

Comprehensive Examination

All master's degree students must take a comprehensive examination prior to receiving their master's degree. The Counseling Program uses the standardized, Counselor Preparation Comprehensive Examination (CPCE) published by the National Board for Certified Counselors, Inc. (NBCC). The examination which consists of 160 multiple choice questions covering the core areas of counseling instruction defined by our accreditation agency is offered each quarter, including summer.

Application for the comprehensive examination must be made no later than exam week of the quarter preceding the quarter in which you wish to take the comprehensive examination. Application forms are available through the department office, require advisor approval, and are to be submitted to the Comprehensive Examination Coordinator. Study materials are available through the Comprehensive Examination Coordinator. Scheduling of the examination is done through the Counseling Program. To pass the CPCE, a score of 70%, or 95 correct items out of 135 scored items, is required.

A student who does not pass the comprehensive examination is entitled to one retake of the CPCE examination. After completion of the retake examination, evaluation of the student's performance will be based on "best effort" scoring. This scoring system permits the student to be credited with the highest score earned on each subtest, whether that score was produced during the initial or retake testing. The total score is then computed by summing across the eight "best effort" scores. If that total equals or exceeds the 70% criterion, the student will be deemed to have passed the examination.

Failure to pass the comprehensive examination after two tries will ordinarily be grounds for termination from the program; however, any student who is terminated under this policy has the right to petition the faculty for reconsideration of the termination decision. Grounds for appeal include but are not limited to unusual personal or environmental circumstances that the student believes markedly interfered with his or her performance on the examination or a documented disability that interferes with performance on multiple-choice examinations.

If the faculty approves a student's petition for re-consideration, the student will be re-examined through the use of an essay examination. This re-examination will consist of one essay question for each of the eight CACREP defined areas of the comprehensive examination in which the student did not earn a score of 65%, or 11 items correctly answered. Each question will require the preparation of a 1500 word (minimum) response, prepared in APA style, with references cited as appropriate.

On being approved for re-examination, the student will be notified which of the CACREP areas will be included in the re-examination and provided with the set of questions to be answered. The student will be given a period equivalent to one academic quarter (i.e., 3 months) to prepare responses to the questions. Failure to submit responses to all examination questions by the submission deadline will result in an automatic failing grade for the re-examination. Responses will be graded by pairs of faculty. Should a pair of readers not be unanimous in their judgment of the response, a third faculty member will also read grade the question. Determination of whether the student is judged to have passed will be based on a review by the faculty of the student's overall performance on the re-examination.

Application for Master's Comprehensive Examination

Student Name _____

Advisor Name _____

Address _____

Home Phone _____ Work Phone _____

City, State, Zip _____

Student Number _____

Date _____

Prerequisites

When were you admitted to your master's degree program?

Have you taken the Graduate Record Examination? Yes [] No []

Have you completed the residency requirement (1 quarter of full time study)? Yes [] No []

Do you have a grade point average of 3.0 or higher? Yes [] No []

Do you have any course grades of "C" or lower? Yes [] No []

If "Yes," how many?

Have you discussed any "C" grades earned with your advisor? Yes [] No []

Have you completed any assigned remedial work assigned to make up for any "C" grades received? Yes [] No []

Are you counting any coursework taken at another institution as part of your program? Yes [] No []

If "Yes," have the courses been officially accepted (via an advanced standing petition)? Yes [] No []

Include a copy of the results from your degree progress audit (see instructions below)

When do you intend to take the comprehensive examination? Year: _____ Quarter: Aut [] Wnt [] Spr [] Sum []

Is this your first or second attempt at taking the comprehensive examination? First Attempt [] Second Attempt []

If "Second Attempt," when did you previously take the exam? ... Year: _____ Quarter: Aut [] Wnt [] Spr [] Sum []

Student _____

Advisor _____

Date _____

Date _____

Instructions: Degree Progress Audit

Go to http://onestop.uc.edu/degree_audit.html At the bottom of the page, click on <Continue> Enter your <Username> and <Password> in the data entry boxes Click on <Audits> and <Request new audit> Make sure the school code is set to <18 Educ Crim Just Human Svcs> and the degree program is set to your program: either <18MAMHC - MA in Mental Health Counseling> or <18MEDSCNS - M Ed in School Counseling> Change the radio button to <Run selected program> and click on <Submit a new audit> When the audit has run, click on <Details> to view the result. Print a "printer friendly" copy to submit with this application for the CPCE comprehensive examination.

For each course in your curriculum, indicate the completion date and the grade earned. If you have been granted permission by your advisor to substitute a course taken at another institution or another course in the UC portfolio of courses for a required course in your curriculum, indicate the name of the course, the "credit value" of the course (if your substituted course was a semester course, please translate semester hours into UC credits), and the institution at which it was taken.

Courses	Transfer/Substitute Courses For any approved course substitutions record the name of the substituted course, "credit value" of the course, and the institution at which it was taken	Grade Earned	Completion Date
Foundations			
*18-CNSL-981 Legal, Professional, Ethical Issues (3)	_____	_____	_____
*18-CNSL-784 Counseling Theory (3)	_____	_____	_____
*18-CNSL-775 Career Development (3)	_____	_____	_____
*18-EDFN-775 Lifespan Human Development (3)	_____	_____	_____
*18-CNSL-787 Group Theory and Process (3)	_____	_____	_____
*18-CNSL-961 Supervision (3)	_____	_____	_____
*18-CNSL-963 Multicultural Counseling (3)	_____	_____	_____
*18-CNSL-783 Tests in Counseling (3)	_____	_____	_____
*18-EDST-710 Introductory Statistics (3)	_____	_____	_____
*18-EDST-755 Research Methods (3)	_____	_____	_____
Clinical Instruction			
*18-CNSL-884 Pre-practicum (3)	_____	_____	_____
*18-CNSL-886 Advanced Counseling Skills (3)	_____	_____	_____
18-CNSL-887 Field Practicum (3)	_____	_____	_____
18-CNSL-888 Masters Counseling Internship (18)	_____	_____	_____
If you have not completed the internship, enter the number of credits completed			
[682] School Counseling Specialization			
18-CNSL-852 Counseling in the Schools (3)	_____	_____	_____
18-CNSL-890 Child Counseling (3)	_____	_____	_____
18-SPED-600 Challenging Learners in Society /or 18-SPED-601 Special Ed and the Law (3)	_____	_____	_____
18-EDAD-880 School Law (3)	_____	_____	_____
[683] Mental Health Counseling Specialization			
18-CNSL-855 Community Couns. in Mental Health Settings (3)	_____	_____	_____
18-CNSL-809 Abnormal Human Behavior (3)	_____	_____	_____
18-CNSL-895 Intro Problem Identification & Diagnosis (3)	_____	_____	_____
18-CNSL-985 Testing and Assessment (3)	_____	_____	_____
18-CNSL-819 Preventive Counseling (3)	_____	_____	_____
18-CNSL-889 Advanced Master's Counseling Internship (9)	_____	_____	_____
18-CNSL-861 Chemical Dependency Counseling (3)	_____	_____	_____
18-CNSL-841 Family Counseling (3)	_____	_____	_____
__ - __ - __ (elective)_____ (3)	_____	_____	_____
*NOTE: Starred courses are courses which directly address foundational content covered by the comprehensive examination			