



College of Liberal and Creative Arts

Graduate Art Therapy and Counseling Handbook

2026-2027

WLU & ATC Program Contact Information:

Dean, College of Liberal and Creative Arts

Dr. Konchar Farr

Office Phone: 304-336-8955

cecilia.konchar-farr@westliberty.edu

Program Director

Associate Professor, Art Therapy and Counseling

Art Therapy and Counseling Department

Dr. Susan Ridley

Office Location:

Room S2, 2nd Floor

Union College

Office Phone: 304-336-8251

susan.ridley@westliberty.edu

Practicum/Internship Coordinator,

Instructor, Creative Arts Therapy

Art Therapy and Counseling Department

Terri Giller-Etheridge

Office Phone: 304-336-8128

terri.giller@westliberty.edu

Administrative Assistant

Alex Shelly

College of Liberal and Creative

Office Phone: 304-336-8006

alex.sibo@westliberty.edu

Mailing Address:

West Liberty University

208 University Drive

West Liberty, WV 26074

TABLE OF CONTENTS

I. WEST LIBERTY UNIVERSITY5

 Mission, Vision, and Values5

 Themes5

 Cultivating Excellence, Innovation and Continuous Improvement in Academic Programs ...5

 Supporting Student Growth and Success6

 Strengthening University Effectiveness.....6

 Developing and Expanding Community Partnerships and Collaboration6

 General University Information7

 National Council for State Authorization Reciprocity Agreement7

 Statement of non-disclosure.....7

 Academic Calendar7

 WLU College Scorecard7

 WLU Higher Education Opportunity Act Compliance Information7

 Title IX Information and Resources7

 FERPA information7

 Student Services7

 Accessibility Services7

 Academic Coaching7

 Peer Tutoring Services7

 Paul N. Elbin Library7

 Career Services.....7

 Information Technology Services7

 Center for Teaching, Learning, and Online Education7

 Student Health Service7

 Dental Hygiene Clinic7

 Speech and Hearing Clinic.....7

 Mental Health Counseling Services7

 Alumni Association.....7

II. GRADUATE PROGRAMS.....8

 Art Therapy and Counseling8

 Goals and Program Learning Outcomes8

 Course Schedule.....9

 Art Therapy and Counseling Electives.....11

 Mental Health Counseling11

 Goals and Program Learning Outcomes12

 Course Schedule.....12

 Counseling Electives14

 Withdrawal from a Required Course.....14

 Evaluation of Academic Progress14

 Graduation Requirements15

 Practicum/Internship Placement15

 Prerequisites for Practicum/Internship15

 Practicum/Internship Courses16

 Ethical Responsibilities16

 Mandated Reporting16

 Liability Protection Policy (Malpractice Insurance)16

Enrollment in Practicum/Internship Class	17
Professional Licensure and Credentials.....	17
Employment After Graduation.....	17
Occupational Risks	17
Accreditation	18
III. ADMISSIONS.....	19
Admission Requirements.....	19
Admission Denial	19
Transfer of Credits Policy	19
Returning Students	20
IV. ACADEMIC POLICIES	21
Academic Progress Policy.....	21
AI/CHAT GPT Statement	21
Academic Integrity	21
Academic Probation, Suspension, and Dismissal Appeals Policy and Procedures	21
Students' Rights and Responsibilities	21
Computer and Technology Use Policy	21
Virtual and Other Classroom Recording and Student Privacy (FERMA)	21
Plans for Instruction in Case of Emergency or Inclement Weather Closure	21
Attendance	22
Grading Policy	22
Student Accounts.....	22
Email	22
Single Sign-On.....	22
WINS	23
Canvas	23
V. TUITION, FEES, AND EXPENSES.....	24
Program Cost	24
Tuition Refund.....	24
Continuing Studies	25
Academic (semester)	25
Summer Terms.....	25
VI. FINANCIAL AID REFUND AND RETURN POLICIES	26
Applying for Financial Aid.....	26
Satisfactory Academic Progress for Financial Aid Eligibility	27
Appeal Process	27
Veterans Information.....	27
VA Pending Payment Compliance	27
GI Bill Graduate Studies – VA Rate of Pursuit	27
GI Bill Suspension and Probation Policy	28
Military Leave and Attendance Policy	28
Readmission	28
Financial Aid Probation	28
APPENDIX A: Course Descriptions	29

West Liberty University

West Liberty University is a forward-looking, four-year public university steeped in a rich heritage as West Virginia's oldest institution of higher education. Established as West Liberty Academy in 1837 (26 years before the state was admitted to the Union), it was created to respond to the need for higher educational opportunities west of the Appalachian ridge. The institution is named for the town in which it is located. West Liberty was named in the late 18th Century as the westernmost point of the new liberty provided through the Declaration of Independence.

Mission

West Liberty University is a public university with a rich history of providing students with a comprehensive education from undergraduate to graduate degrees. Through experiential learning and personalized support, we empower students toward scholarly exploration, creative expression, and economic opportunity.

Vision

West Liberty University aspires to offer innovative, inclusive, and inspirational opportunities that prepare graduates to be leaders in their communities and professions.

Values

- **Community:** WLU fosters a caring community of diverse students, faculty, and staff who work together to nurture a sense of belonging in a safe, supportive, and respectful environment.
- **Excellence:** WLU sets high standards for excellence through our commitment to promoting students' aspirations and intellectual development, and our constant pursuit of knowledge, evidenced in nationally recognized programs and certifications.
- **Innovation:** WLU cultivates innovation among faculty, staff, and students. We believe in a forward-thinking mindset that embraces change as an opportunity for growth and improvement. Our commitment to innovation empowers our community to tackle complex challenges, drive meaningful progress, and shape the future.
- **Integrity:** WLU requires all students, faculty, staff, and administrators to act with integrity, treating everyone with respect, fairness, and dignity. We uphold the highest standards of honesty, ethics, and accountability in all aspects of our academic and professional endeavors.

Themes

1. Cultivating Excellence, Innovation and Continuous Improvement in Academic Programs

West Liberty University is responsive to the evolving changes in the demographics of our student population, the opportunities we have to expand our mission to new learners, and the needs of our local community. We empower our students for future success by challenging them to apply their learning in a variety of contexts that align with the best practices in higher education. To do so, we will achieve the following outcomes:

- a. Review academic programs, facilities, and technology to meet the evolving requirements and qualifications of high-demand occupations, ensuring students are well-prepared for the workforce.
- b. Develop and promote relevant educational programs catering to learners seeking upskilling opportunities.
- c. Develop and offer a variety of certificates and micro-credentials to complement majors and minors, enhancing students' career prospects.

- d. Strengthen involvement in high impact practices such as student research initiatives, experiential learning, and global opportunities.
- e. Emphasize an integrated, intentional, and relevant General Education program as the cornerstone of our expansive undergraduate curriculum.

2. Supporting Student Growth & Success

West Liberty University is a community in which students can reach their full potential. We offer an opportunity-rich environment so that students explore their identities while they are supported by faculty, staff, and other students. To do so, we will achieve the following outcomes:

- a. Provide students, faculty, and staff a better understanding and connection to resources to support student success.
- b. Align curricular, co-curricular, and extra-curricular goals and outcomes in a way to serve student growth and development.
- c. Increase access to experiential learning opportunities and career development resources through collaboration with employer, community, and campus partners.
- d. Effectively use technology resources to elevate the student learning experience.
- e. Create environments where all students feel a sense of belonging and can explore their own identities and values.
- f. Develop strategies to increase the number of students completing 30, 60, and 90 credits each year

3. Strengthening University Effectiveness

West Liberty University is an institution where its employees are able to make effective decisions, complete work efficiently, and grow and develop, all in service to students. We are effective communicators so that we can tell our story to our stakeholders in order to promote our successes. To do so, we will achieve the following outcomes:

- a. Use technology efficiently and effectively to increase our capacity
- b. Develop a culture where decisions are based on research and data.
- c. Identify inefficiencies and revise policies and procedures that will enable faculty and staff to be more productive in their jobs.
- d. Encourage and engage in more communication across departments.
- e. Assess and evaluate our performance to identify areas of improvement.
- f. Provide enhanced opportunities and allocate resources for professional growth for employees.
- g. Foster a culture where employees feel a sense of belonging, empowerment, and engagement.
- h. Expand efforts to promote our brand promise and brand drivers
- i. Improve the average contribution margin for academic programs

4. Developing and Expanding Community Partnerships & Collaboration

West Liberty University has a mutually beneficial relationship with our region to serve our students but also the broader community. We are responsive to community needs while being mindful of the role our students can and will play in being leaders in their professions and communities. To do so, we will achieve the following outcomes:

- a. Build strong partnerships with the community, including business leaders and alumni, to develop career opportunities for our students.
- b. Prioritize students gaining valuable experience before entering the workforce through a variety of experiential learning opportunities in the local area.
- c. Expand partnerships with area schools to provide guidance to college-bound students.

General University Information

National Council for State Authorization Reciprocity Agreement

WLU is authorized to enroll out-of-state students in online courses and programs in accordance with the National Council for State Authorization Reciprocity Agreements (NC-SARA). Use the information on the [NC-SARA webpage](#) to determine if your state is included.

Statement of Non-Discrimination

West Liberty University prohibits discrimination and is committed to providing equal opportunity and an educational and work environment free from discrimination on the basis of sex, race, color, creed, religion, national origin, ancestry, physical or mental disability, age, sexual orientation, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), genetic information, gender identity, or gender expression. West Liberty University shall adhere to all applicable state and federal equal opportunity/affirmative action statutes and regulations. The university is dedicated to ensuring access and equal opportunity in its educational programs, related activities, and employment. Retaliation against an individual who has raised claims of illegal discrimination or cooperated with an investigation of such claims is prohibited. Students and employees may bring questions or concerns to the attention of the Director of Student Activities and Title IX Coordinator, Kate Billings, College Union - S30 (2nd Floor), CUB 104, 208 University Drive, West Liberty, West Virginia 26074, 304-336-8580 and 304-336-8385 (fax).

Academic Calendar

[WLU College Scorecard](#) (*US Department of Education*)

[WLU Higher Education Opportunity Act Compliance Information](#) (*HEOA Compliance*)

[Title IX information and resources](#)

[FERPA Information](#)

Student Services

- [Accessibility Services](#)
- [Academic Coaching](#)
- [Peer Tutoring Services](#)
- [Paul N Elbin Library](#)
- [Career Services](#)
- [Information Technology Services](#)
- [Center for Teaching, Learning, and Online Education](#)
- [Student Health Services](#)
- [Dental Hygiene Clinic](#)
- [Speech and Hearing Clinic](#)
- [Mental Health Counseling Services](#)
- [Alumni Association](#)

MA in ART THERAPY AND COUNSELING

The Master of Arts in Art Therapy and Counseling is a 60-credit hour degree program that consists of 51 credit hours of coursework, 3 credit hours of supervised practicum, and 6 credit hours of supervised professional internship. Each Fall, students will participate in a 3-day virtual residency. All Fall, Spring and Summer classes will be completed 100% virtually through synchronous zoom and online classes. This virtual format allows working professionals to further their education and professional development. This program provides the education for graduates to pursue professional certifications such as art therapist registered (ATR) and art therapist board certified (ATR-BC) with the Art, certification as a Registered Expressive Arts Therapist (REAT) with the International Expressive Arts Therapy Association (IEATA), and State licensure as a Licensed Professional Counselor (LPC) in West Virginia and other states. Postgraduate supervision hours are required for both the ATR credential and counseling license, and successfully passing an exam is required for licensure.

The graduate ATC program was designed according to the education guidelines for art therapy programs through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Accreditation Council for Art Therapy Education (ACATE). The curriculum is also aligned with the education standards of the Council on Accreditation of Counselor and Related Educational Programs (CACREP).

Program Goals:

1. To prepare competent entry level art therapists and counselors in the cognitive (knowledge), psychomotor (skills), and affective (behavior/practice) learning domains to work in a variety of healthcare facilities and educational settings.
2. To produce graduates who can demonstrate the ability to work collaboratively with other healthcare professionals while successfully delivering quality services to clients of various populations.
3. To provide a variety of learning opportunities to assist students in both personal and academic development.

Program Learning Outcomes:

1. Integrate knowledge of historical foundations of art therapy and counseling theory and techniques into practical contemporary professional practice of as evidenced by coursework and internship evaluations.
2. Distinguish therapeutic benefits of art therapy and counseling as applied to a variety of client bases for promoting growth and well-being as evidenced through coursework and internship evaluations.
3. Apply analytical, evaluative, integrative, culturally and developmentally appropriate art therapy and counseling skills incorporating knowledge of diagnostic processes in accord with the current Diagnostic and Statistical Manual (DSM) and International Statistical Classification of Diseases and Related Health Problem (ICD) as evidenced by coursework and internship evaluations.
4. Identify and respond to all professional circumstances including State licensing and credentialing criteria with appropriate ethical and legal knowledge and action in all levels of practice including the provision of treatment, conducting research, and advocacy as evidenced by coursework and internship evaluations.

5. Articulate and pursue an ever-evolving professional identity through the engagement of personal growth and self-awareness while incorporating supervision and consultation to continually inform clinical practice in art therapy and counseling. This will be evidenced by coursework, internship evaluations, and capstone project.
6. Develop appropriate and collaborative therapeutic relationships with clients, implement art therapy and counseling services that consider diverse values, beliefs and actions, and develop responsive practices that include collaboration, empowerment, and advocacy as evidenced by coursework and internship evaluations.

Course Schedule

All classes, unless otherwise stated, start at 6:00 pm EST via zoom.

Fall Start

Fall	Year 1
ATC 502	Materials & Techniques of AT
ATC 506	Assessments in Art Therapy Practice
ATC 510	Human Growth and Development

Spring	
ATC 501	History & Development of AT
ATC 504	Group Dynamics
ATC 515	Social and Cultural Foundations

Summer	
ATC 505	Assessment Methods in Counseling
ATC 511	Psychopathology and Diagnosis
ATC 512	Counseling Theories

Fall	Year 2
ATC 513	Counseling Techniques
ATC 514	Research and Evaluation
ATC 518	Practicum (100 hours)

Spring	
ATC 517	Capstone Project
ATC 519	Internship I (350 hours)
ATC 523	Theories into Practice

Summer	
ATC 507	Profess. Orientation, Ethical, and Legal Issues
ATC 508	Addictions Counseling
ATC 516	Lifestyle and Career Development

Fall	Final Semester
ATC 509	Marriage and Family Counseling
ATC 520	Internship II (350 hours)

Spring Start

Spring	Year 1
ATC 501	History & Development of AT
ATC 510	Human Growth and Development
ATC 515	Social and Cultural Foundations

Summer I	
ATC 505	Assessment Methods in Counseling
ATC 511	Psychopathology and Diagnosis
ATC 512	Counseling Theories

Fall	
ATC 502	Materials & Techniques of AT
ATC 504	Group Dynamics
ATC 506	Assessments in Art Therapy Practice

Spring	Year 2
ATC 513	Counseling Techniques
ATC 514	Research and Evaluation
ATC 518	Practicum (100 hours)

Summer I	
ATC 507	Profess. Orientation, Ethical, and Legal Issues
ATC 508	Addictions Counseling
ATC 516	Lifestyle and Career Development

Fall	
ATC 517	Capstone Project
ATC 519	Internship I (350 hours)
ATC 523	Theories into Practice

Spring	Final Semester
ATC 520	Internship II (350 hours)
ATC 509	Marriage and Family Counseling

As part of their graduate studies, students participate in the graduate Art Exhibition during their second year at the Fall Virtual Residency and give an oral presentation of their capstone project at the end of their final semester during the Virtual Graduation Ceremony.

Art Therapy and Counseling Electives

Students in good academic standing are permitted to take elective courses as required for counseling licensure. Students may enroll in offered electives at the discretion of the Program Director. The Program Director will notify students of upcoming electives including course information and book list. Students interested in taking elective courses must request permission from the Program Director who will register students for the classes or confirm students can add the class to their schedule. **See Appendix A: Course Descriptions**

Art Therapy Electives

ATC 503	Creativity, Symbolism, Metaphor, and Spirituality
ATC 521	Digital Art Therapy
ATC 522	Intro to Phototherapy

Counseling Electives

ATC 530	Introduction to Mental Health Counseling
ATC 531	Contextual Dimensions: Mental Health Counseling
ATC 532	Psychopharmacology in Mental Health Counseling
ATC 533	Human Sexuality
ATC 534	Trauma/Crisis Counseling
ATC 535	Telehealth Counseling

MA in MENTAL HEALTH COUNSELING

The program is 100% virtual through synchronous zoom and online classes. We use a cohort model to provide additional support and peer learning opportunities for students as they move through the program together. The MHC program is a 60-credit hour that consists of 51-credit hours of coursework, 3-credit hours of supervised practicum, and 6-credit hours of supervised professional internship. Students may complete their practicum/internships at their place of work, if appropriate, and with approval of the Practicum/Internship Coordinator. Each Fall students participate in a 3-day virtual residency that includes orientation and workshops. Typically, students take 9 credits Fall, Spring, and Summer I. If students stay on track and complete all requirements, the program can be completed in 2 1/2 years. At any time, students can slow down. Although this will affect graduation timeline, it is not a race, and students should work at their own pace. This virtual format allows working professionals to further their education and professional development. This program provides the education needed to pursue State licensure as a Licensed Professional Counselor (LPC) in West Virginia and other States. Postgraduate supervision hours and successful passing of an exam are required for counseling licensure.

The graduate MHC program is aligned with the education standards of the Council on Accreditation of Counselor and Related Educational Programs (CACREP).

Program Goals:

1. To prepare competent entry level counselors in the cognitive (knowledge), psychomotor (skills),

and affective (behavior/practice) learning domains to work in a variety of healthcare facilities and educational settings.

2. To produce graduates who can demonstrate the ability to work collaboratively with other healthcare professionals while successfully delivering quality services to clients of various populations.
3. To provide a variety of learning opportunities to assist students in both personal and academic development.

Program Learning Outcomes:

1. Integrate knowledge of historical foundations of counseling theory and techniques into practical contemporary professional practice as evidenced by coursework and internship evaluations.
2. Distinguish therapeutic benefits of counseling as applied to a variety of client bases for promoting growth and well-being as evidenced through coursework and internship evaluations.
3. Apply analytical, evaluative, integrative, culturally and developmentally appropriate counseling skills incorporating knowledge of diagnostic processes in accord with the current Diagnostic and Statistical Manual (DSM) and International Statistical Classification of Diseases and Related Health Problem (ICD) as evidenced by coursework and internship evaluations.
4. Identify and respond to all professional circumstances including State licensing and credentialing criteria with appropriate ethical and legal knowledge and action in all levels of practice including the provision of treatment, conducting research, and advocacy as evidenced by coursework and internship evaluations.
5. Develop appropriate and collaborative therapeutic relationships with clients, implement counseling services that consider diverse values, beliefs and actions, and develop responsive practices that include collaboration, empowerment, and advocacy as evidenced by coursework and internship evaluations.

Course Schedule

All classes, unless otherwise stated, start at 6:00 pm EST via zoom.

Fall Start

Fall	Year 1
ATC 510	Human Growth and Development
ATC 530	Intro to Mental Health Counseling
ATC 533	Human Sexuality

Spring	
ATC 504	Group Dynamics
ATC 515	Social and Cultural Foundations
ATC 531	Contextual Dimensions: Mental Health Counseling

Summer	
ATC 505	Assessment Methods in Counseling
ATC 511	Psychopathology and Diagnosis
ATC 512	Counseling Theories

Fall Year 2	
ATC 513	Counseling Techniques
ATC 514	Research and Evaluation
ATC 518	Practicum (100 hours)

Spring	
ATC 517	Capstone Project
ATC 519	Internship I (350 hours)
ATC 532	Psychopharmacology in Counseling

Summer	
ATC 507	Profess. Orientation, Ethical, and Legal Issues
ATC 508	Addictions Counseling
ATC 516	Lifestyle and Career Development

Fall Final Semester	
ATC 509	Marriage and Family Counseling
ATC 520	Internship II (350 hours)

Spring Start

Spring Year 1	
ATC 510	Human Growth and Development
ATC 515	Social and Cultural Foundations
ATC 530	Intro to Mental Health Counseling

Summer I	
ATC 505	Assessment Methods in Counseling
ATC 511	Psychopathology and Diagnosis
ATC 512	Counseling Theories

Fall	
ATC 504	Group Dynamics
ATC 531	Contextual Dimensions: Mental Health Counseling
ATC 533	Human Sexuality

Spring Year 2	
ATC 513	Counseling Techniques
ATC 514	Research and Evaluation
ATC 518	Practicum (100 hours)

Summer I	
ATC 507	Profess. Orientation, Ethical, and Legal Issues
ATC 508	Addictions Counseling
ATC 516	Lifestyle and Career Development

Fall	
ATC 517	Capstone Project
ATC 519	Internship I (350 hours)
ATC 532	Psychopharmacology in Counseling

Spring	Final Semester
ATC 520	Internship II (350 hours)
ATC 509	Marriage and Family Counseling

As part of their graduate studies, students participate in two Fall Virtual Residencies and give an oral presentation of their capstone project at ATC Community.

Mental Health Counseling Electives

Students in good academic standing are permitted to take elective courses as required for counseling licensure. Students may enroll in offered electives at the discretion of the Program Director. The Program Director will notify students of upcoming electives including course information and book list. Students interested in taking elective courses must request permission from the Program Director who will register students for the classes or confirm students can add the class to their schedule. **See Appendix A: Course Descriptions**

ATC 534	Trauma/Crisis Counseling
ATC 535	Telehealth Counseling

Withdrawal from a Required Course

All courses, except elective courses, are required. Students may be required to withdraw from a course based on the Professional Performance Review, Academic Probation status, Leave of Absence, or at the discretion of the Program Director. Students withdrawing from a course will be required to retake the course to meet degree requirements. Students must inform the Faculty member teaching the course and the Program Director via email of their intention to drop a course after the semester has started. Students who withdraw from a course will be responsible for tuition and fees for repeating the course. Due to the sequential nature of the curriculum, students must wait until the course is offered again to retake it.

Evaluation of Academic Progress

The Program Director and course faculty will review the academic achievement of each student. The purpose of this review is to identify any student whose academic progress is marginal or unsatisfactory before a course is failed, so that the faculty and student together can develop an appropriate plan to address academic difficulties. Students must exhibit the requisite knowledge, skills, and behaviors to complete the prescribed course of study and must demonstrate the personal qualifications and attributes deemed necessary to perform the duties of an art therapist

and counselor. Evaluation is based upon measurable goals and objectives of the curriculum, a mastery of fundamental concepts and principles, and the ability to integrate the material into clinical practice.

Graduation Requirements

Students in the graduate ATC program will complete a minimum of 60 credits which includes 51 credits of graduate level coursework, plus 3 credits (100 hours) of supervised practicum and 6 credits (700 hours) of supervised internship. Students can take electives above the 60 credits as required for licensure in their state.

Continued status in the program requires a minimum GPA of 3.0 and consistent coursework progress. Academic remediation may be required if students fall below the required GPA. All classes, including practicum and internship, must be completed within five academic years. Students who take a leave of absence will join the next available cohort.

Practicum/Internship Placements

The Practicum/Internship placements are often the first opportunity a student has to gain formal experience in working with a client population. This is an essential component of the West Liberty University graduate ATC program. All levels of the Practicum/Internship experience include supervised practice onsite at a clinical placement as well as group supervision in the following classes:

ATC 518 Practicum (3 credits; 100 hours)

ATC 519 Internship I (3 credits; 350 hours)

ATC 520 Internship II (3 credits; 350 hours)

Students are required to participate in a specified variety of counseling and/or art therapy activities each week of the Practicum/Internship. Site-based counseling practice typically includes orientation to site, policies and practice, observation of professional activities, review of treatment plans, and client contact for individual or group counseling activities, and workshop or educational program delivery according to the needs of the clients. Students should engage in on-going self-evaluation by identifying specific strengths and learning needs. Students are expected to present themselves as professionals in all aspects of the Practicum/Internship experience, this includes fieldwork, class attendance, and supervision. Students are expected to comply with the terms outlined in Section II, IV, VI, & VII of the Practicum/Internship manual.

Pre-requisites for Practicum/Internship

Students enroll in practicum after the first semester after their first academic year in the program with the approval of the Practicum/Internship Coordinator and have completed at least 27-credit hours of coursework in the Art Therapy and Counseling program. Students are required to attend a practicum/internship orientation meeting with the Practicum/ Internship Coordinator and/or Faculty the semester PRIOR to their practicum. Students and faculty will review program requirements and confirm all necessary prerequisites are completed. Students should understand that the Practicum/Internship experience is not only an academic commitment to furthering skills beyond the classroom, but it is also a time commitment. Students will need to complete the required field experience in order to graduate from the ATC program. This time commitment includes 8-10 (Practicum) hours per week or 22-25 hours (Internship I & II) per week. Completing an Internship, particularly if you're still working another

job (full or part-time), requires serious consideration and planning of how you can (a) complete the necessary hours, (b) complete those hours in a way that allows you to give your full attention, to your training, and (c) complete the hours and not feel overwhelmed that the stress interferes with your training.

Practicum/Internship Courses

Students will attend regularly scheduled class meetings at WLU with Practicum/Internship class faculty. These courses will include didactic and experiential activities, and a review of Art Therapy and Counseling practices and will address the specific concerns of students. This course time includes weekly group supervision with the Practicum/Internship class faculty.

Ethical Responsibilities

During Practicum and Internship, students are required to adhere to “ethical practice” as outlined by the American Art Therapy Association (AATA) Code of Ethics and/or the American Counseling Association (ACA) Code of Ethics. These can be found at www.arttherapy.org and www.counseling.org, respectively. Students are expected to comply with the Patient Confidentiality and the Health Insurance Portability and Accountability Act (HIPAA) and abide by all confidentiality ethics and laws. This can be found at www.hhs.gov/hipaa/. Additionally, students are to follow the administrative policies, standards, and practices of the site and participate actively in site staff meetings and supervision. If a student has any concerns about the ethical standards of the site they should contact the Practicum/Internship Coordinator immediately.

Mandated Reporting

Art Therapy and Counseling students involved in Practicum/Internship are considered mandated reporters. Students should become familiar with the law in the state and agency in which they are assigned. Students who suspect abuse or neglect should immediately report their concerns to the on-site supervisor in order to begin the processes for reporting the activity to the appropriate investigative or law enforcement agency. Students are to comply with all Practicum/Internship policies and procedures regarding confidentiality.

Liability Protection Policy (Malpractice Insurance)

WLU graduate Art Therapy and Counseling program has a mandatory Liability Protection policy. Students must obtain a minimum of \$1,000,000/\$3,000,000 professional liability coverage for duties performed as part of their art therapy and counseling field work. Documentation of coverage must be submitted to the Practicum/Internship Coordinator prior to the beginning of the placement. This should be attached to the **Student Agreement for Practicum/Internship** in the manual. Students may obtain coverage from any insurance provider. Currently students are awarded an art therapy scholarship that provides membership to the American Art Therapy Association which includes the professional liability insurance required for the practicum/internship experience. Students can access this policy plan by logging into your “MYAATA” account at www.arttherapy.org. Students are required to provide a copy of their professional liability insurance to the Practicum/Internship Coordinator and to their site upon request.

Enrollment in Practicum/Internship Class

Once students meet prerequisite course requirements, they are automatically enrolled in the appropriate course (ATC 518 Practicum, ATC 519 Internship I, ATC 520 Internship II). ATC 518 typically takes place after one academic year of enrollment in the ATC Program. Once ATC 518 is satisfactorily completed, the following semester students are enrolled in ATC 519, and then students are enrolled in ATC 520 after successful competition of Internship I. In the academic semester prior to the Practicum/Internship experience, students are required to attend an orientation meeting with the Practicum/Internship Coordinator and/or Faculty to review program requirements and to confirm they have completed the necessary prerequisites. Any exceptions must be approved *in writing* by the Program Director or Practicum/Internship Coordinator prior to enrollment in these courses.

Students are not permitted to start accumulating hours until at least two weeks prior to the start of the semester AND all necessary paperwork is completed.

Professional Licensure and Credentials

The ATC and MHC graduate programs are designed to prepare students to apply for counseling licensure in West Virginia and may not meet educational requirements for licensure in other states. Since state requirements change frequently, we highly recommend that you contact the appropriate state licensing agency in your state or the state in which you intend to work to seek the most up-to-date information about state licensure requirements before enrolling in these academic programs.

West Liberty University provides the following disclosures related to the educational requirements for professional licensure per U.S. Federal Regulations, §668.43 (2019 Rule), and in compliance with the State Authorization Reciprocity Agreements (SARA) Manual version 19.2. Please review the [ATC licensure](#) information page. This is updated annually, but it is up to the students to ensure that they complete the courses required for licensure in their state.

The ATC graduate program also provides the coursework required for professional credentials as an art therapist (ATR) with the [Art Therapy Credentials Board](#). After graduation, students pursue the ATR-P, which is a provisional credential on the path to seeking the ATR. They attain the ATR after completing postgraduate supervision hours.

Employment After Graduation

WLU supports the employment search of graduates through specific training in professionalism, resume writing, interviewing, and support with managing job search resources. The Program Director advertises job openings through emails to alumni. Art Therapists and counselors are employed in a variety of mental health, school, and hospital settings. However, completion of the graduate program does not guarantee a job because multiple factors contribute to an individual's preparedness for employment.

Occupational Risks

Balancing work, life, and graduate studies (including practicum/internships) can be challenging for students. The risk of burnout is high if students do not take care of their health and wellness. Self-care strategies are discussed throughout the graduate program and students are encouraged to

utilize the free [mental health services](#) provided at WLU. Students can also slow down their studies, take a break, and come back when they are ready. Students should contact the Program Director if they are experiencing any difficulties that impact their academic progress.

Art Therapists and Counselors work in a high demand mental health and behavioral health careers. Occupational risks for art therapists and counselors include compassion fatigue, vicarious trauma, secondary trauma, work-life balance challenges, and lack of support at work. Regular supervision, practicing self-care, creating healthy boundaries, and engaging in professional development can help to mitigate occupational risks.

Accreditation

West Liberty University is accredited by [The Higher Learning Commission \(HLC\)](#)
230 South LaSalle Street, Suite 7- 500, Chicago, IL 60604-1411, 1-800-621-7440.

The HLC accreditation is recognized by the [Council for Higher Learning Accreditation \(CHEA\)](#)
One Dupont Circle NW, Suite 510, Washington, DC 20036, 1-202-955-6126.

ADMISSIONS POLICY

Application Requirements

A. A completed application form, and

B. Official transcripts from each college or university attended (former WLU students do not need to submit their WLU transcripts). The transcripts must be sent directly to gradstudies@westliberty.edu from the college or university or through a transcript service.

All credentials submitted in support of an application for admission become the property of the University and will not be returned to the student. Any student admitted upon the basis of false credentials will be subject to immediate dismissal from the University. Students who fail to register during the semester or term for which they have been admitted must file another application in order to gain admission at a later date. Depending on your academic program you may be automatically registered for your coursework.

Admissions Requirements

For admission the following requirements must be met:

1. Completed admissions application.
2. Official transcripts of any bachelor's degree from a regionally accredited college or university, with a 3.0 GPA.
3. 6 credits in psychology with at least a B in each
4. 18 credits in studio art with at least a B in each
5. 2 letters of recommendation
6. Writing sample.
7. Personal Statement.
8. Art portfolio
9. Resume or curriculum vitae.

Admission Denial

If an application for admission into a graduate program is denied, the applicant may request reasons for refusal of admission by writing to the Committee on Admissions and Credits. Note that meeting the minimum requirements for admission into a graduate program does not ensure admission. Many programs restrict the number of admissions by selecting among the qualified applicants. An applicant may appeal to the Committee on Admissions and Credits for reconsideration if the applicant can document either factual errors in processing the application or that the decision was arbitrary, capricious, or discriminatory in nature. Also, an applicant who is denied admission may have her/his application reconsidered after furnishing additional material that was not available at the time of the original decision, such as evidence of further academic achievement or more recent and improved standardized test scores. All additional material must be submitted by any program-specific application and admissions deadline. Additional application materials will not be considered after any application or admissions deadline. A decision will be rendered within thirty calendar days of the receipt of the appeal and is final.

Transfer of Credits Policy

Since the graduate program prepares students for licensure and credentials, there are no credits for experiential learning. WLU has [transfer agreements](#) with other universities.

Up to 9 credit hours can be transferred from a qualifying graduate program and students will be required to demonstrate mastery of the course content. If conditional acceptance is granted, prerequisites need to be completed no later than 12 months after entering the program.

Students who are transferring from another graduate program (art therapy or counseling) are eligible for advance standing and up to 21-credit transfers on a one-to-one basis. Only courses that match the ATC course descriptions will be eligible. Contact the Program Director for further details.

Graduate credit transferred from other institutions will become a part of the Grade Point Average recorded on the student's West Liberty University transcript and may meet credit hour requirements toward graduation. Transfer credit will not be added to the student's record until the student has successfully completed at least 6 hours within their academic program at West Liberty University. All transfer credits must have been earned within a seven-year time limit counted from the date of enrollment in the first graduate course to be applied toward meeting degree requirements of the student's program.

Returning Students

A returning graduate student who has not taken a graduate class at WLU for one or more consecutive semesters/terms (summers excluded), must submit a new application for admission. The application must show any intervening graduate work. Official transcripts of such intervening graduate work may be required. Graduate course work more than seven years old may not be counted toward a graduate degree.

ACADEMIC POLICIES

Academic Progress Policy

Federal regulations, HEA Sec. 484(c), §668.16, 668.34, require schools participating in Title IV federal financial aid programs to have a Satisfactory Academic Progress (SAP) policy that conforms to the requirements detailed below. Each student is responsible for their awareness of the policy. The following academic progress standards apply to all students. The measurement of Satisfactory Academic Progress is determined by reviewing the students' overall attempted hours, overall earned hours, and overall GPA as determined by the University in adherence to the University's Grading Policies and Academic Forgiveness Policy. Federal Regulations require that students must be making measurable academic progress towards completion of an eligible degree or certification. This requires evaluation of both quantitative and qualitative academic progress as well as completion of degree objective within 150% of the normal timeframe. The policies described in this section pertain only to the awarding of financial aid. [Click here for more information.](#)

Academic Policies (including student appeal process and withdrawal)

AI/ChatGPT Statement

Unless otherwise specified, the use of Automated Writing Tools, including ChatGPT and similar artificial intelligence (AI) tools, is strictly prohibited in the graduate ATC program, even when properly attributed. The use of automated writing tools is considered plagiarism and will be handled in accordance with existing policy. This includes the use of AI to create visual artwork.

Academic Integrity

Academic probation, suspension, and dismissal appeals policy and procedure

Students' rights and responsibilities

Computer and Technology Use policy

Virtual and Other Classroom Recording and Student Privacy (FERPA)

Video recordings may be used to supplement teaching materials in the graduate ATC program. Students may not reproduce, post, or distribute any recordings provided by faculty in their course. These recordings are the intellectual property of the faculty, and they may not be shared or reproduced without the explicit, written consent of the faculty member. Further, students may not share these sessions with those not in the class or upload them to any other online environment. Doing so would be a breach of the [Code of Student Conduct](#), and, in some cases, a violation of the [Federal Education Rights and Privacy Act \(FERPA\)](#). If the faculty intend to use the recordings, beyond the class, students identifiable in the recordings will be notified to request consent prior to such use.

Plan for Instruction in Case of Emergency or Inclement Weather Closure

In the case of an emergency or technical issues due to inclement weather, students must notify faculty teaching the course if they are not attending class. If for any reason the class is cancelled, the faculty will inform students and make alternative arrangements for course content.

Attendance

Attendance is important for students to fully understand individual courses. Regular class attendance and punctuality is expected. Recognizing situations may arise to prevent such attendance, students may be absent for **no more than two class meetings** for unavoidable absences. Absences due to medical or personal problems will be excused with **professional documentation only**. Students who miss class while engaged in approved college activities will not be penalized, and it is their responsibility to make up the work. **Cameras are required to be on during class unless there is a reason. Please contact the faculty teaching the course BEFORE class starts to discuss any concerns regarding your ability to attend and/or have your cameras on during class time.**

Grading Scale

The requirements for grades are based on course policy and institutional guidelines. These requirements are communicated to students at the initiation of each course as documented on the course syllabus.

Grades affecting Grade Point Average (GPA)

A = 90-100%	C = 70-79.99%	F = 59.99% and Below
B = 84-89.99%	D = 60% - 69.99%	

Transcripts

Academic transcripts are requested by using the on-line request form available on the Registrar's Office web page. Transcripts are produced and delivered by a third-party vendor, Credentials. There is a \$9 charge per transcript. No transcript will be issued if there is a financial obligation to the university. Students have access to unofficial transcripts in WINS.

Student Accounts Log In

Email

All enrolled students will be assigned a WLU email account. Administration and faculty will distribute information to students through the students WLU email account. Students must regularly check their email accounts in order to stay informed of class assignments, deadlines, registration information and other campus information. Students should contact IT Services for email-related questions. New students will have email accounts created prior to the beginning of the entering semester, assuming the student is registered for classes. Students are required to use the WLU email account for university business. Billing statements will be sent to students via their WLU email account.

Single Sign-On Account

All enrolled students will be provided with a Single Sign-On account. This account is central to a number of services for WLU, including WINS and SAKAI. A guide to logging into SSO can be found on the IT Services website at: <https://westliberty.edu/it/HeLLoid-sso-guide/>

When logging into their SSO account for the first time, users will have to enroll in multifactor authentication. The guide on the IT Services website has details about this process. If a student has issues with logging into their Email, SSO, or WINS accounts, they should reach out to the IT Helpdesk via the ticket system at: <https://www.westliberty.edu/helpdesk>

WINS

All enrolled students will have an online account via WINS (West Liberty Information System). Important messages are posted in WINS. Currently enrolled students also use WINS to:

- Accept Financial Aid Awards
- View and verify personal information (addresses, telephone numbers, major, advisor, etc.)
- Access Mid-term and Final Grades
- Register for courses - View unofficial transcripts
- Access billing and financial aid information
- Topper Tracks (Degree Audit)

Students should contact the Enrollment Center for WINS questions. Failure to check email and WINS accounts will not remove students from responsibility in meeting stated deadlines and procedures.

CANVAS

All enrolled students will have access to Canvas courses they are registered for. To access Canvas. Access is through the WLU Single Sign-On. The [GoWLU](#) page provides a one-stop shop for all university pages and systems you may need to access during your time as a graduate student at WLU. All students are assigned a Single Sign On ID in order to access the services on this page. Your initial logon will be your email address without [@westliberty.edu](#) and your 8-digit birth date in the format of MMDDYYYY.

TUITION, FEES, AND EXPENSES

WLU is required by the Higher Education Policy Commission to collect all tuition and fee payments in advance of each semester or summer term unless prior arrangements have been made with the Business Office. Payment plans are available for the fall and spring semesters; however, **summer terms** are **not** eligible for payment plans. Students attending the summer sessions will pay tuition, registration, and fees (for each term) at the rates listed online (westliberty.edu/business-office/). Late registration fees and refund policy for summer school classes are published in each summer schedule. [Click here for student forms including summer financial aid.](#)

In cases where a payment plan has been approved, failure to complete payment by the date designated shall result in immediate cancellation of all course registrations for the current semester. In such cases, the student will owe the portion of the tuition and fees and housing and food charges that are appropriate for the portion of the semester for which the student was registered for classes. For example, if a student is given permission to pay at the end of the second week of a regular semester and then is required to leave school because of nonpayment, that student will owe 10% of the tuition and fees for the semester and for two weeks for housing and food plus all nonrefundable fees (visit westliberty.edu/business-office/ for a complete list of non-refundable fees). In such cases, students will not be permitted to register for further courses until the financial obligation has been paid in full. Additionally, the University will withhold all grades and transcripts until such time as the financial obligation is paid. The institution may turn delinquent accounts over to a third party for collection purposes. [Click here to contact the business office.](#)

All registered students will be emailed an invoice prior to the beginning of each semester. Statements will be emailed twice monthly for additional activity on a student account. Failure to receive an invoice **will not** be accepted as a reason for late payment(s). Students are able to review their charges and payments through their WINS account 24/7. A late registration/payment fee shall be imposed upon all students who complete their registration or pay after the regular registration date established by WLU. For listing of registration dates, refer to the [academic calendar](#). Students not having tuition and fees paid are subject to cancellation of registration.

Program Cost

[Masters in Art Therapy & Counseling \(MAATC\)](#)

	U.S. Students	International Students
Per Credit Hour	\$572.00	\$618.00

Tuition Refund

A student who withdraws from the University by following the proper procedure may be entitled to a refund of tuition and fees through the Business Office. Students receiving financial aid may owe a balance to the University as the amount of financial aid that a student receives is based on 100% attendance. Once a student withdraws, the University is required to complete a Title IV calculation. This process determines the amount of “earned aid” the student is entitled to. The “unearned aid” must be returned, ultimately leaving the student to have a balance due to the University. Students who officially withdraw from a portion of their courses during the refund period, and such

withdrawal results in a reduction of enrolled hours to less than 12, must request a refund from the Business Office. Refunds for reduced course loads are not made automatically, only upon formal request by the student. Refunds are automatically computed only for students who withdraw from all courses during the refund period. A student who is required to withdraw for disciplinary reasons shall not be entitled to any refund. Refunds are calculated from the first full day of classes. Capital fees, orientation, lab and course fees are not refundable.

Continuing Students

Except for first-time enrollees, students who officially withdraw during a semester in the academic year shall receive a refund of regular fees in accordance with the following schedule:

Academic Year (Semester)

During the first and second weeks	90% Refund
During the third and fourth weeks	75% Refund
During the fifth and sixth weeks	50% Refund
Beginning with the seventh week	No Refund

Summer Terms

Refunds for summer session shall be established based upon the refund rate for the academic year and calculated using the following schedule:

During the first 10% of the term	90% Refund
From 11% to 25% of the term	75% Refund
From 26% to 50% of the term	50% Refund
After 50% of term is completed	No Refund

Should the percentage calculation identify a partial day, the entire day should be included in the higher refund period.

Allow approximately five weeks for refunds.

FINANCIAL AID

Applying for Financial Aid

Each student must complete the Free Application for Federal Student Aid (FAFSA) each year to apply for federal and institutional financial aid at West Liberty University. Financial aid includes grants, loans, and work-study. In order to be considered for financial aid, students must take the following actions.

1. Students must complete and submit an application for admission (new students only).
2. Students must complete and submit the Free Application for Federal Student Aid (FAFSA) at studentaid.gov/FAFSA. The FAFSA must be submitted annually. First time borrowers must also complete “Entrance Counseling” and the Master Promissory Note at studentaid.gov/
3. Students interested in aid for summer must complete a Summer Aid Application separate, which is made available in March and available on the [Financial Aid Office's Student Forms](#) webpage.

The student must also list on the FAFSA the Title IV code for any college or university that they are interested in attending. West Liberty University’s Title IV code is: 003823. Each school listed on the FAFSA will electronically receive a copy of the student’s processed report. This report will have the students’ EFC listed on it. This report will be used to determine aid eligibility and the amount of financial aid offered. [Click here for more information.](#)

Graduate Financial Aid

West Liberty University’s Financial Aid Office is dedicated to guiding you through the financial aid process as seamlessly as possible. It is our goal to provide our students with all the tools needed to help finance their graduate education. This page offers step-by-step instructions for graduate students interested in applying for financial aid. [Click here for more information.](#)

Financial Aid Refund and Return Policies

Financial aid is to be used first for direct educational costs-tuition and fees. If a student withdraws and is to receive a refund of tuition and fees, all or part of this refund will be used to reimburse the respective financial aid program(s) under Title IV from which the student received funds in accordance to the following schedule:

1. FFEL Programs
2. Direct Loan Program
3. Federal SEOG Program
4. Other Title IV Programs
5. To the Student

Students may be required to return “unearned financial aid” if they withdraw. If the student received financial aid in excess of direct costs, a percentage of this aid may be required to be returned depending upon the number of days the student was enrolled and the amount of aid received. Any questions regarding “unearned financial aid” should be directed to the Financial Aid Office.

RETURN POLICY. The required amount will be returned to the appropriate funding source, and the student could then owe the University. A student owing money to the University cannot receive any type of federally supported student aid disbursement for future enrollment periods unless payment arrangements have been made with the Business Office.

Satisfactory Academic Progress for Financial Aid Eligibility

Federal Regulations require that students must be making measurable academic progress towards completion of an eligible degree or certification. This requires evaluation of both quantitative and qualitative academic progress as well as completion of degree objectives within 150% of the normal timeframe. The policies described in this section pertain only to the awarding of financial aid.

Students failing to meet the University's satisfactory academic progress requirements will be ineligible for federal financial aid which includes Federal Stafford Loans, Federal PLUS Loans. Students will be notified by mail, and their WINS account should they need to appeal. A student will remain ineligible until such time the student meets the SAP requirements or has an appeal granted. All periods of enrollment will be included in the measurement of satisfactory academic progress including terms in which the student enrolled but did not receive financial aid. Progress will be measured once per academic year at the end of the spring term. A student who is deemed ineligible and does not successfully appeal may have his/her SAP status reviewed on an individual basis at the end of any payment period. This request must be made to the WLU Financial Aid Office in writing.

Appeal Process

Under certain extenuating circumstances a student may appeal the satisfactory academic progress requirements. These circumstances include personal injury or illness during a period of enrollment; death of an immediate family member or legal guardian during a period of enrollment; or other unexpected documented circumstances beyond the control of the student. Appeals must be submitted to the WLU Financial Aid Office and must include supporting documentation of a student's extenuating circumstances. The deadline to submit an appeal will be documented in the student's notification of failure to meet SAP requirements. Appeals submitted after the published deadline will not be considered.

Veterans' Information (GI Bill)**VA Pending Payment Compliance**

Despite any policy to the contrary, for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, we will not: Prevent their enrollment; Assess a late penalty fee to; Require they secure alternative or additional funding; Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, such students may be required to: Produce the VA's Certificate of Eligibility by the first day of class; Provide written request to be certified; Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

GI Bill® Graduate Studies - VA Rate of Pursuit

This policy is only for students who are enrolled in a Graduate Level Program at West Liberty University. The number of hours required for graduate students to be full time is 9 credit hours per Fall, Spring, and Summer terms. Please note, not all graduate programs require summer enrollment. In order to receive your full GI Bill® benefit you must be at least full time during the Fall, Spring, and Summer (if applicable based on program of study) terms. The VA will calculate your rate

of pursuit for graduate students for the terms that are 16 weeks in length. Programs that fall under different term lengths such as MSPAS, MPS, MBA, and MAEd the rate of pursuit will also be calculated by the VA. The rate of pursuit will determine your allotment of benefits per module; 1st half and 2nd half, Fall and Spring as well as Summer 1 and 2 sessions. If you have any questions, please contact the Veterans Coordinator.

GI Bill® Suspension and Probation Policy

Students who are using GI Bill® benefits will follow West Liberty University defined SAP policies. If a student who is using GI Bill® benefits is on Probation or Suspension the certification of enrollment will be terminated and the VA will be notified of the termination. The student will not be permitted to use GI Bill® benefits until they meet academic standing. A student may appeal their Suspension and will be required to make an academic plan with the College Dean where their major resides. A copy of the Academic plan will need to be returned to the Veteran Coordinator prior to the completion of their certification of enrollment. West Liberty University may terminate benefits due to unsatisfactory progress if a student remains on academic probation beyond two terms, quarters, or semesters. Please see the SAP Policy under the Academic Section of the catalog.

Military Leave and Attendance Policy

WLU supports its students who are also members of the United States armed forces, reserve units, and National Guard. Absences of less than three weeks of course work for military obligation (i.e. drill or training) are university sanctioned absences. Official military orders must be submitted to the WLU School Certifying Official in the Enrollment Services Center.

University sanctioned absences are absences in which instructors provide opportunities to make up missed substantial class work or activities (e.g., assignments, exams) and will not penalize students for those absences. University sanctioned absences include mandatory military obligation, mandatory court appearances, and participation in university activities at the request of university authorities. Instructors are expected to be flexible in allowing students to make up work missed due to university sanctioned absences. Instructors and students may consult with their Dean's Office on events that constitute official university sanctioned events.

Students have an obligation to inform their instructor as soon as possible by providing an email attachment with a copy of orders showing your military obligation. [Procedures for active military.](#)

Readmission

West Liberty University adheres to the Department of Education requirements outlined in section 484C of the Higher Education Act of 1965, as amended and effective July 1, 2010, regarding the readmission of service members. Service members who withdraw from the university to fulfill their service obligations will be readmitted with the same academic status they previously held upon their return. For more details on readmission policies, please visit:

<https://www2.ed.gov/policy/highered/guid/readmission.html>.

To initiate your return, please reapply for admission at westliberty.edu/apply.

Financial Aid Probation

Probation status for financial aid purposes will be assigned to a student who has failed to meet SAP requirements and who has had their SAP appeal granted. A student on financial aid probation may receive financial aid for one enrollment period. At the end of the probation period the student must meet SAP standards. Failure to do so will result in the student being ineligible for federal aid.

APPENDIX A

Course Descriptions**ATC 501 History & Development of Art Therapy**

This course will help students to understand the historical development of art therapy as a profession, and theories and techniques as a foundation for contemporary clinical practice. An overview of approaches and theory from related fields will be examined as well as the continuum of art therapy practice, and the development of art therapy as a distinct therapeutic profession.

ATC 502 Materials & Techniques of Art Therapy

This course will provide students with the opportunity to integrate understanding of the safety, psychological properties, and ethical and cultural implications of art-making processes and materials selections in order to design art therapy strategies which address therapeutic goals. Students will incorporate ethical and cultural considerations in materials selection and therapeutic applications. Students will be able to distinguish among the therapeutic benefits of a variety of art processes and media, strategies and interventions, and their applicability to the treatment process for individuals, groups, and families. They will continuously deepen self-understanding through personal growth experiences, reflective practice, and personal artmaking to strengthen a personal connection to the creative process, assist in self-awareness, promote well-being, and guide professional practice.

ATC 503 Creativity, Symbolism, Metaphor, and Spirituality

This course provides students with the opportunity to apply knowledge of creativity, symbolism, metaphor, and artistic language to the practice of art therapy. Such applications include work with individuals, groups, families and/or communities of diverse cultures. Students will recognize clients' use of imagery, creativity, symbolism, and metaphor as a valuable means for communicating challenges and strengths and support clients' use of artmaking for promoting growth and well-being.

ATC 504 Group Dynamics

This course will provide students with the opportunity to integrate theory, processes, and dynamics of group work to form and facilitate ethically and culturally responsive art therapy and counseling groups that have been designed with a clear purpose and goals for the population served. Principles of group dynamics, therapeutic factors, member roles and behaviors, leadership styles and approaches, selection criteria, art-based communication and short- and long-term group process will be reviewed. This course also includes theories, practices, methods, dynamics, facilitative skills, and supervised practice.

ATC 505 Assessment Methods in Counseling

This course will provide students with the opportunity to select culturally and developmentally appropriate assessment and evaluation methods and administer and interpret results to identify individual or familial challenges, strengths, resilience, and resources for treatment planning. Includes individual differences, methods of data gathering and interpretation, individual and group testing, and case study.

ATC 506 Assessments in Art Therapy

This course provides students with the opportunity to become familiar with a variety of art therapy assessments and procedures used in appraisal and evaluation. Additional areas of coverage

include the selection of assessments with clients/patients as the basis for treatment planning, establishing treatment effects, evaluating assessment validity and reliability, interpret results to identify individual or familial challenges, strengths, resilience, and resources for art therapy treatment planning. Students will learn how to select culturally and developmentally appropriate assessment and evaluation methods, and administer and interpret results to identify challenges, strengths, resilience, and resources for art therapy treatment planning.

ATC 507 Professional Orientation, Ethical, and Legal Issues

This course will provide students with the opportunity to develop a professional identity as an art therapist and as a counselor which integrates understanding of ethical, professional, and legally principled practices while performing roles and responsibilities in mental health and community-based settings. Additional areas of coverage include the importance of supervision, benefits of professional organizations and credentialing, collaboration, advocacy for the profession and advocacy for clients and their access to mental health services. Includes goals and objectives of professional counseling organizations, codes of ethics, legal standards of preparation, certification and licensing, advocacy, and confidentiality. Students will review federal and state laws and professional ethics as they apply to the practice of art therapy and counseling. Students will also recognize and respond appropriately to ethical and legal dilemmas using ethical decision-making models, supervision, and professional and legal consultation when necessary.

ATC 508 Addictions Counseling

This course will provide students with the opportunity to assess and treat clients with addictive disorders. This course will evaluate assessments, review diagnosis and treatment of addictive disorders, apply risk assessment strategies and tools (danger to self, others), describe theories, assessment, and treatment of addictive behaviors and disorders. Students will be able to recognize cultural, social, and co-occurring issues that affect assessment outcomes, identify culturally and developmentally appropriate assessment tools and applications to utilization and interpretation of results.

ATC 509 Marriage & Family Counseling

This course provides an overview of the field of marriage and family therapy. Students will be introduced to family systems theory, explore their own family dynamics and be exposed to a wide range of skills and techniques designed to help couples and families cope with or overcome emotional, relational or behavioral problems. This course will review clinical interventions in art therapy and counseling for the treatment of children, adolescents, adults, couples, and families in a variety of settings including inpatient, outpatient, partial treatment, and aftercare using a systems approach.

ATC 510 Human Growth and Development

This course provides students with the opportunity to integrate stages of human growth and development in assessment and treatment of typical and atypical client and patient populations. Additional areas of coverage include contextual/ecological factors that impact these groups, recognition that development exists along a continuum and the feasibility of health across the lifespan. Includes the nature and needs of individuals at all developmental levels, following psychological, sociological and physiological approaches. Human behavior (normal and abnormal), personality theory, learning theory, dynamics of stress, and medical/functional implications of disability will also be reviewed. Students will apply principles of human development, artistic and creative development, human sexuality, gender identity development,

family life cycle, and psychopathology, to the assessment and treatment of clients.

ATC 511 Psychopathology and Diagnosis

This course provides students with the opportunity to identify major categories of mental illness using the DSM and/or the ICD, engage in the diagnostic process, understand possible art-based indicators of mental disorders, review commonly prescribed psychopharmacological medications, and to recognize the effects that culture, society, and crisis have on individuals with mental illness. Additional areas of coverage include ongoing conceptual developments in neuroscience. Includes assessment, diagnosis, treatment planning, and prevention of mental and emotional disorders and dysfunctional behavior. Students will understand the basic diagnostic process and the major categories and criteria of mental disorders, corresponding treatments, and commonly prescribed psychopharmacological medications.

ATC 512 Counseling Theories

This course provides students with the opportunity to understand major psychological theories and applications to practice art therapy and counseling. Includes a study of basic psychotherapy theories and principles of art therapy and counseling and philosophic bases of the helping relationship. Identifying evidence-based strategies and clinically grounded approaches for assessment and treatment, identifying theories of effective programs in various settings, and strategies for program development and evaluation.

ATC 513 Counseling Techniques

This course will review individual art therapy and counseling practices, methods, facilitative skills, and the application of these skills. Students will learn how to utilize art materials and processes within the context of building the therapeutic relationship, perform interviewing skills, demonstrate case conceptualization skills, and formulate treatment planning/goal setting. Students will also identify the steps of suicide risk assessment, integrate evaluation of treatment, provide examples of referral processes and accessing community resources. Students will learn how to develop culturally appropriate, collaborative, and productive therapeutic relationships with clients.

ATC 514 Research and Evaluation

This course provides students with the opportunity to understand the purposes, methods, and ethical, legal, and cultural considerations of research and demonstrate the necessary skills to design and conduct a research study. Additional areas of coverage include assessing the effectiveness of mental health services by becoming an informed consumer of art therapy and counseling research. Includes statistics, research design, research proposals, and program evaluation.

ATC 515 Social and Cultural Foundations

This course provides students with the opportunity to understand the relevance of cultural competence to strategies for working with diverse communities, understanding of privilege and oppression and reflective thinking in regard to the therapist's own attitudes and beliefs. Includes studies of social change, ethnic groups, subcultures, mores, urban and rural societies, population patterns, use of leisure time, work, and differing life patterns. Students will approach art therapy and counseling from a multicultural perspective that takes into consideration the specific values, beliefs, and actions influenced by a client's race, ethnicity, nationality, gender, religion, socioeconomic status, political views, sexual orientation, geographic region, physical capacity or

disability, and historical or current experiences within the dominant culture. They will recognize the impact of oppression, prejudice, discrimination, and privilege on access to mental health care, and develop responsive practices that include collaboration, empowerment, advocacy, and social justice action.

ATC 516 Lifestyle & Career Development

This course provides students with the opportunity to develop knowledge and skills considered essential in enabling individuals and organizations to positively affect career development and aptitude. This course will also review methods of assessment and strategies to facilitate career development with diverse clients. Includes vocational-choice theory, relationship between career choice and lifestyle, occupational and educational information, career decision-making processes, career development exploration and placement techniques. Students will understand the professional role and responsibility to engage in advocacy endeavors as they relate to involvement in professional organizations and advancement of the profession, public policy, and requirements for credentials and licensure.

ATC 517 Capstone Project

The capstone project is the culmination of a student's work in fulfilling the requirements for a graduate degree. Students will complete a capstone project, heuristic study, case study and/or research to demonstrate integration of knowledge and clinical skill. The capstone will be supported by a literature review. Students will also present an oral defense of their project to the WLU community.

ATC 518 Supervised Practicum

The practicum is an opportunity for students to apply classroom learning to real world concerns. Students will provide counseling services to bona fide clients and groups under the direction of a graduate faculty member who is a licensed professional counselor or related mental health professional. This course includes critiquing of counseling either observed or recorded on audio or video tape. Students will also pursue professional development through supervision, accessing current art therapy literature, research, best practices, and continuing educational activities to inform clinical practice.

ATC 519 Supervised Internship I

This course consists of a supervised internship that includes actual on-the job counseling experience under the tutelage of an on-site supervisor who is a licensed professional counselor or related mental health professional. This course includes critiquing of counseling either observed or recorded on audio or video tape. Students will also pursue professional development through supervision, accessing current art therapy literature, research, best practices, and continuing educational activities to inform clinical practice.

ATC 520 Supervised Internship II

This course consists of a supervised internship that includes actual on-the job counseling experience under the tutelage of an on-site supervisor who is a licensed professional counselor or related mental health professional. This course includes critiquing of counseling either observed or recorded on audio or video tape. Students will also pursue professional development through supervision, accessing current art therapy literature, research, best practices, and continuing educational activities to inform clinical practice.

ATC 521 Digital Art Therapy

This course will provide students with the opportunity to demonstrate knowledge of digital art therapy and its use in clinical or community-based practice. Students will be able to describe in-depth experiences with specific patient/client populations, practice settings, and methods of interventions including cultural competence. They will continuously deepen self-understanding through personal growth experiences, reflective practice, and personal art making. This will help students strengthen their personal connection to the creative process, assist in self-awareness, promote well-being, and guide professional practice.

ATC 522 Intro to Phototherapy

This course will provide students with the opportunity to demonstrate knowledge of phototherapy and its use in clinical or community-based practice. Students will be able to describe in-depth experiences with specific patient/client populations, practice settings, and methods of interventions including cultural competence. They will continuously deepen self-understanding through personal growth experiences, reflective practice, and personal art making. This will help students to strengthen their personal connection to the creative process, assist in self-awareness, promote well-being, and guide professional practice.

ATC 533 Theories into Practice

This course provides an overview of psychological approaches and theories and applies them to the practice of art therapy and counseling. Identifying evidence-based strategies and clinically grounded approaches for assessment and treatment in various settings. It also includes the continuum of services and techniques in contemporary clinical practice.

ATC 530 Introduction to Mental Health Counseling

This course is an in-depth introduction to the history, roles, functions, and relationships of mental health counselors. Students will explore the aspects of mental health counseling in clinical and/or community-based practice. Students will be able to describe in-depth experiences with specific client populations, practice settings, and methods of interventions. They will display cultural competence in consideration of unique characteristics of specific populations and settings. Course content is set in the context of the ACA and AMHCA Codes of Ethics.

ATC 531 Contextual Dimensions: Mental Health Counseling

This course explores mental health counseling in the context of health and human services systems and integrated care. Students will identify legal and ethical responsibilities for setting up a private practice including record keeping and documentation. Considerations of working with clients with a dual diagnosis, an overview of psychopharmacology, and the importance of clinical supervision and professional development will also be reviewed. Course content is set in the context of the ACA and AMHCA Codes of Ethics.

ATC 532 Psychopharmacology in Mental Health

This course reviews the history of psychopharmacology and how it is used in clinical mental health counseling. Students will learn about commonly prescribed medications including their basic classifications, indications, contraindications and side effects. Students will be able to describe how these medications are administered and how they physically affect the brain. Course content is set in the context of the Diagnostic and Statistical Manual of Mental Disorders (DSM).

ATC 533 Human Sexuality

This course explores multicultural issues and biopsychosocial aspects of human sexuality across the life span. Healthy sexual functioning is reviewed as well as the assessment and treatment of sexuality dysfunctions and disorders. Students will explore their personal perceptions, attitudes and affects related to sexuality issues. Ethical and legal considerations related to sexuality counseling will also be addressed.

ATC 534 Trauma/Crisis Counseling

This course introduces students to crisis intervention theory, development and applications. It provides an overview of crisis theories, assessment procedures, techniques and counseling processes used in school and community settings. This course will exam the dynamics, intervention strategies and treatment of a variety of crisis situations impacting individuals, couples, families, and communities including, but not limited to, suicide intervention, sexual assault, domestic violence, trauma, PTSD, grief, and natural and man-made disasters including a review of theories and approaches to crisis intervention and management.

ATC 535 Telehealth Counseling

The course will review the knowledge and skills necessary for telehealth practice. Students will become familiar with the ethical and legal requirements for distance counseling including HIPAA guidelines and emergency protocols. They will learn about how to set up an effective online office, to maximize visual and audio stimuli in counseling sessions, and how to manage the beginning elements of a professional, digital therapeutic presence. Course content is set in the context of the ACA and AMHCA Codes of Ethics on telehealth counseling.

ATC 599 Elective

Elective for Art Therapy and Counseling program as approved by Program Director.