom-western-faq>.

### **Technical Questions**

If you have technical questions related to Canvas, you may send an e-mail message to Academic Technology User Support (ATUS) at [helpdesk@wwu.edu](mailto:helpdesk@wwu.edu), or reach them by phone at 360-650-3333. Or contact the Program Specialist at [RC.Everett@wwu.edu](mailto:RC.Everett@wwu.edu) or 360-650-2209.

## Resources for Improving Computer Competence

**For Microsoft 365 Training:** Access, Excel, Outlook, PowerPoint, Word, etc.  
<http://office.microsoft.com/en-us/training/FX100565001033.aspx>

**For Adobe Products:** Adobe, Photoshop, etc. Click on the program you wish to learn about, and then scroll through the available tutorials. <https://creativecloud.adobe.com/learn>

**For Mac (Apple) Products:** <http://training.apple.com/>

**For Corel Products:** WordPerfect, Painter, CorelDRAW, etc.  
<http://www.corel.com/corel/pages/index.jsp?pgid=13300215>

**Everett Community College:** offers continuing education classes in computer skills, from basic introductions to specific software. <http://www.everettcc.edu/ccec>

**Sno-Isle Libraries, eLearning:** Must have a Sno-Isle library account. Click on LearningExpress Library. <https://www.sno-isle.org/resources/online-learning/>



## How to Activate Your Universal Account

As a registered student at Western, you will receive a free Universal Account, which provides you with a number of technology resources to enhance your academic experience, including *MyWestern*, which consists of a web-based e-mail account and a web portal that focuses on beneficial services for students.

**Students are required to read their MyWestern email messages regularly because official university correspondence will be delivered only to their MyWestern mailboxes.**

### To Activate Your Universal Account:

Activate your new Universal Account by clicking on <http://www.wvu.edu/activate> and follow the directions.

### Memorize Your Universal ID:

This universal ID (also called a username, user ID, login name, etc.) is what you will use to access MyWestern, Canvas and Web4U. Make sure to memorize this universal ID.

### Password Tips:

Your password must meet the following:

- Be 8-30 characters long
- In the first eight (8) characters, you need at least one of the following:
  - Letters (lowercase or uppercase letter)
  - Numbers
  - One of the following special characters:
    - !% \* ~ \_ - { } ? [ ] , .
- Cannot be any combination of your first name, last name, or Universal Username

Passwords are case-sensitive.

### For Assistance:

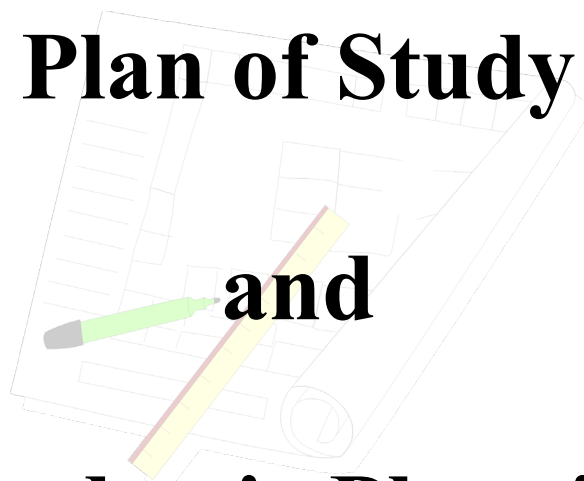
If you experience any difficulty setting up your account, please contact the ATUS Help Desk: [helpdesk@wvu.edu](mailto:helpdesk@wvu.edu), or 360-650-3333.

# **APPENDIX B**

**Plan of Study**

**and**

**Academic Planning**



# Western Washington University

## Master of Arts in Rehabilitation Counseling (90 credits) Typical 2-Year Academic Plan

Year 1

### Fall (12 credits)

- RC 578 Legal, Ethical, and Professional Issues in RC (4)
- RC 580 – Theories & Techniques of RC I (4)
- RC 582 – Introduction to RC (4)

### Winter (10 credits)

- RC 501 – Rehabilitation Research (4)
- RC 583 – Theories & Techniques of RC II (6)

### Spring (14 credits)

- RC 546 – Addictions and RC (2)
- RC 586 – Medical Aspects of Disability (6)
- RC 584 – Group Counseling in Rehabilitation (6)

### Summer (8 credits)

- RC 579 – Lifespan Development & Disability (4)
- RC 585 – Social, Psychological and Attitudinal Aspects of Disability (4)

Year 2

### Fall (12 credits)

- RC 577 – Multicultural RC (4)
- RC 589 – Case Management in Rehab (4)
- RC 590 – Pre-Practicum in RC (4)

### Winter (14 credits)

- RC 588 – Career Development and Job Placement (6)
- RC 591 – Practicum in RC (4)
- RC 594 – Psych Disabilities in RC (4)

### Spring (12 credits)

- RC 587 – Assessment and Testing in RC (4)
- RC 592 – Internship in RC (8)

### Summer (8 credits)

- RC 592 – Internship in RC (8)

**Blue: asynchronous online course (38 credits)**

**Green: hybrid course that meets in-person 2-5 times/quarter & other weeks are via Zoom and/or asynchronous online (48 credits)\***

**Black: in-person course that meets in-person from 5pm – 8:50pm one evening a week (4 credits)**

*In-person classes meet in Everett, WA at the Everett University Center on the campus of Everett Community College.*

\*Hybrid course: the 2-5 in-person times per quarter and/or via Zoom are in the evening from 5pm - 8:50pm but may also include select Saturdays from 9am - 4pm.

# Master of Arts in Rehabilitation Counseling (90 credits)

## Typical 3-Year Academic Plan

<b>Year 1</b>	<p><b>Fall (8 credits)</b>  <b>RC 582 – Introduction to RC (4)</b>  <b>RC 578 – Legal, Ethical, and Professional Issues in RC (4)</b></p> <p><b>Winter (8 credits)</b>  <b>RC 501 – Rehabilitation Research (4)</b>  <b>RC 594 – Psych Disabilities in RC (4)</b></p> <p><b>Spring (8 credits)</b>  <b>RC 546 – Addictions and RC (2)</b>  <b>RC 586 – Medical Aspects of Disability (6)</b></p> <p><b>Summer (4 credits)</b>  <b>RC 579 – Lifespan Develop &amp; Disability (4)</b></p>	<b>Year 2</b>	<p><b>Fall (8 credits)</b>  <b>RC 580 – Theories &amp; Techniques of RC I (4)</b>  <b>RC 589 – Case Management in Rehab (4)</b></p> <p><b>Winter (6 credits)</b>  <b>RC 583 – Theories &amp; Techniques of RC II (6)</b></p> <p><b>Spring (6 credits)</b>  <b>RC 584 – Group Counseling in Rehabilitation (6)</b></p> <p><b>Summer (4 credits)</b>  <b>RC 585 – Social, Psychological and Attitudinal Aspects of Disability (4)</b></p>	<b>Year 3</b>	<p><b>Fall (8 credits)</b>  <b>RC 577 – Multicultural RC (4)</b>  <b>RC 590 – Pre-Practicum in RC (4)</b></p> <p><b>Winter (10 credits)</b>  <b>RC 588 – Career Development and Job Placement (6)</b>  <b>RC 591 – Practicum in RC (4)</b></p> <p><b>Spring (12 credits)</b>  <b>RC 587 – Assessment and Testing in RC (4)</b>  <b>RC 592 – Internship in RC (8)</b></p> <p><b>Summer (8 credits)</b>  <b>RC 592 – Internship in RC (8)</b></p>
---------------	--	---------------	---	---------------	---

**Blue: asynchronous online course (38 credits)**

**Green: hybrid course that meets in-person 2-5 times/quarter & other weeks are via Zoom and/or asynchronous online (48 credits)\***

**Black: in-person course that meets in-person from 5pm – 8:50pm one evening a week (4 credits)**

*In-person classes meet in Everett, WA at the Everett University Center on the campus of Everett Community College.*

\*Hybrid course: the 2-5 in-person times per quarter and/or via Zoom are in the evening from 5pm - 8:50pm but may also include select Saturdays from 9am - 4pm.

**Master of Arts in Rehabilitation Counseling (90 credits)  
Typical 4-Year Academic Plan (designed for students using State Tuition Waiver)**

**Years 1 & 2**

**Fall (4 credits)**  
RC 582 – Introduction to RC (4)

**Winter (4 credits)**  
RC 501 – Rehabilitation Research (4)

**Spring (2 credits)**  
RC 546 – Addictions and RC (2)

**Summer (4 credits)**  
RC 579 – Lifespan Dev and Disability (4)

**Fall (4 credits)**  
RC 578 – Legal, Ethical, and Professional Issues in RC (4)

**Winter (6 credits)**  
RC 588 – Career & Job Place (6)

**Spring (6 credits)**  
RC 586 – Med Aspects of Dis (6)

**Summer (4 credits)**  
RC 585 – Social, Psych & Attitudinal Aspects of Dis (4)

**Years 3 & 4**

**Fall (4 credits)**  
RC 580 – Theories & Techniques of RC I (4)

**Winter (6 credits)**  
RC 583 – Theories & Techniques of RC II (6)

**Spring (6 credits)**  
RC 584 – Group Counseling in Rehabilitation (6)

**Summer (0 credits)**

**Fall (12 credits)**  
RC 577 – Multicultural RC (4)  
RC 589 – Case Management in Rehabilitation (4)  
RC 590 – Pre-Practicum in RC (4)

**Winter (8 credits)**  
RC 591 – Practicum in RC (4)  
RC 594 – Psych Dis in RC (4)

**Spring (12 credits)**  
RC 587 – Assess & Test in RC (4)  
RC 592 – Internship in RC (8)

**Summer (8 credits)**  
RC 592 – Internship in RC (8)

**Blue: asynchronous online course (38 credits)**

**Green: hybrid course that meets in-person 2-5 times/quarter & other weeks are via Zoom and/or asynchronous online (48 credits)\***

**Black: in-person course that meets in-person from 5pm – 8:50pm one evening a week (4 credits)**

*In-person classes meet in Everett, WA at the Everett University Center on the campus of Everett Community College.*

*\*Hybrid course: the 2-5 in-person times per quarter and/or via Zoom are in the evening from 5pm - 8:50pm but may also include select Saturdays from 9am - 4pm.*

**Master of Arts in Rehabilitation Counseling (90 credits)  
Typical 5-Year Academic Plan (designed for students using State Tuition Waiver)**

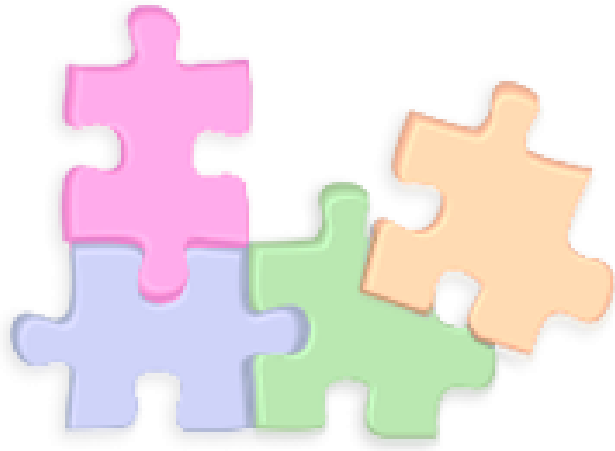
<b>Years 1 &amp; 2</b>	<b>Fall (4 credits)</b> RC 582 – Intro to RC (4)	<b>Years 3 &amp; 4</b>	<b>Fall (4 credits)</b> RC 589 – Case Management in Rehab (4)	<b>Year 5</b>	<b>Fall (8 credits)</b> RC 577 – Multicultural RC (4) RC 590 – Pre-Practicum in RC (4)
	<b>Winter (4 credits)</b> RC 501 – Rehab Research (4)		<b>Winter (4 credits)</b> RC 594 – Psych Dis in RC (4)		<b>Winter (4 credits)</b> RC 591 – Practicum in RC (4)
	<b>Spring (2 credits)</b> RC 546 – Addictions & RC (2)		<b>Spring (4 credits)</b> RC 587 – Assessment and Testing in RC (4)		<b>Spring (8 credits)</b> RC 592 – Internship in RC (8)
	<b>Summer (4 credits)</b> RC 579 – Lifespan Develop & Disability (4)		<b>Summer (0 credits)</b>		<b>Summer (8 credits)</b> RC 592 – Internship in RC (8)
	<b>Fall (4 credits)</b> RC 578 – Legal, Ethical, and Prof Issues in RC (4)		<b>Fall (4 credits)</b> RC 580 – Theories & Techniques of RC I (4)		
	<b>Winter (6 credits)</b> RC 588 – Career Development and Job Placement (6)		<b>Winter (6 credits)</b> RC 583 – Theories & Techniques of RC II (6)		
<b>Spring (6 credits)</b> RC 586 – Medical Aspects of Disability (6)	<b>Spring (6 credits)</b> RC 584 – Group Counseling in Rehabilitation (6)				
<b>Summer (4 credits)</b> RC 585 – Social, Psych and Attitud Aspects of Dis (4)	<b>Summer (0 credits)</b>				

**Blue: asynchronous online course (38 credits)**  
**Green: hybrid course that meets in-person 2-5 times/quarter & other weeks are via Zoom and/or asynchronous online (48 credits)\***  
**Black: in-person course that meets in-person from 5pm – 8:50pm one evening a week (4 credits)**

*In-person classes meet in Everett, WA at the Everett University Center on the campus of Everett Community College.*

\*Hybrid course: the 2-5 in-person times per quarter and/or via Zoom are in the evening from 5pm - 8:50pm but may also include select Saturdays from 9am - 4pm.

# APPENDIX C



## Student's Resource Guide

## Resources at WWU & Everett University Center

Faculty Advising	1 <sup>st</sup> year faculty advisor: Dr. Beth Boland: <a href="mailto:Elizabeth.Boland@wwu.edu">Elizabeth.Boland@wwu.edu</a> or 360-650-2525 2 <sup>nd</sup> year faculty advisor: Dr. Kevin Bengtson: <a href="mailto:Kevin.Bengtson@wwu.edu">Kevin.Bengtson@wwu.edu</a> or 360-650-2201
Registering for classes	Go to: <a href="http://www.wwu.edu/web4u">www.wwu.edu/web4u</a> (The Registrar's Office has more information about Web Registration at <a href="https://registrar.wwu.edu/register-classes">https://registrar.wwu.edu/register-classes</a> .)
Problems with registration	Registrar's Office: 360-650-3432, or Monica Holmer, RC Program Specialist: 360-650-2209, <a href="mailto:RC.Everett@wwu.edu">RC.Everett@wwu.edu</a>
Activating your Universal account	<a href="https://atus.wwu.edu/kb/new-wwu-activate-your-account">https://atus.wwu.edu/kb/new-wwu-activate-your-account</a>
Problem with your Universal account	ATUS 360-650-3333 or <a href="mailto:Helpdesk@wwu.edu">Helpdesk@wwu.edu</a>
Problem with Canvas	ATUS 360-650-3333 or <a href="mailto:Helpdesk@wwu.edu">Helpdesk@wwu.edu</a>
List of textbooks	Registration Information link on <a href="#">RC website</a>
Ordering textbooks	Western Associated Students Bookstore 360-650-3655 <a href="https://bookstore.wwu.edu">https://bookstore.wwu.edu</a> or <a href="https://www.verbacompare.com">https://www.verbacompare.com</a>
To use a computer	Computers are available in the Math & Tutoring Center in the Everett University Center (2 <sup>nd</sup> floor). You must have a WSU Friend ID (FID) to use these computers (ask Monica for more information)
To request accommodation for a disability	Disability Access Center (DAC) <a href="mailto:DRSFrontDesk@wwu.edu">DRSFrontDesk@wwu.edu</a> or 360-650-3083
To use the library	Link to WWU library: <a href="https://library.wwu.edu">https://library.wwu.edu</a> Information specific to RC students: <a href="http://libguides.wwu.edu/sb.php?subject_id=105406">http://libguides.wwu.edu/sb.php?subject_id=105406</a>
To have someone review & comment on a paper before turning it in	WWU Hacherl Research & Writing Studio <a href="https://library.wwu.edu/rws">https://library.wwu.edu/rws</a>
There is an emergency, a situation you are uneasy about, or to get someone to escort you to your car in the evening	Call 911 if an emergency WSU Security (8am-5pm): 425-405-1715 After 5pm: EvCC Campus Security: Emergency: 425-388-9998; Non-Emergency: 425-388-9990
There is a storm and you're wondering whether classes are cancelled	EVCC Storm Line 425-388-9100 or an announcement will be posted at <a href="http://www.everettcc.edu">www.everettcc.edu</a> (if Everett Community College classes are cancelled at its main location, then WWU-Everett classes will also be cancelled.)

# **APPENDIX D**

## **Summary of University and Program Policies**

A stylized illustration of a classical building facade, likely a university building, featuring a pediment with a relief sculpture and several columns. The illustration is rendered in shades of blue and yellow/gold.

## WWU University Policies

### 1. The following Western policies are contained in the Appendices of the University Catalog. Please click on the following links:

- [Appendix A – WWU Policies on Equal Opportunity/Nondiscrimination, Affirmative Action, Sexual Harassment, and Reasonable Accommodation](#)
- [Appendix B – Preventing And Responding To Sexual Harassment Under Title IX \(Interim\)](#)
- [Appendix C – Student Conduct Code](#)
- [Appendix D – Academic Honesty Policy and Procedure](#)
- [Appendix E – Student Records](#)
- [Appendix F – Academic Grievance and Appeal Policy and Procedure](#)
- [Appendix G – Code of Ethics for the Faculty of WWU](#)
- [Appendix H – WWU Administrative Procedures](#)
- [Appendix I – Transportation Services](#)
- [Appendix J – Satisfactory Academic Progress Policy for Financial Aid Recipients](#)
- [Appendix K – Reducing the Risk Associated with the Use of Alcohol and Other Drugs](#)
- [Appendix L – Course Materials](#)
- [Appendix M – Preventing and Responding to Incidents of Hazing](#)

### 2. WWU Email Policy

Recognizing the expanding reliance on electronic communication, WWU has determined that e-mail will be one of the University's official means of communication. Review [POL-U7100.02 Using E-mail Accounts for Official Correspondence with Students](#). E-mail correspondence will be sent to students' WWU e-mail addresses.

Students are responsible for all information sent to them via their University assigned email account. Students who choose to forward messages from their University email account to another account are still responsible for all the information (including attachments) that was sent to the University email account.

The University expects that such communications will be received and read in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the campus community.

Official University email accounts are created for all enrolled students. A student must activate their account in order to access University correspondence.

For more information regarding your WWU email account, please contact [Academic Technology & User Services \(ATUS\)](#).

### 3. [Measles Immunity Registration Requirement](#)

With a commitment to the health and safety of all members of our campus community, WWU requires that all new students born after January 1, 1957 provide medical documentation of immunity to rubeola measles to the WWU Student Health Center before they will be allowed to register for classes. Medical documentation is required of having received two measles shots: 1) after January 1, 1968; 2) when recipient was at least one year of age; and 3) at least 30 days apart. Or, you may prove immunity to rubeola measles by submitting a copy of a positive rubeola antibody blood test to the WWU Student Health Center. Any questions may be directed to the WWU Student Health Center (360-650-3400). For further information, go to the website at <https://studenthealth.wvu.edu/measles-requirement>.

## WWU Graduate School Policies

### 1. [General Policies](#)

Policies pertaining to transfer credits, comprehensive examinations, plan of study, grades, retention, and awarding of the master's degree can be found in the [Graduate School](#) section of the University Catalog.

### 2. [Program Requirements](#)

A maximum of 10 credits of approved 400-level courses can be applied to the degree. All 400-level courses must meet the same standards as regular 500-level courses with regard to grading, timeframes, etc.

It is further recommended that no more than 10 credits of directed independent study (RC 500) be applied toward the degree. A graduate student registering for an independent study course must develop a contract with the instructor, which is then reviewed and approved by the graduate program advisor, department chair, and submitted to the Graduate School for final approval.

### 3. [Time Limits](#)

All requirements for the degree must be completed within five years of the initial quarter of registration. Students who have not completed their program after three years of study are encouraged to consult their program advisor to a plan for completion of the degree within the five-year limit. Occasionally, extenuating circumstances may justify a short extension to this five-year limit. Students who reach the five-year time limit and do not have an approved extension will be withdrawn from the Graduate School.

#### 4. Continuous Enrollment Policy

All enrolled students pursuing graduate degrees at Western Washington University must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for at least one credit in all academic quarters (excluding summer) until the degree is attained or status as a degree-seeking graduate student is terminated.

Students who have not completed all of the requirements for their degree and are not currently registered for any credits will be required to register for GRAD 699, Continuous Enrollment, every quarter (excluding summers) until all degree requirements are completed. Continuous enrollment is not required during summer quarters. GRAD 699 is non-graded.

The Continuous Enrollment requirement will be waived for students who are granted official leave of absence. Official leaves of absence must be requested of the Graduate Dean in instances of medical emergency or other extenuating circumstances. Additional information about hardship withdrawals and non-medical emergency leaves of absence can be found in the University Academic Policies section of the WWU catalog. Please contact Beth or Monica for assistance with these processes.

Western Washington University employees receiving state waivers in pursuit of their graduate degree are exempt from the Continuous Enrollment requirement.

Students who maintain Continuous Enrollment will be allowed to complete their degree under the policies and requirements in place at their date of matriculation. Students who fail to maintain Continuous Enrollment (i.e., take unofficial leave) must reapply for admission to the program and are not guaranteed re-admission. Decisions for re-enrollment will happen at the department level and students may be subject to changes in the degree or additional requirements as deemed necessary by the program. Students who are re-admitted will be required to pay the cumulative cost of continuing enrollment credit for the number of quarters since the last prior quarter for which they were officially registered.

#### 5. Academic Load

The Graduate School defines full-time enrollment as 8 or more credits per quarter. However, for purposes of financial aid, or conditions set by other interested agencies, the number of credits may be different. Students are advised to check with the appropriate office (e.g., Financial Aid Office) regarding full status criteria.

#### 6. Scholarship Standards

To remain a candidate for the degree, students must maintain at least a 3.0 GPA in courses listed on the plan of study. Students also must be making satisfactory progress in the graduate program to which they have been admitted. If a student is withdrawn from their graduate degree program for unsatisfactory progress or any other reason, this also constitutes withdrawal from the university.

A maximum of 10 credits of C grades (C+, C, C-) is allowed towards completion of a graduate program. Courses in which a D+ or lower is earned may not be applied towards completion of a graduate program. The accumulation of more than 10 credits of C+ or lower (including U) grades may result in the student being withdrawn from the Graduate School.

There are certain courses that must be passed with a grade of B or better; program descriptions note such requirements. A graduate student may be required by the department to repeat a course to document attainment of a certain level of competence or knowledge. Grades for repeated courses do not replace the original grade earned. All attempts are averaged into the cumulative GPA.

Pass/No Pass grades are not applicable toward a graduate degree. S grades are applicable, but not computed in the GPA. An incomplete (K) grade may be assigned in accordance with the regulations outlined in the Academic Policies section of the WWU catalog. If, after the timeframe specified in the K grade contract, the course requirements have not been met, the K grade lapses to a failing grade and may affect retention in the master's program. Exceptions to the K grade rule are K grades which are received for thesis and certain research courses. In these cases, the K grades are allowed to stand until the thesis or research is completed, whereupon the grade is changed to the earned grade.

## **MA in Rehabilitation Counseling Program Policies**

### **1. Retention Policies and Activities**

The faculty and staff of the MA in Rehabilitation Counseling Program are committed to helping students successfully complete their academic requirements for graduation. Graduate School policy requires that a student maintain a 3.0 grade point average in courses listed on their Plan of Study. If a student obtains a C+ or lower in a required rehabilitation counseling course, the Program Director will meet with the student and, if necessary, an action plan will be instituted with the student. This action plan may include a reduction in course load, reduction in work hours, individual tutoring, and/or a recommendation to contact WWU DAC for a re-evaluation of reasonable accommodation needs. This activity does not constitute provisional status for the student. The only provisional status in the MA in Rehabilitation Counseling Program is granted upon admission by the Graduate School. Review the [Admission policies](#) of the Graduate School as found in the University Catalog.

In addition to the Graduate School retention requirement, retention in the Rehabilitation Counseling program is dependent upon the development of professional dispositions and competencies in interaction with clients and other professionals, especially as related to practice, practicum, and internship requirements. Development is monitored and evaluated by the faculty of the program on a quarterly basis to assess the students' professional dispositions with a formal evaluation conducted every Winter and Summer quarters. This evaluation will serve as a basis for retention of the student in the Rehabilitation Counseling program in addition to the Graduate School retention policies.

## 2. Criminal Conviction Disclosure and Background Check

To help determine the ability of each applicant to fulfill the professional requirements of the program, ensure that each prospective student has an appropriate field experience placement, and in order to provide a safe environment for members in the placement setting as well as students, faculty, and staff of Western Washington University, the Department of Health & Community Studies has established a policy requiring a criminal background investigation. This consists of two steps:

### *Criminal Conviction Disclosure*

At the time of application, a Criminal Conviction Disclosure self-report must be submitted to the Department. This is reviewed by the Chair of the Department, in consultation with the RC Academic Program Director, to determine whether there are any obvious barriers or limitations to successful field placement and/or employment at the completion of the program.

### *Full Background Check*

A full background check is required of all applicants after the personal interview but before admission. For more information, please review the Application Process at <https://wce.wvu.edu/rc/apply>.

- If an applicant is admitted to the program but defers admission, they must complete a new background prior to starting the program.

### *Denial of Admission*

Entry into the program will be denied for applicants convicted of the following:

- first-, second-, or third-degree assault of a child;
- first-, second-, or third-degree rape;
- first-, second-, or third-degree rape of a child;
- incest;
- sexual exploitation of minors;
- child abuse or neglect as defined in RCW 26.44.020;
- first- or second-degree custodial sexual misconduct;
- first-, second-, or third-degree child molestation;
- first- or second-degree sexual misconduct with a minor;
- patronizing a juvenile prostitute;
- child abandonment;
- child buying or selling;
- or any of these crimes as they may be renamed in the future.

For any other crimes not listed above, consideration is given to the nature and type of conviction.

### *Extended Absence:*

- If a student takes a break from the program (does not formally withdraw) for 3 consecutive quarters or more without registering for GRAD 699 Continuous

Enrollment, they will be required to complete a new background check as part of their Returning Student Application.

*After Withdrawing:*

- If a student withdraws from the program but later decides to reapply to return, they must complete a background check as part of their application.

### **3. Expectations for Academic and Professional Performance**

The MA in Rehabilitation Counseling Program at Western Washington University is a professional counseling program that has standards and expectations for student performance that are differentiated from traditional academic programs. All Rehabilitation Counseling students are required to meet academic and professional standards through the demonstration of professional dispositions. Applicants to the program are required to sign and submit a statement indicating that they have read and understand the RC student professional dispositions that they must meet, with or without reasonable accommodations for a disability, if they enroll in the MA in Rehabilitation Counseling Program. To review the RC Student Professional Dispositions, please review the [RC Student Resources Canvas](#) site under “RC Student Professional Dispositions.”

Dispositions will be assessed by RC faculty for all students at the end of every Winter and Summer quarters. Students not meeting the dispositions will be required to meet with the RC Academic Program Director to engage in problem-solving and consider appropriate remedial actions such as tutoring, a reduced schedule, or a referral for counseling. In some cases, a student may be dismissed from the program.

### **4. Code of Ethics**

The Rehabilitation Counseling faculty and staff support and adhere to the [Code of Professional Ethics for Rehabilitation Counselors](#). This code will govern students, faculty, staff, and the selection of organizations and site supervisors for pre-practicum, practicum, and internships.

### **5. MA in Rehabilitation Counseling Attendance and Assignment Submission Policy**

Class attendance, participation in courses, and submission of all course assignments are expected for graduate students. The RC faculty have established the following minimum standards regarding class attendance and assignment submission. Depending on the course, faculty have the right to create higher expectations, which will be specified in the syllabus. Please note that if you carpool to class, you are responsible for arranging an alternative transportation plan. Absences resulting from another carpool member’s inability to attend will not be considered excused.

Your grade will be affected if you miss class (or miss an hour or more of a class session), are consistently late to class, or frequently leave early, without prior approval from the RC Academic Program Director and the course faculty member. Absent of applicable and

approved accommodations, attending an in-person session via Zoom is considered an absence for the purposes of this policy.

In the event of extenuating circumstances (e.g., prolonged illness, hospitalization, or the need to care for an ill family member), it is your responsibility to promptly communicate with both the RC Academic Program Director and the course faculty member regarding any anticipated extended absences. This ensures that any necessary policy adjustments are handled fairly and equitably.

If you are approved for accommodations through the WWU Disability Access Center (DAC), please contact your course instructor to discuss how this accommodation will work in the context of the course. Advice from DAC regarding this accommodation (<https://disability.wvu.edu/current-students/accommodations-guide>): *Discuss how many absences are reasonable while still allowing the student to achieve the course's learning objectives. A general guideline is for at least 50% additional absences from what is stipulated in the syllabus, though the DAC is more than happy to assist the student and faculty in establishing parameters.* Please note that this accommodation does not include absences made necessary for non-disability reasons.

If you are approved for a remote participation accommodation through DAC, please contact your course instructor to discuss how this accommodation will work in the context of the course. Based on consultation with DAC's Fundamental Alteration Committee, remote participation in RC 580, RC 583, and RC 584 will not be allowed because it would constitute a fundamental alteration in course and programmatic learning objectives. These three courses have essential in-person components and are specifically designed to assess student readiness for subsequent field experience courses, which cannot be effectively assessed remotely.

### ***In-Person Course (RC 501)***

#### **Attendance for the in-person class sessions:**

1. You are allowed one absence, which is defined as missing an hour or more of a class session. You should notify the instructor prior to class starting or as soon as possible thereafter. As a reminder, attending an in-person session via Zoom is considered an absence for the purposes of this policy unless you have an applicable and approved accommodation.
2. A second absence (or missing an hour or more of a class session) may be made up under the following conditions:
  - a. You must notify the instructor prior to class starting or as soon as possible thereafter  
AND
  - b. You must complete an alternative assignment, with specific requirements provided by the instructor based on the content of the missed class session.
3. If you miss two class sessions and do not complete an alternative assignment as described above, the final course grade will be reduced by one full letter grade (e.g., from an A to a B) unless you have an applicable and approved accommodation.
4. If you miss three class sessions, you will fail the course unless you have an applicable and approved accommodation.

**Assignment submission:**

1. Failure to submit more than two assignments by the end of the quarter will result in a failing grade for the course.

***Hybrid Courses (RC 577 and RC 587)*****Attendance for the in-person and Zoom class sessions:**

1. You are allowed one absence, which is defined as missing an hour or more of a class session. You should notify the instructor prior to class starting or as soon as possible thereafter. As a reminder, absent of applicable and approved accommodations, attending an in-person session via Zoom is considered an absence for the purposes of this policy.
2. A second absence will result in a reduction of the final course grade by one full letter grade (e.g., from an A to a B) unless you have an applicable and approved accommodation.
3. If you miss three class sessions, you will fail the course unless you have an applicable and approved accommodation.

**Discussion Board participation:**

1. You are allowed to miss posting in one weekly discussion board.
2. Failure to post by the established deadline in a second weekly discussion board will result in a reduction of the final course grade by one full letter grade (e.g., from an A to a B) unless you have an applicable and approved accommodation.
3. Failure to post by the established deadline in three weekly discussion boards will result in failing the course unless you have an applicable and approved accommodation.

**Assignment submission:**

1. Failure to submit more than two assignments (other than discussion board posts) by the end of the quarter will result in a failing grade for the course.

***Hybrid Clinical Courses (RC 580, RC 583, and RC 584)*****Attendance for the in-person class sessions:**

1. You are not allowed to miss any in-person class sessions. Therefore, if you miss an in-person session (or an hour or more of the class session), you will fail the course unless you have an applicable and approved accommodation. As a reminder, absent of applicable and approved accommodations, attending an in-person session via Zoom is considered an absence for the purposes of this policy.

**Attendance for the Zoom classes that include a counseling session or leading a group:**

1. You are not allowed to miss any Zoom classes that include a counseling session or leading a group. Therefore, if you miss any of these Zoom classes (or an hour or more of the class session), you will fail the course unless you have an applicable and approved accommodation.

**Attendance for the Zoom classes that do not include a counseling session or leading a group:**

1. You are allowed one absence. You should notify the instructor prior to class starting or as soon as possible thereafter.

2. If you miss two class sessions, the final course grade will be reduced by one full letter grade (e.g., from an A to a B) unless you have an applicable and approved accommodation.
3. If you miss three class sessions, you will fail the course unless you have an applicable and approved accommodation.

**Discussion Board participation:**

1. You are allowed to miss posting in one weekly discussion board.
2. Failure to post by the established deadline in a second weekly discussion board will result in a reduction of the final course grade by one full letter grade (e.g., from an A to a B) unless you have an applicable and approved accommodation.
3. Failure to post by the established deadline in three weekly discussion boards will result in failing the course unless you have an applicable and approved accommodation.

**Assignment submission:**

1. Failure to submit more than two assignments (other than discussion board posts) by the end of the quarter will result in a failing grade for the course.

***Online Courses (RC 546, RC 578, RC 579, RC 582, RC 585, RC 586, RC 588, RC 589, and RC 594)***

**Discussion Board participation:**

1. You are allowed to miss posting in one weekly discussion board.
2. Failure to post by the established deadline in a second weekly discussion board will result in a reduction of the final course grade by one full letter grade (e.g., from an A to a B) unless you have an applicable and approved accommodation.
3. Failure to post by the established deadline in three weekly discussion boards will result in failing the course unless you have an applicable and approved accommodation.

**Assignment submission:**

1. Failure to submit more than two assignments (other than discussion board posts) by the end of the quarter will result in a failing grade for the course.

***Supervised Professional Practice Courses (RC 590, RC 591, and RC 592)***

**Attendance for the in-person and Zoom class sessions:**

1. You are not allowed to miss any seminar class sessions. Therefore, if you miss a seminar class session (or an hour or more of the class session), you will fail the course unless you have an applicable and approved accommodation. As a reminder, absent of applicable and approved accommodations, attending an in-person session via Zoom is considered an absence for the purposes of this policy.

**Discussion Board participation:**

1. You are allowed to miss posting in one weekly discussion board.
2. Failure to post by the established deadline in a second weekly discussion board will result in a reduction of the final course grade by one full letter grade (e.g., from an A to a B) unless you have an applicable and approved accommodation.

3. Failure to post by the established deadline in three weekly discussion boards will result in failing the course unless you have an applicable and approved accommodation.

**Assignment submission:**

1. Failure to submit more than two assignments (other than discussion board posts) by the end of the quarter will result in a failing grade for the course.

# **APPENDIX E**

## **Scope of Practice for Rehabilitation Counseling**

## **SCOPE OF PRACTICE FOR REHABILITATION COUNSELING**

### **I. Assumptions**

- The Scope of Practice Statement identifies knowledge and skills required for the provision of effective rehabilitation counseling services to persons with physical, mental, developmental, cognitive, and emotional disabilities as embodied in the standards of the profession's credentialing organizations.
- Several rehabilitation disciplines and related processes (e.g., vocational evaluation, job development and job placement, work adjustment, case management) are tied to the central field of rehabilitation counseling. The field of rehabilitation counseling is a specialty within the rehabilitation profession with counseling at its core, and is differentiated from other related counseling fields.
- The professional scope of rehabilitation counseling practice is also differentiated from an individual scope of practice, which may overlap, but is more specialized than the professional scope. An individual scope of practice is based on one's own knowledge of the abilities and skills that have been gained through a program of education and professional experience. A person is ethically bound to limit their practice to that individual scope of practice.

### **II. Underlying Values**

- Facilitation of independence, integration, and inclusion of people with disabilities in employment and the community.
- Belief in the dignity and worth of all people.
- Commitment to a sense of equal justice based on a model of accommodation to provide and equalize the opportunities to participate in all rights and privileges available to all people; and a commitment to supporting persons with disabilities in advocacy activities to achieve this status and empower themselves.
- Emphasis on the holistic nature of human function which is procedurally facilitated by the utilization of such techniques as:
  1. interdisciplinary teamwork;
  2. counseling to assist in maintaining a holistic perspective; and
  3. a commitment to considering individuals within the context of their family systems and communities.
- Recognition of the importance of focusing on the assets of the person.
- Commitment to models of service delivery that emphasize integrated, comprehensive services which are mutually planned by the consumer and the rehabilitation counselor.

### **III. Scope of Practice Statement**

Rehabilitation counseling is a systematic process which assists persons with physical, mental, developmental, cognitive, and emotional disabilities to achieve their personal, career, and independent living goals in the most integrated setting possible through the application of the counseling process. The counseling process involves communication, goal setting, and beneficial growth or change through self-advocacy, psychological, vocational, social, and behavioral interventions. The specific techniques and modalities utilized within this rehabilitation counseling process may include, but are not limited to:

- assessment and appraisal;
- diagnosis and treatment planning;
- career (vocational) counseling;
- individual and group counseling treatment interventions focused on facilitating adjustments to the medical and psychosocial impact of disability;
- case management, referral, and service coordination;
- program evaluation and research;
- interventions to remove environmental, employment, and attitudinal barriers;
- consultation services among multiple parties and regulatory systems;
- job analysis, job development, and placement services, including assistance with employment and job accommodations; and
- the provision of consultation about and access to rehabilitation technology.

#### IV. Selected Definitions

The following definitions are provided to increase the understanding of certain key terms and concepts used in the Scope of Practice Statement for Rehabilitation Counseling.

***Appraisal:*** Selecting, administering, scoring, and interpreting instruments designed to assess an individual's aptitudes, abilities, achievements, interests, personal characteristics, disabilities, and mental, emotional, or behavioral disorders as well as the use of methods and techniques for understanding human behavior in relation to coping with, adapting to, or changing life situations.

***Diagnosis and Treatment Planning:*** Assessing, analyzing, and providing diagnostic descriptions of mental, emotional, or behavioral conditions or disabilities; exploring possible solutions; and developing and implementing a treatment plan for mental, emotional, and psychosocial adjustment or development. Diagnosis and treatment planning shall not be construed to permit the performance of any act which rehabilitation counselors are not educated and trained to perform.

***Counseling Treatment Intervention:*** The application of cognitive, affective, behavioral, and systemic counseling strategies, which include developmental, wellness, pathologic, and multicultural principles of human behavior. Such interventions are specifically implemented in the context of a professional counseling relationship and may include, but are not limited to: appraisal; individual, group, marriage, and family counseling and psychotherapy; the diagnostic description and treatment of persons with mental, emotional, and behavioral disorders or disabilities; guidance and consulting to facilitate normal growth and development, including educational and career development; the utilization of functional assessments and career counseling for persons requesting assistance in adjusting to a disability or handicapping condition; referrals; consulting; and research.

***Referral:*** Evaluating and identifying the needs of a client to determine the advisability of referrals to other specialists, advising the client of such judgments, and communicating as requested or deemed appropriate to such referral sources.

***Case Management:*** A systematic process merging counseling and managerial concepts and skills through the application of techniques derived from intuitive and researched methods, thereby advancing efficient and effective decision-making for functional control of self, client, setting, and other relevant factors for anchoring a proactive practice. In case management, the counselor's role is focused on interviewing, counseling, planning rehabilitation programs, coordinating services, interacting with significant others, placing clients and following up with them, monitoring progress, and solving problems.

***Program Evaluation:*** The effort to determine what changes occur as a result of a planned program by comparing actual changes (results) with desired changes (stated goals), and by identifying the degree to which the activity (planned program) is responsible for those changes.

***Research:*** A systematic effort to collect, analyze, and interpret quantitative or qualitative data that describe how social characteristics, behavior, emotions, cognition, disabilities, mental disorders, and interpersonal transactions among individuals and organizations interact.

***Consultation:*** The application of scientific principles and procedures in counseling and human development to provide assistance in understanding and solving current or potential problems that the consultee may have in relation to a third party, be it an individual, group, or organization.