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## Faculty and Staff Directory

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>College of Health, Human Services and Nursing</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anupama Joshi, Ph.D.</td>
<td>WH A-310A</td>
<td>(310) 243-1003</td>
<td><a href="mailto:ajoshi@csudh.edu">ajoshi@csudh.edu</a></td>
</tr>
<tr>
<td>Acting Dean, College of Health, Human</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services and Nursing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ben Zhou, Ph.D.</td>
<td>WH A 330A</td>
<td>(310) 243-2223</td>
<td><a href="mailto:bzhou@csudh.edu">bzhou@csudh.edu</a></td>
</tr>
<tr>
<td>Acting Director, School of Health and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Services</td>
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</tr>
<tr>
<td><strong>Marriage Family Therapy Program</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Michael Laurent Ph.D.</td>
<td>WH A 320J</td>
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<td><a href="mailto:mlaurent@csudh.edu">mlaurent@csudh.edu</a></td>
</tr>
<tr>
<td>Program Coordinator and Associate Professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trina O’Quinn, M.A., L.M.F.T.</td>
<td>WH A 310G</td>
<td>(310) 243-3527</td>
<td><a href="mailto:toquinn@csudh.edu">toquinn@csudh.edu</a></td>
</tr>
<tr>
<td>Field Coordinator and Lecturer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rosa Escobar</td>
<td>WH C 320</td>
<td>(310) 243-2545 or (310) 243-2032</td>
<td><a href="mailto:rescobar@csudh.edu">rescobar@csudh.edu</a></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td></td>
<td></td>
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</tr>
</tbody>
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CODE OF ETHICS
The American Association of Marriage and Family Therapists and California Association of Marriage and Family Therapist (AAMFT and CAMFT) requires that all professional marriage and family therapists, interns and trainees promote and maintain high standards of ethical behavior in the field of Marriage and Family Therapy. The Marriage and Family Therapy Program has adopted the AAMFT and CAMFT Code of Ethics as the standard it expects its students to meet during their participation in the program. Students are expected to adhere to and maintain the highest level of ethical behavior. Any violations of the Code of Ethics may result in termination of the student from the program. Please refer to www.amft.org www.camft.org

OVERVIEW OF THE MFT PROGRAM AT CSUDH IN THE COLLEGE OF HEALTH, HUMAN SERVICES AND NURSING
This Master of Science in Marital Family Therapy is a 60-unit degree program, which can be completed in two to three years. The actual length of study depends on the student’s full- or part-time standing. All classes are offered in the late afternoon and evening to accommodate the primary student population of working adults. The program is relevant to the field of psychotherapy, to the needs of the surrounding community, and to the standards of practice in Marital Family Therapy. Courses required include: Introduction to MFT, Family Development Across the Life Span, Assessment in MFT, Psychopathological Issues in MFT, Theories of MFT I, Theories of MFT II, Relationship Therapy: Treatment of Couples and Families, Studies in Human Communication, Child and Adolescent Psychotherapy: Research, Diagnosis and Treatment, Cross-Cultural Family Values & Behavior, Psychopharmacological Issues in MFT, Legal and Ethical Aspects of Counseling, Treatment of Substance Abuse in Families, Current Issues in MFT and Treatment of Trauma in Families.

There are four semesters of fieldwork, know as Practica, during which each student must complete 500 hours (280 of these hours must be face to face experience with live clients) of psychotherapeutic training and experience. State law and BBS requirements for licensure mandate 3,000 hours total of experience, training, and supervision for licensure (which requires passing two written examinations) and the CSUDH MFT program provides students the opportunity to earn from 500 to 1,300 hours towards the 3,000. Students are placed and supervised by the Licensed MFT Field Coordinator, as well as trained and supervised by their on-site supervisors. Training and experience is acquired in community agencies surrounding the campus that have partnership agreements with the program and the university. Additionally, interested faculty provides on-campus supervision. Supervision is the regulation of students and clients through case presentation, observation, and consultation of cases.
MISSION OF THE MFT PROGRAM
The mission of the MFT Program guides the program goals and objectives. The mission statement reads as follows:

*The mission of the Marital and Family Therapy Master’s of Science Degree Program is to prepare students for Traineeships and Internships in various mental health agencies and to meet the education requirements of the Board of Behavioral Sciences Marriage and Family Therapist Licensing Exam by educating them in the fundamental concepts, knowledge and field techniques and skills of Marital and Family Therapy.*

ADMISSIONS CRITERIA AND POLICIES

The MFT program at CSUDH prepares students for culturally and contextually competent social practice in diverse, urban communities. We offer one concentration for advanced study: Marriage and Family Therapy in Communities that is relationship based. This provides the educational framework students need to be trainees in the therapeutic community. The MFT program consists of 60 credit hours and 500 hours of field placement. The field placement occurs in a community agency in which students gain professional experience that reinforces their classroom learning.

Admission to the Master of Marital and Family Therapy program is in the fall and the spring semesters. The deadline for receipt of applications is April 1st for the fall semester and November 15 for the spring semester. Applicants will be notified that their applications were received by 5th of April or the 22nd of November. Applicant interviews will begin the last Friday and Saturday of April or the first Friday and Saturday in December. Staff will make a decision and acceptance or denial letters will be mailed by the first day of June for the fall semester and first Monday in January unless it is a holiday and then it will be the first working day after the holiday.

**Applicants must be admitted at the University Level and the Program Level to be admitted into the Master of Marital and Family Therapy Program.**

The CSUDH MFT Program Admissions Committee welcomes applicants who can demonstrate high academic achievement and potential for Marital and Family Therapy practice. The requirements for admissions are as follows:

- Meeting the CSUDH English Requirement by: (a) Passing English 350 (or equivalent) with a 3.0 or better or Passing the GWAR with a score of 8 or better. This must be done before the candidate completes 12 units as a Conditional Graduate Student.
- A complete application packet including: one set of official transcripts from each college and university attended, a personal statement, 3 sealed letters of recommendation from college professors, GRE scores (if you earned a GPA of 3.5 or better as an undergraduate,
this requirement will be waived.), and a 2-3 page autobiographical essay explaining your background, interests, experiences, why you want to be a Marital and Family Therapist and The CSUDH MFT Application for the Program.

- At the completion of the application process all candidates will undergo a group interview as the last step of admission.
- Submission of a completed University Application.

One must be accepted to both the University and to the MFT program in order to matriculate. At this time, the MFT program at CSUDH does not offer advanced standing to students. Students are reminded that no academic credit is given for life experience or previous or current employment.

**EDUCATIONAL PROGRAM GOALS**

The goals of the CSUDH MFT program pertain to the preparation of MFT trainees, who will be doing therapy for individuals and families within their communities. The program aspires to prepare graduates:

1. To facilitate the use of marital and family relationship assessment, therapy techniques, and interventions with diverse populations that includes children, adolescents, adults, and older adults as members of different gender, sexual orientation, racial, ethnic, and religious groups.
2. To further the understanding and application of MFT theories including: marital and family therapy, child and adolescent therapy, human development, psychopathology, human sexual behavior, cross cultural family values and behaviors, drug and alcohol use and abuse.
3. To further the understanding and application of legal and ethical principles within the context of relationship, marital, and family therapy.
4. To develop and increase the ability to evaluate and analyze client situations within the broader societal and community context in which problems occur that affect the couple and family and synthesize and integrate this knowledge with both theories and techniques of relationship, marital, and family therapy.
5. To enhance the acquisition of interpersonal and clinical skills that facilitates development and maintenance of psychotherapeutic relationship between client(s) and therapist.

**California State University, Dominguez Hills Graduates with a Masters of Science Degree in Marital and Family Therapy will be able to demonstrate:**

1. An understanding and application of MFT psychotherapy with clients across the life-span including: marital and family therapy, child and adolescent therapy, human development, psychopathology, human sexual behavior, cross-cultural family values and behaviors, drug and alcohol use and abuse, psychopharmacology, trauma, and human communication.
2. The use of marital and family relationship assessment and therapy techniques and interventions with diverse populations that include children, adolescents, adults, and
older adults as members of different gender, sexual orientation, racial, ethnic, and religious groups. These techniques include those used for individual, couple, family group, and collateral therapy within a variety of settings, including mental health agencies, community facilities, schools, client homes, and private and group practice offices.

3. The understanding and application of legal and ethical principles within the context of relationship, marital, and family therapy.

4. The ability to evaluate and analyze client situations within the broader societal and community context in which problems occur that affect the couple and family and synthesize and integrate this knowledge with both theories and techniques of relationship, marital, and family therapy (i.e. how drugs and alcohol use affects the family, divorce and its impact on children and their ability to function at school).

5. The acquisition of interpersonal and clinical skills that facilitate the development and maintenance of the psychotherapeutic relationship between client(s) and therapist. These skills include self-awareness, congruence, reflecting, interpreting and summarizing client behavior and relationships, treatment planning and goal setting, strategies for crisis resolution, problem solving, and decision-making, assessment of progress, and determining termination.

**NONDISCRIMINATION POLICY**

California State University, Dominguez Hills is an equal opportunity/affirmative action institution that does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, disability or handicap, disabled veteran’s or Vietnam Era veteran’s status. This policy is applicable to all employment practices, admission of students, and educational programs and activities.

Only the following factors may be used to make distinctions among individuals: merit, ability, talent, knowledge, and achievement as they related to the goals and missions of this institution. We reaffirm that full support will be given to affirmative action programs which seek to overcome under-utilization of ethnic minorities, women, Vietnam-era veterans, special disabled veterans, and persons with disabilities.

California State University, Dominguez Hills is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, or other personal characteristics or beliefs. The university’s full nondiscrimination statement can be found in Appendix A in the University Catalog. Inquiries concerning this policy’s application may be referred to the Special Assistant to the President for Equity and Internal Affairs.

**SEXUAL HARASSMENT POLICY**

It is the policy of California State University, Dominguez Hills and the Marital and Family Program maintain a working and learning environment free from sexual harassment of its students, employees, and those who apply for student or employee status and to take action to eliminate sexual harassment. Sexual harassment is illegal and such conduct is subject to disciplinary action being taken against the alleged harasser.
In determining whether conduct actually constitutes sexual harassment, the circumstances surrounding the conduct will be carefully considered. Where the facts support the allegations, all appropriate measures including disciplinary action shall be taken.

Students may view the complete policy at http://www.csudh.edu/admfin/human_resources/human_resources_sexual_harassment_policy.Pdf

The Director of Equity & Internal Affairs administers this policy. Questions, comments, suggestions, or complaints should be directed to that office.

**STUDENT GRIEVANCE POLICY**

The purpose of this policy is to provide a mechanism to resolve student complaints against other members of the campus community. This procedure does not handle grade appeals for which there is a separate process.

In all cases, the University’s commitment to students is to provide a resolution of his/her complaint in a fair and reasonable manner. A complete copy of the Student Grievance Procedure may be viewed at www.csudh.edu/pms/PMs/PM%2004-01%20Student%20Grievance%20Procedure.doc. Students may also obtain a copy of that procedure from the Office of Equity & Internal Affairs.

**ACCOMODATION OF DISABILITY**

The Marital and Family Program is committed to making the university’s programs, activities, and facilities fully accessible to all students. Verification and arrangements for necessary accommodation(s) must be coordinated through Disabled Student Services.

Students who do not utilize the Disabled Student Services process will not be entitled to accommodations. Students must also inform classroom instructors of their need for accommodations and present documentation provided by Disabled Student Services. Forms, procedures and contact persons can be found at: www.csudh.edu/dss/student-services.html

**RESOURCES**

Access the resources listed on pages 10-11 to answer commonly asked questions about the University, College of Professional Studies, School of Health and Human Services, and Marital and Family Therapist Program. We urge that you use these resources in order to find the answers to your queries in a timely manner.

**CAMPUS RESOURCES**

<table>
<thead>
<tr>
<th>University website</th>
<th><a href="http://www.csudh.edu">www.csudh.edu</a></th>
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<tr>
<td>College website</td>
<td><a href="http://www.csudh.edu/cps/">www.csudh.edu/cps/</a></td>
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<tr>
<td>School website</td>
<td><a href="http://www.csudh.edu/cps/hhs/">www.csudh.edu/cps/hhs/</a></td>
</tr>
<tr>
<td>Department website</td>
<td><a href="http://www.csudh.edu/cps/hhs/hd/mft/">www.csudh.edu/cps/hhs/hd/mft/</a></td>
</tr>
<tr>
<td>Office of Graduate Studies</td>
<td><a href="http://www.csudh.edu/graduatestudies/">www.csudh.edu/graduatestudies/</a> (310) 243-3693</td>
</tr>
<tr>
<td></td>
<td>General information about graduate studies, fees and tuition, financial aid, graduation, etc.</td>
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Program Resources

MFT Student Manual
The manual provides students with an overview of the program including departmental policies and procedures.

Student Services
An array of comprehensive student services exists in order to provide students with the necessary resources to navigate and succeed in the MFT program.
Advising
The Program Coordinator and other Full-time faculty including the Field Coordinator serve as faculty advisors to students in the Marital and Family Therapy Program. The Faculty Advisors are responsible for answering questions about academic requirements and advising students with issues and problems that may impact a student’s success in the program e.g., academic probation.

COMMUNICATION
Department to Student Contact
Contact from the department to the student will be made primarily via University email. Contact may include policy and procedure changes, announcements, events, new developments, and other business. Thus, it is vital that students check their University email regularly. CSUDH provides free email and Internet access to students and all students are assigned an email address on the system.

Student to Department Contact
Faculty and staff mailboxes are located in Welch Hall A-320. Faculty and staff contacts (e.g. phone number, email address) are listed on page 4. For speedy and efficient responses, it is highly encouraged for students to email faculty and staff.

Change of Address or Name
Students must report all change of address or contact information to the Director of Admissions and Student Services at the Marital and Family Therapy Program as soon as possible. The Program is not responsible for communication not received due to a change in home address.

Students must also inform Admissions and Records/Registration of any change of contact information.

CLASS SCHEDULING
All MFT classroom courses are scheduled on Monday through Thursday evenings after 4 P.M., Saturday 9 A.M. – 1 P.M. and students are expected to be available for classes on those days. Summer classes may be scheduled on different days and students will be informed of the schedule the semester before the summer session starts

UNIVERSITY REQUIREMENTS FOR THE MASTER’S DEGREE
Graduation Writing Assessment Requirement (GWAR)
All students are required to satisfy the Graduation Writing Assessment Requirement (GWAR) as administered by the University at matriculation and before the completion of 9 units in the MFT program. Failure to satisfy the requirement will result in an advising hold on the student’s registration and students will need to contact a University Advisement Center (UAC) advisor to map out a strategy, including a signed contract to meet the requirement before the hold is lifted. This requirement must be met before students can begin taking their comprehensive examinations.

The GWAR may be met through one of the following options:
1. A score of “8” or higher on the Graduation Writing Examination (GWE).
2. A grade of “B” or higher in English 350.
3. An earned Baccalaureate Degree from one of the CSU campuses (other than CSUDH) with the GWAR having been satisfied in 1984 or later at the previous CSU campus
4. A grade of “B” or higher in an accepted upper division composition course from another university. Students who have taken the equivalent of the CSUDH Advanced Composition course, Eng 350, may request a review of its equivalency.

5. A score of “4.0” or higher on the Analytical Writing section of the GRE.

Please refer to the University Catalog or contact the Graduate Studies Office for more information.

**Time Limit for Completion**

In accordance to University policies, all requirements for the master’s degree, including all coursework on the student’s approved program of study must be completed within five (5) years. This time limit commences with the semester of the earliest course used on the student’s program of study.

**ADVANCEMENT TO CANDIDACY**

Advancement to candidacy recognizes that the student has demonstrated the ability to sustain a level of scholarly competency commensurate with successful completion of degree requirements. Upon advancement of candidacy, the student is cleared for the final stages of the graduate program, which, in addition to any remaining coursework, will include the capstone project.

Following are the requirements for Advancement to Candidacy:

1. A minimum of 15 resident units
2. Classified Standing
3. An approved program of study
4. Successful completion of the GWAR
5. A cumulative GPA of 3.0 in all courses taken as a post-baccalaureate student
6. No grade lower than a “C” in the degree program
7. The Department will certify a student’s advancement to candidacy at the end of the third semester, typically the fall semester of the second year of residence, after successful completion of the requirements listed above.

Because the Department also requires a capstone project, all students must follow the Department guidelines, procedures, and deadlines. As such, the student must also comply with the University’s procedures and adhere to all the deadline dates as specified in the Thesis and Project Guide, available in the university bookstore and at the Graduate Studies website.

**COMMENCEMENT/GRADUATION**

Upon satisfactory completion of all course requirements for the MFT degree and at least 60 semester units, students will obtain departmental clearance for graduation.

Each prospective graduate must file with the University for graduation. In order to do this, the Marital and Family Therapy Program will issue all necessary departmental documentation to prospective graduates to be included with the Application for Graduation. The Application for Graduation, available in the Office of Admissions and Records or online at http://www.csudh.edu/csudh/ar2000/forms.htm, should be taken to the Cashier’s Office with the payment during the announced filing periods. Students should direct all questions regarding graduation procedures to the Graduation Unit of the Office of Records and Registration.

Graduating students are invited to participate in the University’s annual commencement ceremony held in May. If a student plans to participate in commencement, they must wear
academic regalia, which should be purchased from the University Bookstore. Students can begin purchasing the academic regalia at the 3-Day Commencement Fair held annually. Academic regalia cannot be ordered prior to February 28.

As students prepare and apply for employment, they may request a letter that verifies that the department expects them to complete all requirements and receive the MFT degree. In cases where employers require an official verification statement that confirms the student has obtained the degree, the student must contact the Registrar’s Office. The Registrar’s Office maintains the sole authority to confer degrees and provide verification letters.

When all departmental and campus clearances are obtained, the Registrar can provide a verification letter prior to the date of availability of actual paper degrees. Students and prospective employers should directly contact the Registrar for degree verification.

**Department Requirements for the Master of Science Degree in Marital and Family Therapy**

**Masters of Science in Marital and Family Therapy (60 units)**
The Master of Science in Marital and Family Therapy requires completion of 60 units of course work with a minimum 3.0 grade point average. The Department of Consumer Affairs Board of Behavioral Sciences mandate sequence looks like this:

A. Required Courses (44 units)
   - MFT 500. Introduction to MFT (3)
   - MFT 560. Family Development Across the Life Span (3)
   - MFT 565 Assessment in MFT (3)
   - MFT 566 Psychopathological Issues in MFT (3)
   - MFT 570. Theories and Techniques of MFT, I (3)
   - MFT 572. Theories and Techniques of MFT, II (3)
   - MFT 575. Relationship Therapy: Treatment of Couples and Families (3)
   - MFT 576. Studies in Human Communication (3)
   - MFT 578. Child and Adolescent Psychotherapy: Research, Diagnosis and Treatment (3)
   - MFT 580. Cross-Cultural Family Values & Behavior (3)
   - MFT 582. Psychopharmacological Issues in MFT (2)
   - MFT 584. Legal and Ethical Aspects of Counseling (3)
   - MFT 585. Treatment of Substance Abuse in Families (3)
   - MFT 586. Current Issues in MFT (3)
   - MFT 588. Treatment of Trauma in Families (3)

B. Practica (16 units)
   - MFT 510. Practicum in MFT I: Introductory Therapy Skills (2)
   - MFT 511. MFT Fieldwork I (2)
   - MFT 520. Practicum in MFT II: Introduction to Group Therapy (2)
   - MFT 521. MFT Fieldwork II (2)
   - MFT 530. Practicum in MFT III: Community Mental Health: Mental Health Disorders and Co-Occurring Disorders (2)
   - MFT 531. Fieldwork III (2)
   - MFT 540. Practicum in MFT IV: Advanced Therapy Skills: From Intake to Termination (2)
   - MFT 541. MFT Fieldwork IV (2)
C. Comprehensive exams are taken in the sixth semester after the completion of all prerequisites, program courses and three practica. (See class sequence page 14.)

D. The students may take the Oral Comprehensive exam after successful completion of the written comprehensive exam (80% or better).

E. Master’s Requirement
   In addition to the major requirements, students must meet all university requirements for the master’s degree. Students should consult the section of the catalog entitled “Requirements for the Master’s Degree”.

MFT Comprehensive Examination Process Description:
Students graduating with a master’s degree from CSUDH must demonstrate competency in the field of Marital Family Therapy (MFT). The MFT program identifies the Comprehensive Examination Process as the procedure used to assess the understanding and application of all of the material covered throughout the course of this program. There are two parts to this process: a written and an oral examination. The Written Exam is four hours long and is given the third week in March and in October each year. This exam includes both essay and multiple-choice questions. This is a cumulative exam. With successful completion of the written part students may take the Oral Examination. Two or more members of the faculty will conduct the Oral Exam. This one-hour examination will consist of two parts: 1. Case Presentation (100 points) and 2. Vignette with questions (100 points) from the examiners based on material presented throughout the program. Since this exam is scheduled for one hour; if the student is late he/she will only be given the remainder of the hour to complete the exam. If he/she is more than 30 minutes late he/she will be disqualified from the exam and must reschedule his/her Oral Exam. This rescheduled Oral Exam will count as the second attempt.

Eligibility:
1. To be eligible for the Comprehensive Examination, a student must have successfully completed all course work with a B grade or better, with no incompletes or work in progress.
2. Passed the Graduation Writing Examination with a score no lower than 8 or received no lower than a B in English 350 (upper division composition course from another university).
3. Students may still be enrolled in practica.

Evaluation:
Students must earn 80% on the exam to pass. If a student receives a 79% or lower on the first try of the written examination, he/she will be able to retake the exam as soon as it can be rescheduled. If the student fails to receive an 80% on the second attempt, the student must retake courses in the identified areas of weakness before attempting the exam for a third time. If on the third attempt, the student again fails to receive 80% he/she will be dismissed from the program.

Suggested Class Sequence for a Three-Year Masters of Science Program in Marital and Family Therapy*

<table>
<thead>
<tr>
<th>Semester One 11 units.</th>
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<tbody>
<tr>
<td>MFT 500: Introduction (3)</td>
</tr>
<tr>
<td>MFT 510: Practicum E Introductory Skills (2)</td>
</tr>
<tr>
<td>MFT 570:S Theories &amp; Techniques of MFT I (3)</td>
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<tr>
<td>MFT 576: Human Communication (3)</td>
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</tbody>
</table>
## Masters in Marital and Family Therapy Student Manual

### Trina O’Quinn, M.A., L.M.F.T. Author

**Revised September 2013**

### COURSE OFFERINGS AND DESCRIPTIONS

A number in parenthesis following the title indicates the credit value for each course in semester units for each term. For course availability, please see the list of tentative course offerings in the current Class Schedule. Graduate standing and consent of the graduate program coordinator is a prerequisite to enrollment in graduate (500 level) courses.

**MFT 500 Introduction to Marital and Family Therapy (3)**

*Co requisite: MFT 570 recommended.*

Survey course that introduces the student to the field of Marital Family Therapy and to prepare students for eventual placement in fieldwork sites. Discussions of the paperwork required for the licensing board, The California State Board of Behavioral Sciences. Educational experiences will include guest speakers who will address and demonstrate various styles of therapy, films that depict various forms of and issues within MFT and competencies for and during placement and include skill in Clinical Diagnosis, preparing Genograms, and conducting a Mental Status Exam. 3 hours of classroom experience per week will be required. CR/NC grading.

<table>
<thead>
<tr>
<th>Semester Two 13 units.</th>
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<tbody>
<tr>
<td>MFT 520: Practicum II: Introduction to Group Therapy (2)</td>
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<tr>
<td>MFT 572: Theories &amp; Techniques of MFT II (3)</td>
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<tr>
<td>MFT 582: Psychopharmacological Issues (2)</td>
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<tr>
<td>MFT 584 Legal &amp; Ethical Aspects of Counseling(3)</td>
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<td>MFT 586 Current Issues (3)</td>
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<th>Summer Session 6 Units a Session if Available</th>
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<tr>
<th>Semester Three 13 units</th>
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<tr>
<td>MFT 511: Fieldwork (2)</td>
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<tr>
<td>MFT 530: Practicum III: Community Mental Health (2)</td>
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<tr>
<td>MFT 575: Relationship Therapy (3)</td>
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<td>MFT 580: Cross Cultural family Values (3)</td>
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<td>MFT 585 Treatment of Substance Abuse (3)</td>
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<th>Semester Four 13 Units</th>
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<tr>
<td>MFT 521: Fieldwork (2)</td>
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<tr>
<td>MFT 540: Practicum IV: Advance Therapy Skills (2)</td>
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<td>MFT 560: Family Development across the Life Span (3)</td>
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<tr>
<td>MFT 565: Assessment in MFT (3)</td>
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<td>MFT 566: Psychopathology in Couples and Families (3)</td>
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<tr>
<th>Semester Five 8 Units</th>
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<tr>
<td>MFT 531: Fieldwork (2)</td>
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<tr>
<td>MFT 578: Child &amp; Adolescent Therapy (3)</td>
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<tr>
<td>MFT 588: Treatment of Trauma (3)</td>
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<th>Semester Six 3 Units</th>
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<tr>
<td>MFT 541: Fieldwork IV (2)</td>
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<tr>
<td>MFT 599: Comp. Prep. (1) **</td>
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* This sequence is only suggested, as students are responsible for their own educational choices.

** Does not count as part of the required 60 Units for an M.S. in M.F.T.
MFT 510  Practicum in MFT I (2).
Prerequisites: MFT 500, MFT 570, MFT 572, MFT 578, MFT 584.
First of four practica providing instruction and seminar in introductory therapy skills.

MFT 511  Practicum Fieldwork in MFT I: Introductory Therapy Skills (2).
Prerequisites: MFT 500, MFT 570, MFT 572, MFT 584
First field placement and training experience concurrent with classroom enrollment required. Minimum of 8 hours per week required; additional hours as placement agency requires. Includes on-site supervision. CR/NC grading.

MFT 520  Practicum in MFT II: Introduction to Group Therapy (2).
Prerequisites: MFT 500, MFT 510, MFT 511, MFT 570, MFT 584
Second of four practica providing instruction, seminar, and activity in-group process and group psychotherapy.

MFT 521  Practicum in Fieldwork in MFT II (2).
Prerequisites: MFT 500, MFT 510, MFT 511, MFT 570, MFT 572, MFT 584
Second field placement and training experience concurrent with classroom enrollment required. Minimum of 8 hours per week required additional hours as placement agency requires. Includes on-site supervision. CR/NC grading.

MFT 530  Practicum in MFT III: Community Mental Health: Mental Health Disorders and Co-Occurring Disorders (2).
Prerequisites: MFT 500, MFT 520, MFT 521, MFT 570, MFT 572, MFT 584
Third of four consecutive practica providing exploration and instruction, seminar; and activity in community mental health and case management skill building.

MFT 531  Practicum Fieldwork in MFT III (2).
Prerequisites: MFT 500, MFT 520, MFT 521, MFT 570, MFT 572, MFT 584
Third field placement and training experience concurrent with classroom enrollment required. Minimum of 8 hours per week required; additional hours as placement agency requires. Includes on-site supervision. CR/NC grading.

MFT 540  Practicum in MFT IV: Advanced Therapy Skills: From Intake To Termination. (2).
Prerequisites: MFT 500, MFT 520, MFT 521, MFT 530, MFT 531, MFT 570, MFT 572, MFT 584.
Fourth of four consecutive practica providing exploration and instruction, seminar; and activity in advanced therapy skill building.

MFT 541  Practicum Fieldwork in MFT IV. (2).
Prerequisites: MFT 570, 572, 575, 578, 584, 510, 511, 520, 521, 530, and 531.
Fourth field placement and training experience concurrent with classroom enrollment required. Minimum of 8 hours per week required; additional hours as placement agency requires. Includes on-site supervision. CR/NC grading.

MFT 560  Family Development Across the Life Span (3)
Studies of family development and life span development for individuals, families, and couples and how Social Economic Status, Culture, Societal Influences and Educational Level affect development. 3 hours per week.

MFT 565  Assessment in Marital Family Therapy (3).
Prerequisites: MFT 520, MFT 521, MFT 560, MFT 570, MFT 578, MFT 584,
Corequisite: MFT 566
Study of assessment tests specific to the practice of MFT. Supervised practice in determining which tests are appropriate for MFT and practice in administration, scoring, interpreting, and reporting of results. Three hours of lecture, demonstration, and practice per week.

**MFT 566 Psychopathology in Couples and Families (3).**

**Prerequisites:** MFT 570, MFT 584  
**Corequisite:** MFT 565

Studies and analysis of human pathology as it affects individual, couple and family functioning. Development, identification, assessment, diagnosis and treatment planning and techniques will be explored. Three hours of seminar each week.

**MFT 570 Theories and Techniques of Marital Family Therapy I (3).**

**Corequisite:** MFT 500  
Theory (Freud, Jung, Adler, Existential and Person-Centered), research, and practicum in the general areas of preparation for marriage, sex education, and the role of the child in the family. Knowledge of theories and skills in counseling evaluated. Three hours of seminar per week.

**MFT 572 Theories and Techniques of Marital Family Therapy II (3).**

**Prerequisite:** MFT 570  
Psychotherapeutic techniques in marriage and family counseling (Gestalt, Behavior, Cognitive, Cognitive Behavioral, Reality, Feminist, Postmodern; Solution-Focused, Narrative) applied to treatment of adults and children. Practice in family therapy, crisis counseling, and various approaches to marital conflict resolution, including premarital and divorce counseling and individuals in relationships. Counseling Skills evaluated. Three hours of seminar per week.

**MFT 574 Human Sexual Behavior (3)**

This course is scheduled on a “demand” basis. Students should consult the department office for information about the next scheduling offering. Advanced study of the psychological, physiological, and sociological aspects of human sexual behavior, with attention to the origin and treatment of sexual dysfunction in its environmental context. Examinations and/or papers used in evaluation.

**MFT 575 Relationship Therapy: Treatment of Couples and Families (3).**

**Prerequisite:** MFT 520, MFT 521 MFT 570, MFT 572 and MFT 584.  
Studies of marriages and families in contemporary American society with discussions of how sociological, psychological, medical, and political perspectives are incorporated into assessment and treatment. Three hours of seminar per week.

**MFT 576 Studies in Human Communication (3).**  
The processes of communication as these apply to both interpersonal and intrapersonal experience. Emphasis on the purposes of communication as well as the forms that are believed to enhance the conduct of counseling and psychotherapy. Exams and/or papers.

**MFT 578 Child and Adolescent Psychotherapy: Research, Diagnosis and Treatment (3).**

Focus on psychotherapeutic treatment of children and adolescents. Instruction in use of DSM-5 for diagnosis. Includes review of research methodology and findings in the field of child and adolescent psychotherapy. Therapeutic skills assessed. Three hours of seminar per week.

**MFT 580 Cross-Cultural Family Values and Behavior (3).**

Cultural factors affecting human behavior in complex societies. Emphasis upon the cultural behavior of the major ethnic groups in the United States as it relates to family organization and critical life choices.

**MFT 582 Psychopharmacological Issues in MFT (2).**

Studies of how psychotropic medications affect behavioral and emotional states of individuals and how these changes affect these people’s relationships. Development of vocabulary and basic
Three hours of lecture each week.

**MFT 584  Legal and Ethical Aspects of Counseling (3).**
Legal and ethical aspects of marriage contracts, adoption, dissolution and separation, confidentiality and privileged communication, research, professional and client interaction, malpractice, court testimony by the professional and the release of information, and professional standards in advertising.

**MFT 585  Studies in Treatment of Drug and Alcohol Use, Addiction and Dependence (3).**
Prerequisites: MFT 520, MFT 521, MFT 570, MFT 572, and MFT 584.
Studies of the theories of Substance Abuse as they affect and relate to the family system. Advanced interviewing techniques, assessment procedures, recover and relapse prevention, and implementation of treatment modalities will be explored. Three hours of seminar each week.

**MFT 586  Current Issues in Marital and Family Therapy (3).**
Seminar reviewing three areas of study required by the state licensing board: Domestic Violence and Partner Abuse, Sex Therapy, and Aging and Long-Term Care. Application to the practice of MFT, including theoretical application, law and ethics concerning these areas, and specific treatment modalities. Three hours of seminar per week. Signature of graduate program coordinator required.

**MFT 588  Treatment of Trauma in Families (3).**
Prerequisites: MFT 570 and MFT 584.
Studies in the treatment of trauma as it impacts the family. Beginning and advanced techniques in assessment, diagnosis, and treatment of child and elder abuse, domestic violence, rape, disaster, crime and other trauma will be explored. Three hours of seminar each week.

**MFT 594  Independent Study (3)**
Prerequisites: Consent of the instructor and Program Coordinator. Student must have completed at least twelve semester units.
In consultation with a faculty member, the student will investigate in detail current research and scholarship in some area relevant to the field of Marital Family Therapy, or will complete a project involving original and creative research. Content of research will be specific to the program and licensure as an MFT.

**MFT 595  Special Topics in Marital and Family Therapy (1-3)**
A course designed of special interest topics. Topic of content will vary as announced. Repeatable course.

**MFT 596  Practicum in Marital Family Therapy: Generic (3)**
Classroom component or practicum for student needing to complete training hours in order to graduate. Discussions of case material, advanced diagnostic procedures, treatment planning, clinical skill development, outcome measurement, and self-evaluation will be included. CR/NC grading.

**MFT 597  Directed Reading for MFT Comp Preparation (3)**
In consultation with the faculty member, completion of readings to prepare for the comprehensive exam. The course is limited to students who have completed on year of courses. CR/NC grading. Course is repeatable for a total of 6 Units.

**MFT 599  Comprehensive Examination (1)**
Prerequisites: All course work must be completed except Practica and Practica Fieldwork, the GPA must be 3.0 or better, and MFT 584: Legal and Ethical Aspects of Counseling must be a B or better.
This course provides management and registration for the comprehensive examinations, both written and oral. Students must have completed all coursework before registering for the class, which is required in order to take the comprehensive examinations; all students taking these exams must register for this course. Additionally, this course will provide a wrap-up of the program’s main topics to facilitate the consolidation of knowledge. Further, this class will include practice in case presentation. Attendance is optional, but registration is mandatory.

**MFT 600  Graduate Continuation Course (0).**

Graduate students who have completed their course work but not their thesis, project, or comprehensive examination, or who have other requirements remaining for the completion of their degree, may maintain continuous attendance by enrolling in this course. In order to register for this class a signature of graduate program coordinator required.

**COURSE SYLLABUS**

Each class in the curriculum has a syllabus on record in Student Affairs and the Program Coordinator’s Office. Professors and Lectures must have the syllabus to the students no later than the second class. The syllabus is legal contract between the University, Instructor and Student. It is to include the description of the classes, goals and objective of the classes, all assignments and due dates, policy and procedures for grading, class attendance, expectations and rules and regulations set by the instructor. Students are responsible for what is written in the Syllabus and the Professor/Lecturer cannot change their assignments or expectations and criteria for grading if it has not been written in the class syllabus.

The University and College Curriculum Committee dictate the course content and Professors/Lecturers have academic rights over how it is taught.

**STUDENT CATALOG RIGHTS**

**Catalog Rights--- Requirements Under Which a Student Graduate**

A student remaining in continuous attendance at CSU Dominguez Hills, at any California community college or any combination of California community colleges and campuses of The California State University, for the purpose of meeting graduation requirements may elect to meet the requirements in effect either:

1. At the time such attendance began; or
2. At the time of entrance to CSUDH Dominguez Hills; or
3. At the time of graduation.

A student who changes his or her major or minor may be required to meet the requirements in effect at the time of the change.

A Student with a graduate degree objective must maintain continuous attendance defined as attendance in regular or special session each fall and spring semester of the academic year. Attendance in summer session is not required. Catalog rights may be maintained when you are absent through a planned educational leave. Even though degree requirements may remain constant due to catalog rights, students are required to meet the prerequisites of courses stated in the current catalog.

**Election of Curriculum (Catalog Rights)**

A student maintaining continuous attendance in regular or special sessions and continuing in the same program may elect to meet the degree requirements in effect either at the time of entering the
program or at the time of completion of degree requirements, except that substitution for discontinued courses may be approved by the graduate program advisor.

**Catalog Rights and The Board of Behavioral Sciences Educational Requirements**

A Marital and Family Therapy Trainee may be able to earn their Masters of Science Degree in Marital and Family Therapy under their catalog rights and still not receive an intern number after their degree is posted. The California Board of Behavioral Sciences has the authority to change the educational requirements at any time and Trainees must meet those requirements in order to receive an intern number to finish their intern hours after graduation and be eligible to take the licensing examinations. It is up to the student to be aware of the California Board of Behavioral Sciences Marital and Family Therapy Educational Requirements at all times.

**INFORMATION LITERACY**

Information Literacy Expectation – all students enrolled in this course are expected to have computer skills to utilize email, access Blackboard and the CSUDH Library data base, word processing programs and conduct searches on the internet.

**FIELDWORK**

The philosophy of the California State University, Dominguez Hills (CSUDH) Field Education Program and the California Board of Behavioral Sciences is that field experience supplements and reinforces classroom instruction through the utilization of a field practicum site. The fieldwork practicum offers students an opportunity to come in contact with a variety of populations that have various types of needs and problems reflective of the population the student would encounter in future practice. In the fieldwork practicum, the student is able to go where the client population is located, provide a service, and assist in meeting the individual, families, groups, organizations, communities, and societal needs. The practicum plays a vital role in the preparation of competent future social work professional practitioners.

In addition to the skills and theoretical knowledge needed for direct service with various client systems, students also gain a hands-on understanding of the Marriage and Family Therapy profession’s value base, its expectations in terms of practice and codes of conduct, communication, and protocols.

The MFT program is a rigorous course of study; compromised of 60 semester units of coursework. Eight of these units are devoted to Fieldwork Practicum, where the student spends a total of 500 hours in an educationally focused fieldwork experience at selected counseling agencies in a surrounding community.

Each student has four semesters of fieldwork placements during the course of study. Fieldwork placements are identified and assigned by the Field Coordinator. Students will be given a list of approved field sites. They must contact the site and request to be considered for placement. Students must be enrolled in a Field Work Practicum course while doing fieldwork hours.

Students must complete 125 (10 hours a week) hours a semester in order to complete the 500 hours needed to graduate in three years. The Fieldwork Coordinator will write all letters of recommendation for field placement. The instructors will not write recommendations to Field Placements. Students must be a Graduate Candidate and approved by the Fieldwork Coordinator to enroll in MFT 511-541.
If a student receives more than two less than satisfactory performance evaluations or is asked to leave more than two field placements they will be asked to leave the Masters of Science in Marital and Family Therapy Program.

**TRAINEE/JOB PLACEMENT DESCRIPTION**

**POSITION:** Trainee Therapist

The Trainee Therapist is responsible for providing specific clinical services to the assigned clients so that the clients may become healthy, emotional stable, and independent, productive members of their communities. A Trainee Therapist is expected to exercise professional judgment and discretion as a significant practitioner in the successful integration of treatment for clients. The Trainee Therapist works designated shifts under the direct supervision of the Clinical Supervisor.

**DUTIES:**

1. **Strength-Based Approach**
   a. Demonstrate capability of accurately identifying and building on the strengths of clients to better reach their potential
   b. Demonstrate a sound knowledge of resources and ability to make appropriate referrals
   c. Demonstrate an understanding and use of clinical theory, interventions, treatment concepts, transference, countertransference, and resistance
   d. Demonstrate ability to produce quality treatment plans and clinical documentation

2. **Communication and Collaboration**
   a. Demonstrate sound oral and written skills
   b. Demonstrate ability to work with other therapists and be part of a clinical team
   c. Appropriately utilize clinical supervision for clinical and management issues
   d. Demonstrate capability to work with other community and referring agencies/entities

3. **Integrity**
   a. Demonstrate ability to uphold legal and ethical standards
   b. Maintain strict confidentiality over all records and client-related information
   c. Apply self to tasks and follow-through without prompting
   d. Demonstrates willingness to accept a variety of cases

4. **Respect**
   a. Demonstrates respect for the intrinsic value of each person, his/her individual differences, and culture
   b. Demonstrates ability to build rapport with clients, caregivers, and other concerning persons
   c. Ensures the safety of all clients

5. **Accountability**
   a. Is rarely absent or late, and if so, had notified the supervisor, the client, the agency in advance
   b. Demonstrates ability to meet and maintain productivity standards and requirements
   c. Demonstrates ability to complete and submit documentation and paperwork within established timelines
   d. Attends and participates in meetings, group/individual supervision, case presentations, and in-service trainings as determined by site
e. Demonstrates ability to solve problems independently or is aware of what situations require supervisory intervention
f. Performs all duties as directed by supervisor

QUALIFICATIONS:
1. Completion of 24 Units, MFT 500, MFT 510, MFT 520, MFT 570, MFT 572 and MFT 584 must be part of that 24 Units.
2. Valid California’s driver’s license
3. Is enrolled in and attends appropriate practicum course
4. Is committed to providing a minimum of 125 hours of service per semester
5. Met with the approval of the Field Coordinator by demonstrating appropriate attitude, skill acquisition, and temperament for placement.

6. CLINICAL SUPERVISION PLAN
   TRAINEE NAME:
   PLACEMENT SITE:
   START DATE: ANTICIPATED END DATE:
   NAME AND POSITION OF SUPERVISOR:
   DATES AND TIMES OF GROUP SUPERVISION:
   DATES AND TIMES OF INDIVIDUAL SUPERVISION:
   TRAINEE’S RESPONSIBILITIES IN SUPERVISION:
   A. Arrive on time to the scheduled supervision(s)
   B. Be fully prepared to discuss cases in depth
   C. Knowledgeable as to when and how the supervisor is contacted if issues that interfere with clinical work are compromised: examples include but are not limited to: dual relationships, counter transference, feelings of incompetency
   D. Listen to critiques of clinical skills, strengths, and weaknesses without becoming defensive
   E. Engage in ongoing objective assessment of one’s performance in relation to ones career goals
   F. Improve weaknesses and develop strengths
   G. Attend own personal therapy if required
   H. With the Clinical Supervisor, develop an individualized plan for delivery of therapeutic services, supervision, and follow-up

MALPRACTICE INSURANCE REQUIREMENTS
All students enrolled in the MFT program and in fieldwork are to be included in the blanket university policy for malpractice liability insurance. Prior to the beginning of the field placement period, there must be a three-way contract between the field placements, the University, the student also known as trainee. It is advised that student trainees carry personal liability insurance, which can be purchased through CAMFT or AAMFT.

PRACTICING WITHOUT A LICENSE
No student may advertise or perform marriage and family therapy or psychological counseling in a private practice without the proper State license. In California the licenses for professional counselors are the Marriage and Family Therapy (MFT) License, the Licensed Professional Clinical Counselor (LPCC) and Licensed Clinical Social Worker (LCSW). Students may,
however, be gainfully employed by a government agency, school, (not CSUDH), profit or non-profit counseling organization (not CSUDH) and provide therapy under the supervision of a licensee of the organization. Any students found in violation of this law (Section 17800.2 California and Professional Code) will be immediately withdrawn from the CSUDH Marital and Family Therapy Program, and their names forwarded to the Board of Behavioral Sciences for discipline and prosecution.

FINGER PRINTING

1. Many Practicum Placement Agencies provide services for Children and Senior Citizens and in order to be able to do Therapy and Counseling with this population the State Requires that the Trainee/Intern be finger printed to see if they have any past convictions that would interfere with their ability to give service to their clients. The Agency may not accept a student as a trainee at their facility.

2. In order to become a registered intern and receive an intern number after graduation the Trainee must be finger printed. There are some convictions, including and not limited to Driving under the Influence of Drugs and Alcohol, that would interfere with the issuing of an intern number to an individual applying for one in Marital and Family Therapy.

3. If you have any convictions that may show up on a life scan, this includes old convictions that we sealed or expunged, please go to the campus police or any place you can get a life scan finger printing and take care of this before it becomes a problem in your education and or career.

Many facilities will not take a trainee or an intern if they have a record. It may also keep you from becoming a registered Marriage and Family Intern with the California Board of Behavioral Sciences in order to complete the Intern Hours needed to take the Licensing Exam.

PERSONAL THERAPY

While Personal Therapy is not a requirement for the Program or a requirement for Licensure It is strongly recommended. Marital and Family Therapist work with the problems and life history of others and are bound to be affected by the work they do. Sometimes clients lives parallel or reflect that of the clinician and it is difficult to tell where the client’s story ends and the clinician’s begins. Therapy can help the clinician separate their emotions and problems from their clients.

It is also difficult to administer therapy to others if the clinician has not experienced the process her/himself. The California Board of Behavioral Sciences is aware of this and while they do not require students to have therapy they will reward the trainee/intern that goes to their own therapy. For every hour up to 100 hours that the trainee/intern goes to individual therapy with a licensed therapist they will be able to count 3 hours for 1 hour. E.G. 100 therapy hours X 3 = 300 hours toward the 3000 required hours to be able to take the licensing examination.

Academic Integrity, Plagiarism and Cheating

Students are expected to adhere to the university’s policy on academic integrity which states in part that “all academic work submitted by a student as his or her own should be in his or her own unique style, words, and form. When work is submitted that appears to be original, but actually is
not, the student has committed plagiarism: (California State University Dominguez Hills 2009-2011 University Catalog).

When you incorporate materials or resources developed by other individuals, be sure to correctly cite appropriately the authors or developers. Please refer to the University Catalog for the full statement of the university’s policies.

As defined in the CSU Dominguez Hills Presidential Memorandum 85-10: Plagiarism is considered a gross violation of the University’s academic and disciplinary standards. Plagiarism includes the following: copying of one person’s work by another and claiming it as his or her own, false presentation of one’s self as the author or creator of a work, falsely taking credit for another person’s unique method of treatment or expression, falsely representing one’s self as the source of ideas or expression, or the presentation of someone else’s language, ideas, or works without giving that person due credit. It is not limited to written works.

For example, one can plagiarize music compositions, photographs, Works of art, choreography, computer programs, or any other unique creative effort. Plagiarism is not the same as a copyright violation, though it’s probable that a copyright has been violated in the act of plagiarism.

Whereas a copyright infraction is a violation of federal law, subject to trial and fines, in an academic environment the consequence of plagiarism is determined by campus policy. the plagiarizer can be subject to copyright and plagiary investigations, hearings, and punishment.

Penalties for academic misconduct, including plagiarism, can range from a verbal reprimand to revocation of a degree. Be aware that if academic misconduct is discovered in your course works after grades or a degree is assigned, those grades can be changed and CSUDH can revoke your degree. Academic misconduct on any assignment may result in the failure of the assignment, failure in the course, or expulsion form CSUDH. Please know that is taken academic integrity and plagiarism very seriously at CSUDH.

CREDIT BY EXAMINATION
As per University Policy the MFT program does not allow credit by examination for any class in the MFT Master’s Degree.

CREDIT FOR LIFE EXPERIENCE OR PREVIOUS WORK
The MFT program does not grant Marital Family Therapy course credit for life experience or previous work experience.

CREDIT FOR TRANSFER GRADUATE WORK
For matriculating students who wish to transfer from another MFT accredited graduate Marital and Family Therapy program, the MFT program has a policy stipulating the transfer of credits as follows. Students who wish to transfer credits must make the request and present relevant syllabi and transcripts six (6) weeks prior to the beginning of the first semester of matriculation. The Curriculum Committee of the program reviews the syllabi and transcripts to determine
equivalency of the course. If the course(s) is determined to be appropriate and comparable and the student has received a “B” or better in the course(s) and is in good standing at the previously attended institution, the student will be granted the transfer of credit(s). Students may only transfer a maximum of 18 semester units for the degree in order to preserve the integrity of his/her education at the degree granting institution. Practice and field practicum credits will not be transferred. This is also in accordance to the University’s policy on credit for transfer graduate work.

For matriculating students who wish to transfer credit from an accredited graduate program that is not Marital and Family Therapy work, the MFT program has a written policy stipulating the transfer of such credits as follows. Students who seek to transfer credits from another graduate program must make the request and present relevant syllabi and transcripts six (6) weeks prior to the beginning of the first semester of matriculation. The Curriculum Committee reviews the syllabi and transcripts to determine equivalency of the course. If the course(s) is determined to be appropriate and comparable and the student has received a “B” or better in the course and in good standing at the previously attended institution, the student will be granted the transfer of credit(s). Courses from a completed Graduate Program will not be transferred in to a new graduate program as per California State University Policy.

CLASSROOM ATTENDANCE
The curriculum of the MFT program is designed such that it can only be learned through direct experience. Thus, classroom attendance is of utmost importance to a student’s ability to retain and apply course knowledge.

Moreover, consistent attendance and punctuality reflect a student’s commitment to the desirable professional behaviors of time management and planning and demonstrates responsibility and reliability to instructors and student colleagues.

Therefore, students are expected to attend 80% of the class sessions. Missing more than three full or six half sessions, habitual tardiness or leaving early, as determined by the instructor, may result in lowering of the final grade or failure of the course.

GRADE REQUIREMENT/GRADING
Grades are an evaluative tool for instructors to fairly and accurately measure a student’s performance and attainment in courses. Students should not assume that they will generally receive an “A” in every course. Following is the rubric in order to determine student grades.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality</th>
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<tbody>
<tr>
<td>A</td>
<td>Reserved for work that is considered outstanding in every respect including, but not limited to, originality, clarity, completeness, etc.</td>
</tr>
<tr>
<td>A-</td>
<td>Reserved for work that is considered exceptional with some particular shortcoming(s).</td>
</tr>
<tr>
<td>B+</td>
<td>Reserved for work that is solid, though less than exceptional work.</td>
</tr>
<tr>
<td>B</td>
<td>Reserved for work that is average at a graduate level.</td>
</tr>
<tr>
<td>B-</td>
<td>Reserved for work that is adequate but below desirable standards.</td>
</tr>
<tr>
<td>C+, C, C-</td>
<td>Given for work, which is passing, but considerably below average.</td>
</tr>
</tbody>
</table>
D  Not used at graduate levels
F  Given to indicate a failure to meet the minimum standard for passing a course.
W  Given when class is dropped after designated drop period.
WU  Given if official withdrawal from the class is not done in the Admissions Office equal to an F.

The following grades are to be used for approved courses only:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Audit (Not counted in grade point average; no units allowed)</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (Not counted in grade point average; but units count for bachelor’s degree)</td>
</tr>
<tr>
<td>NC</td>
<td>No credit (Not counted in grade point average; no units allowed)</td>
</tr>
<tr>
<td>RP</td>
<td>Report in Progress (Credit is deferred until completion of course)</td>
</tr>
<tr>
<td>CR*</td>
<td>Graduate Continuation Course</td>
</tr>
</tbody>
</table>

Explanation of Grading Symbols:  I, IC, WU, W, CR, NC, RP, RD

Incomplete Grade (I). The symbol “I” (Incomplete Authorized) indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements, which must be satisfied to remove the “Incomplete.” A final grade is assigned when the work agreed upon has been completed and evaluated. This approval will indicate that the department has made provisions for assuring that the student’s work will be graded and that a Change of Grade form will be submitted to the Office of Admissions and Records.

An “Incomplete” must normally be made up within one calendar year following the end of the term during which it was assigned. However, an extension may be granted by petition for contingencies such as intervening military service and serious health or personal problems. If the “Incomplete” is not converted to a credit-bearing grade within the prescribed time limit, or any extension thereof, it shall be counted as a failing grade in calculating grade point average and progress points unless the faculty member has assigned another grade in accordance with campus policy.

Normally, the student is responsible for applying for the grade of “Incomplete” and for obtaining instructor approval for the assignment of this grade. In exceptional circumstances, the instructor may initiate the assignment of the “Incomplete”. For each “Incomplete” grade assigned, the instructor will complete a Request for Incomplete Grade on which he or she will indicate:

1. The reason for granting the “Incomplete;”
2. The amount or nature of the work to be completed;
3. The date by which the student must make up the work.

This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an “Incomplete” being converted to an “IC” symbol (Failing grade for grade point average computation), unless the faculty member assigns a specific
letter grade at the time the Incomplete is assigned, which would replace the “I” in the student’s record after the calendar year deadline.

The student is responsible for contacting the instructor (or the department, in cases where the instructor is unavailable) regarding the provisions for completion of course work. A definitive grade for the term is recorded when the work has been completed.

An “Incomplete” grade cannot be removed by repeating the course. A student may not re-enroll in a course for which he or she has received an “I” until a grade (e.g. A-F, IC, NC) is given. Students re-enrolled in a course for which an “I” was granted will be dropped from the course at the time the “I” grade is received from the instructor. The grade will be automatically recorded as an “IC” or “NC” if the work is not completed and grade changed within a year.

Change of Grade forms for removal of “Incomplete” grades in courses required for graduation must be submitted by the last day of the semester or session of anticipated graduation.

Changes of Grade forms are available in academic departmental offices.

It is the student’s responsibility to initiate the process and have the instructor submit the Change of Grade form to the Office of Admissions and Records within the time period allowed.

No grades can be changed for any reason after a degree has been granted.

**Incomplete Charged (IC)**. The “IC” symbol may be used when a student who received an authorized incomplete “I” has not completed the required course work within the allowed time limit. The “IC” replaces the “I” and is counted as a failing grade for grade point average and progress point computation.

**Withdrawal Unauthorized (WU)**. The symbol “WU” shall be used when a student, who was enrolled on the census date, did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. The “WU” is used where letter grades are assigned. For purposes of grade point average computation, is equivalent to an “F”. Unlike the “I” grade, submitting additional work may not change the “WU” grade. Rather, the student must re-enroll in the course and, if appropriate, use the repeat and cancel process.

**Withdrawal (W)**. Students who withdraw in accordance with the procedures outlined in the preceding section on official withdrawal will have the administrative grade “W” recorded on their transcripts if the withdrawal is approved and occurs between the 4th and 15th weeks of instruction. The symbol “W” indicates that the student was permitted to withdraw from the course after the 3rd week of instruction with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in calculating grade point average or progress points.

A student who does not officially withdraw shall receive “F,” “WU,” or “NC” grades for all courses on his/her official schedule.

**Credit/No Credit Grades (CR/NC) and A-CR/NC**: Undergraduate. Certain courses, designated in the University Catalog, are graded on a Credit/No Credit (CR/NC) basis only. Other departmentally designated courses in basic skills reasoning and departmentally designated upper division composition courses replace the “A-F” grading system with an “A-C/NC” system.

Students may elect to be graded on a “CR/NC” basis in other courses, subject to the guidelines below. “CR/NC” grades affect the grade point average in the ways described below:
(a) Courses used to satisfy a major (both upper and lower divisions), or which are prerequisite
to them, must be taken for a letter grade except when such courses are graded solely on a
“CR/NC” basis.

A student is permitted to enroll in up to 50 percent of the units required by a minor on a
credit/no credit basis, unless otherwise specified elsewhere in the University Catalog under
specific requirements for a minor.

(b) No more than 24 units graded “CR/NC”, whether taken at this or another institution, may
be offered in satisfaction of the total units required for a bachelor’s degree. If 24 units
graded “CR/NC” are accepted in transfer, no additional courses graded “CR/NC” may be
used to satisfy degree requirements, except when a required course is graded solely on a
“CR/NC” basis. (All credits earned in the CLEP testing program may count even if they
make the cumulative total of all “CR/NC” units at that time over 24.)

(c) Selection of the CR/NC grading option must be made during the first three weeks of
instruction. Forms are available in the Office of the Registrar and on the Admissions and
Records website.

(d) Students who plan to apply to Law School should know that the Law School Data
Assembly Service evaluates a “NC” grade in CR/NC class as a failing grade.

Both Credit (CR) and No Credit (NC) grades are recorded on student transcripts.
The undergraduate Credit grade is the equivalent of an “A,” “A-,” “B+,” “B,” “B-,” “C+,” or
“C”; and the “NC” grade is the equivalent of a “C-,” “D+”, “D”, or “F.”
“CR/NC” grades are not computed in overall or semester grade point averages.

Credit/No Credit (CR/NC): Post baccalaureate and Graduate Students.
(a) Graduate courses graded on a “CR/NC” basis are limited to courses specifically
designated in the University Catalog for nontraditional grading and to certain 400 and 500
level courses in the School of Education.

(b) At the graduate level, “CR” is the equivalent of an “A,” “A-,” “B+,” or “B”; and “NC”
is the equivalent of “B-,” “C+,” “C,” “C-,” “D+,” “D” or “F.”

(c) At least 24 of the units used to fulfill the requirements for a master’s degree shall be graded
on a traditional basis. The remaining units may be graded “CR/NC,” if the course is offered
only on that basis.

(d) Graduate level students are allowed to elect to receive Credit/No Credit grades in courses
numbered below 500 that will not be used to satisfy the requirements of a graduate degree
program.

Report in Progress (RP). The “RP” symbol is used in connection with courses that extend beyond
one academic term. It indicates that work is in progress but that assignment of a final grade must
await completion of additional work. Work is to be completed within one year except for graduate
degree theses.

The “RP” symbol shall be used in connection with thesis, project, and similar courses in which
assigned work frequently extends beyond a single academic term and may include enrollment in
more than one term. The “RP” symbol shall be replaced with the appropriate final grade within one
year of its assignment except for master’s thesis enrollment, in which case the time limit
shall be established by the appropriate campus authority. The president or designee may authorize extension of established time limits.

**Report Delayed (RD).** The “RD” symbol may be used where a delay in the reporting of a grade is due to circumstances beyond the control of the student. The symbol may be assigned by the registrar only and, if assigned, shall be replaced by a substantive grading symbol as soon as possible. An “RD” shall not be used in calculating grade point average or progress points. Although no catalog statement is required, whenever the symbol is employed, an explanatory note shall be included in the transcript legend. The registrar shall notify both the instructor of record and the department chair within two weeks of the assignment of RD grades.

**Auditing a Class**

A student not admitted to, nor enrolled in, the University must file a Statement of Residence prior to auditing a course. A residence determination must be made so that appropriate fees may be charged.

Auditors must pay the same fees as would be charged if the courses were taken for credit. A student who wishes to audit a course must obtain the approval of the instructor on the Approval for Audit form available in the Office of Admissions and Records. The approval may not be obtained prior to the first day of instruction. Enrollment as an auditor is subject to permission of the instructor provided that enrollment in a course as an auditor shall be permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so. Auditors are subject to the same fee structure as credit students and regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested no later than the last day to add classes in that term.

A student who is enrolled for credit may not change to audit after the third week of instruction. Credit for courses audited will not subsequently be granted on the basis of the audit. An audited course should be taken into consideration when planning a program so that the study load will not be excessive. The symbol AU will appear on the student’s record for audited courses.

**Grade Point Average**

The grade point average at CSU Dominguez Hills is computed on a 4-point scale. A specified number of grade points are associated with each grade listed in the “Grades and Grade Points” section. “CR/NC” grades have no grade point value and are not calculated in the grade point average.

The total grade points are calculated by multiplying the number of grade points associated with the grade assigned by the number of units for each class. The grade point average is computed by dividing the total number of grade points earned by the total number of units attempted.

Master’s Degree Students. To remain in good academic standing, a “B” (3.0) average is required in the master’s degree program and for all courses (related and unrelated, lower division, upper division, and graduate) taken concurrently with the master’s degree program (i.e., all courses taken beginning with the date of admission to the program). See “Graduate and Post baccalaureate Academic Probation and Disqualification” for specific grade point averages required for ongoing enrollment. In order to be eligible for graduation, students must be in good academic standing, must have an overall GPA of 3.0 or above, and must have a grade point average of 3.0 in all courses used to fulfill the degree requirements.
Grade Changes, Grade Appeals and Repeat & Cancel

Change of Grade

In general, all course grades are final when filed by the instructor at the end of the semester.

A change of letter-to-letter grade (excluding changes by petition and administrative grades of “AU,” “I,” “RD,” “RP,” “W,” and “WU”) may occur only in cases of clerical error, administrative error, or as a disciplinary sanction or when the instructor reevaluates the original course assignments of a student and discovers an error in the original evaluation. The instructor must file change of letter-to-letter grades within one semester after the original grade was submitted. If the change of grade is initiated after the semester following the assignment of the original grade or is being submitted for any reason other than those above, a petition must be filed along with a Change of Grade card. The Change of Grade card must contain the signatures of the instructor, department chair, and school dean. It must be submitted with the signed petition to the Student Academic Petitions and Appeals Committee (SAPAC) for action. Supporting documentation must accompany the petition.

In some cases, students may wish to petition to have grades changed to retroactive withdrawals. Retroactive withdrawals must be complete withdrawals from the university. The acceptable reasons for granting retroactive withdrawals are limited to: (a) documented accident or illness, (b) other serious and compelling reasons which prevent withdrawal from the university before the scheduled deadline and/or
c) evidence of timely submission of proper forms for withdrawal. Requests for retroactive withdrawals must be submitted by petition to the Student Academic Petitions and Appeals Committee within two years of the end of the semester in which the grade was assigned.

“WU” or “F” grades may be changed to “W” by petition only. This process generally requires documentation of extenuating circumstances, such as physical inability to appear on campus to properly withdraw. The petition requires the recommendation of the instructor involved and of the appropriate school dean. A final action is taken by the Student Academic Petitions and Appeals Committee based upon the recommendations provided.

No grades can be changed for any reason after a degree has been granted, including administrative grades of “I,” “RD,” “RP,” “W,” and “WU.” The university shall make every effort to remove “RDs” from the student’s transcript.

Grade Appeals

A student who thinks he or she has a basis for a grade appeal will first seek to resolve the matter informally with the instructor of record (or other appropriate individual). For a student to be able to proceed with a grade appeal, the student must have met with the faculty member within one regular semester session of the time the student knew or should have known of the problem or dispute, unless there is a prior agreement for extension between the student and the Chair of the Student Grade Appeals Board.

If the matter is not worked out informally within five classroom days to the satisfaction of the parties, the student or his/her representative may send the grade appeal in writing to the dean of the school. Instructions for this submission are outlined in the Student Rights and Responsibilities

If the matter is not resolved in the school within the time limits specified, the appeal is forwarded to the Student Grade Appeals Board. Students should follow the procedures detailed in the Student Rights and Responsibilities Handbook for filing this appeal.

**Repeat and Cancel Policy**

Repeat and Cancel may be used by students working toward a baccalaureate degree. It may not be used by graduate/post-baccalaureate students working on master’s degrees, graduate certificates, teaching credentials, or by “undeclared” graduate students, even when they might take undergraduate courses.

1. In the case of a repeated course, the subsequent grade is substituted for the earlier one in the computation of units attempted and grade point average. The previous course grade(s) remain(s) on the record, but is/are annotated as being discounted from grade point average calculations.

2. Repeat and Cancel may only be used on courses taken at CSU Dominguez Hills and repeated at CSU Dominguez Hills through Open University, regular university or special sessions.

3. Beginning Fall 2009, Repeat and Cancel may be used for no more than 16 semester units taken at CSU Dominguez Hills during the entire undergraduate degree program.

4. Undergraduate students may be permitted to repeat an additional 12 units, i.e. units in addition to the 16 units for which grade forgiveness is permitted. In such instances the repeat grade shall not replace the original grade, instead, both grades shall be calculated into the student’s overall grade-point average.

5. Undergraduate students may repeat an individual course no more than two times.

6. Repeat and Cancel may be used only on grades of “WU,” “F,” “D,” “D+,” “C-,” “IC.”

7. Students must complete a Notice of Repeated Course form for each course repeated that meets all Repeat and Cancel policy guidelines if the original course was taken prior to fall 2008 or if they wish to select which eligible courses are to be excluded from the grade point average computation.

8. A grade entered as a result of the student disciplinary procedures under Executive Order No. 628 cannot be cancelled and will be included in the grade point average.

9. Graduate and post baccalaureate students may repeat courses; however, the two grades will be averaged into the total grade point average. Credit for the courses will be granted only once and courses may be repeated only once.

**ACADEMIC PROBATION**

The grade requirements are in accordance to the policies as set forth by the University. In order for students in the MFT program to remain in good academic standing, a “B” (3.0) average is required in the master’s degree program and for all courses taken (related and unrelated; lower division, upper division, and graduate).

If a student’s cumulative grade point average falls below 3.0 in all post baccalaureate units attempted, the student will be placed on academic probation. Any student on probation will be required to see their faculty advisor for consultation and advisement and sign a plan regarding what the student agrees to do in order to raise his/her GPA.
The student will receive a registration hold and will have to receive Department Chair approval to register for courses the following semester. If the student does not bring up their grade point average to 3.0 in the following semester in residence, they will be disqualified from the program.

A student who is disqualified from the program has the option to submit a Petition for Reinstatement available in the Office of Graduate Studies.

The student will not be considered for reinstatement until the student has not attended for one semester (please see the university catalogue for more detailed instructions regarding this policy). Once the Office of Graduate Studies reviews the petition they will forward it to the MFT department. The Student Services committee in conjunction with the chair will review the petition and provide formal notification to the student in regards to the final decision.

Students who are recipients of our stipend programs may be subject to other consequences e.g., stipend suspension, and program disqualification, immediate pay back of stipend etc. Please see the Program Director or Field Coordinator for more details.

For graduation, the grade point average of 3.0 is calculated on all courses taken beginning with admission to the program. No course with a grade lower than a “C” will be applied to the degree program. No student who is on academic probation may be granted a master’s degree.

All classes must be taken for a letter grade, unless the class is offered only on a CR/NC basis. Final grades will be posted on Blackboard or by checking in person at the department office.

POLICY REGARDING TERMINATION FOR ACADEMIC AND NONACADEMIC REASONS
The MFT program is structured to avoid having to terminate a student from the program for academic and nonacademic reasons. However, when prevention efforts have not been successful, students may be terminated from the program.

Reasons for which a student may be terminated from the MFT program are:

1. Having a grade point average which is less than 3.0 for more than one semester
2. Receiving a failure or “no credit” in the fieldwork practicum or being asked to leave two field placements.
3. Harassing coordinators, faculty or staff for questions and/or answers on course examinations or the comprehensive exams.
4. Exhibiting behavior in class or field that is assessed by the faculty to indicate an inability to perform with the maturity, sensitivity, or wisdom required for satisfactory Marital and Family Therapy practice.
5. Behaving unethically in a situation where the student knew or should have known that the behavior was unethical (e.g. taping other students and/or lectures without written releases/consent).
6. The student has serious difficulties accepting supervision in fieldwork, thereby undermining his or her learning and also placing clients’ well being in jeopardy.
7. The student has unresolved emotional problems that make it difficult for him or her to develop and maintain effective working relationships with clients.
8. The student is not capable of developing a viable helping relationship with clients due to extreme shyness, inappropriate prejudices or negative predispositions towards clients.

9. The student decides that a career in Marital Family Therapy is not really what he or she wants and is not motivated to complete the requirements for fieldwork.

10. Violations of any aspects as outlined in the AAMFT and/or CAMFT Code of Ethics.

11. Breaking any Statute or Regulation enforced by the California Board of Behavioral Sciences Department of Consumer Affairs e.g. practicing without a license see page.

12. As class lecturers are proprietary material of the University any taping/recording without University permission will be considered reason for termination from the program and University.

PROCEDURES FOR IMPLEMENTING THE TERMINATION

The procedure for implementing the termination process for academic and/or nonacademic reasons includes advising the student in writing of his or her status, a decision by the Student Services Committee of the Department of Marital and Family Therapy, and an opportunity for the student to appeal. Specific steps in the termination procedure include:

1. Any member of the faculty, the Fieldwork Coordinator, or a fellow student may initiate review by communicating his or her concerns to the Director of the MFT program.

2. The student’s advisor will then confer with the student to:
   a. Inform him or her of concerns regarding performance;
   b. Obtain the student’s perspective;
   c. Determine if termination is warranted;
   d. Determine if the student might wish to withdraw. The faculty advisor prepares a written report that is presented to the student and the Director of the MFT program. The Director of the MFT program, with faculty consultation, refers the matter to the Chair of the Student Affairs committee. The Chair of the Student Services Affairs committee talks to any persons with relevant information including but not limited to the student, the student’s advisor, faculty member, Faculty Fieldwork Coordinator, or to the student bringing the matter to the attention of the program. The Student Affairs then makes a decision regarding termination, no termination or remedial action. The Director of the MFT program implements the Committee’s decision with written notice to the student.

The student may appeal the decision to the Director of the MFT program, whose decision will be final.

REGISTRATION

Enrollment and registration in courses at CSUDH is available from the CSUDH Registrar’s Office via my.csudh.edu. My.csudh.edu allows students to access their records (schedules, grades, transcripts), check their financial aid status, account balance, search for classes, etc. If you need technical assistance with registration you can reach the IT helpdesk at (310) 243-2500.

Classes may be added during the first three weeks of instruction with the instructors written approval. Students who wish to drop a class must do so themselves. Verbally informing the instructor is not sufficient. If the student does not drop the course within the prescribed period he/she may receive a failure grade for the course.
Any changes in a student’s program (e.g. adding/dropping a class, changing from one section to another of the same course) must be made before the deadline date listed for each semester in the official University Academic Calendar.

See the Academic Calendar at the beginning of the University Catalog, The California State University Dominguez Hills Website or the Class Schedule for specific deadline dates for the particular term. All students must be enrolled in the proper section of each course. Failure to enroll in the proper course and/or section may result in a delay of graduation.

For students who must submit a petition to change for a previous semester (retro-enrollment), the student must obtain the approval of the Director of the MFT program, who must write a letter of support. Retro-enrollment requests are not automatic and there must be an extenuating circumstance. If approved at the departmental level, retro-enrollment requests are processed through the Office of Graduate Studies for additional approval prior to filing with the Registrar. Enrolling in the wrong section of a course or failing to enroll are not sufficient reasons for retro-enrollment and may result in a delay of graduation.

It is the student’s responsibility to ensure enrollment in the correct courses by the appropriate deadlines. Students should see their Faculty Advisor or the Director of Admissions and Student Services if they have any questions about enrollment.

**GRADUATE ENROLLMENT POLICIES**

**Continuous Attendance Requirement**
In following university policies, all MFT students must maintain continuous attendance, defined as attendance in regular session each fall and spring semester of the college year. Students who have completed their course work but not their advanced community/research project may maintain continuous enrollment by registering for this course with permission of the Director of the MFT program. MFT students who fail to maintain continuous attendance interrupt their residency and must reapply to the university; they are subject to any new requirements of the university or program.

Students who break continuous attendance are not guaranteed readmission to the program, and if readmitted, lose their residency credit (courses they may apply to the degree), and their catalog rights. Loss of residency units means there is no guarantee that more than 9 units of previous work may apply to the degree requirements upon readmission to the program. For more information about the continuous attendance requirement, refer to the University Catalog.

**Leave of Absence**
In rare instances or extenuating circumstance a student in good academic standing may request a leave of absence. The student must be conditionally classified or classified graduate students with a grade point average of 3.0 or better. Application for the leave must be filed with the Coordinator of Admissions and Student Services before the first day of classes for the semester during which the leave is to begin, and should be
accompanied by appropriate documentation. When approved, the student must register for MFT 600.

The minimum leave is one full term and the maximum is one calendar year. Under compelling circumstances, a student may request, in writing and in advance, an extension of the leave. The total number of approved leaves may not exceed two, and the duration of leaves may not total more than two calendar years.

The leave is approved at the discretion of the Coordinator of the MFT program. A student may be required to submit periodic reports while on leave. Approval of the leave does not constitute an extension of the time period for completing all course work and/or other requirements for the MFT degree.

Students who do not return to the university at the conclusion of their planned leave will be considered to have withdrawn from the university at the end of their last semester of regular enrollment at CSUDH.

Students meeting all conditions of the approved leave shall be required to complete an application for readmission on returning from the leave. A student shall be guaranteed reentry and retention of registration priority if all conditions of the approved leave have been met at the conclusion of the leave.

Any student on a leave of absence who does not comply with all provisions of departmental and university policies and the condition of the leave is subject to forfeiture of the advantages of this program.

Please refer to the University Catalog for more detailed information.

**Request for Program Change**

The MFT program has a procedure for students who wish to formally change their program status. If a student wishes to switch between the full or part-time programs the student must request this change in writing to their academic advisor at least one academic year before the beginning of the program change. The student must be in good academic standing and must provide documentation to support the reason for the change e.g., work schedule changes, family circumstances etc. The program director will make the determination whether or not to grant the request based upon documentation presented, cohort size and date request was submitted. If the request is granted then the student is responsible for adhering to the program requirements of the new program.

**RECORD KEEPING**

It is highly recommended that all students retain a copy of all official paperwork from and to the University such as financial aid forms, transcripts, graduation application, etc. Students should also keep a copy of coursework documents such as course Syllabi, Papers, Field Evaluations, Verification of Hours Signed by Placement Site Supervisor, Transcripts and any other documents that prove useful at a later time.
Universe Nondiscrimination Statement
California State University, Dominguez Hills
California State University, Dominguez Hills is a multi-ethnic and multi-cultural institution, has a policy of nondiscrimination in all matters affecting students, employees and applicants for admission or employment. Not only is the University committed to compliance with equal opportunity and affirmative action regulations, but to understanding and valuing diversity. The University seeks to be a model multi-cultural campus community.

California State University, Dominguez Hills is committed to assuring equal opportunities in educational programs and employment without regard to race, color, religion, sex, pregnancy, marital status, sexual orientation, national origin, age, disability, or veteran status. Laws and regulations issued by the United States, the State of California, and the Board of Trustees of The California State University require equal treatment for all persons. Only the following factors may be used to make distinctions among individuals: merit, ability, talent, knowledge, and achievement as they relate to the goals and missions of this institution. We reaffirm that full support will be given to affirmative action programs which seek to overcome under-utilization of ethnic minorities, women, Vietnam-era veterans, special disabled veterans, and persons with disabilities.

In addition to meeting fully its obligations of nondiscrimination under federal and state laws, California State University, Dominguez Hills is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, or other personal characteristics or beliefs.

Every member of the University community shares in the opportunity to create a successful multicultural environment and in the responsibility to abide by and support policies of nondiscrimination. Every member of the campus community is urged to take positive action to ensure a campus climate that promotes civility and values diverse cultures, opinion, and perspectives.

Many people have worked hard, and with great success to build a diverse workforce at California State University, Dominguez Hills. They have neither sacrificed standards nor deviated from a commitment to seek qualified faculty and staff members who constitute a community that is diverse in race, ethnicity, gender, interests, and perspectives.

California State University, Dominguez Hills serves one of the most diverse groups of students and one of the most diverse communities in the nation. Its workforce is also one of the most diverse in the country. We, in particular, must work vigorously to promote a campus climate that respects human differences and values all human potential.
To assure compliance with the plan, the Director of the Office of Equity & Internal Affairs, is responsible for the overall coordination of our affirmative action program for both faculty and staff. She is directly responsible to President Willie J. Hagen, for monitoring, evaluating and implementing our campus affirmative action plan. The plan is available for review in accordance with applicable regulations in the Office of Equity & Internal Affairs. Questions or complaints should also be directed to that office.

Appendix B

CALIFORNIA STATE BUSINESS AND PROFESSIONS CODE SECTION 4982-4982.3 AS APPLIES TO MARRIAGE AND FAMILY THERAPIST, INTERNS AND TRAINEES.

THE FOLLOWING WEBSITES HAVE POSTED THE CALIFORNIA STATE BUSINESS AND PROFESSIONAL CODES AS APPLIES TO MARRIAGE AND FAMILY THERAPIST, INTERNS AND TRAINEES:

www.bbs.ca.gov
www.SupportCourt.com
www.law.onecle.com/california/civil
www.codes.1pfindlaw.com/cacode
info@cphins.com

California State University Dominguez Hills Masters of Science in Marital and Family Therapy Students are governed by the California State Department of Consumer Affairs Board of Behavioral Sciences Business and Professional Code for Marriage and Family Therapists.
Appendix C

Standardized Definitions for MFT Department

Case Summary: Who, What, Where, When and How in 25 words or less.

Case Conceptualization:
- Demographic Information
- Introduction to client and Significant Others
  - Occupation
  - Relational/Family Status
- Presenting Concern(s)
  - Client Description of Problems(s)
  - Significant Other/Family Description(s if available) of Problems
  - Broader System Problem Descriptions:
- Background Information
  - Trauma/Abuse History (recent and past)
  - Substance Use/Abuse (current and past; self, family of origin, significant others)
  - Precipitating Events (recent life changes, first symptoms, stressors, etc.)
  - Related Historical Background (family history, related issues, previous counseling, medical/mental health history, etc.)
- Client Strengths and diversity
  - Client Strengths
    - Personal
    - Relational/Social
    - Spiritual
  - Diversity Resources and Limitations Identify potential resources and limitations available to clients based on their age, gender, sexual orientation, cultural background, socioeconomic status, religion, regional community, language, family background, family configuration, abilities, etc.
    - Unique Resources
    - Potential Limitations
- Conceptualization based on Theory
- Theory Based Goals (does not include Stages of Treatment or Techniques)
Appendix C
Continued

Case Formularization

- Identifying Information
  - Name, Age, Gender
  - Identifying Physical Features
  - Place of Birth
  - School, Grade, grades/GPA, Educational History
  - Family
    - Parents, marriage intact, parents not married
    - Family History, especially of mental illness/Substance Abuse
    - Number of siblings, birth order, problems with siblings
    - Blended family, multiple marriages/relationships
    - Information about extended family
    - Family History of mental health problems

- Presenting Problems
  - Presenting behaviors
  - Clinical Symptoms
  - Underlying Issues
  - Evidence or Description of Trauma

- Developmental, Medical, Educational History

- Legal Involvement

- Mental Status Exam: provide either a typical presentation or the most recent; this is to establish baseline conditions and progress indicators

- Environmental Problems and stressors; past and present

- Clinical Summary and Case Conceptualization: (After completion of the preceding steps including how do you understand the case.

- Diagnosis
  - Five Axis Diagnostic Description
  - Differential Diagnosis

- Treatment
  - Modalities (Ind. etc.)
  - Co-therapists, if any
  - Goals (Theory Based and in proper Stage of Treatment)
  - Techniques (Theory Based and in proper State of Treatment)
  - Therapeutic Events
  - Outcome Measures

- Discharge plan

- Special Problems and Issues with this Case

- Additional Information, if necessary

- Genogram
Appendix D

CSUDH
Marriage Family & Therapy Department
Student Course Agreement

I __________________________, acknowledge I have received a (Student name)

Marital and Family Therapy Student Handbook and have been given an opportunity to ask questions regarding the contents. I also understand the laws and ethics that cover Marriage and Family Therapy are followed in this program.

I further acknowledge that during the term of this program when given an opportunity to ask questions regarding this manual I may ask the Program Chair or Field Coordinator.

I acknowledge that it is my responsibility to ask questions that enhance my learning and understanding of the material in this Manual.

I also acknowledge it is my responsibility to arrange to meet with the either the Program Chair or Field Coordinator if additional assistance is needed in understanding key concepts as written in this Manual.

I understand that this Manual along with permission numbers to classes will not replaced.

___________________________________________  _______________________
Student Name (print)                     Signature

_______________
Date