

Suggested Steps for Graduation

School Counseling (SC) and Mental Health Counseling (MHC) Programs

Department of Counseling and Educational Psychology (CEP)

Eastern Kentucky University (EKU)

Below is a description of the suggested steps one should follow for graduation from School Counseling (SC) or Mental Health Counseling (MHC) Programs at EKU. Additional information on graduation requirements are available on the CEP website, <http://www.education.eku.edu/cep/> and on the EKU Graduate School website. (NOTE deadline dates). Document approved 3.30.11

Suggested Steps for Graduation:

1. Students may graduate during Fall, Spring, or Summer semesters and an official ceremony is provided Fall and Spring semesters and those who graduate in the Summer may participate in either ceremony. Your official transcript documenting your graduation date is posted by the Registrar's office within six weeks at the end of each semester. Degrees will not be conferred until you have completed all requirements for the degree, including all coursework, completed 600 hours of internship, and passed the Counselor Preparation Comprehensive Exam (CPCE) Master's comprehensive exam.
2. Gather information on the CPCE Master's comprehensive exam early in your program so you may prepare for this high stakes test. Students are only given two attempts to pass the CPCE then will be discharged from the program without their degree. CEP recommends that students consider purchasing a test preparation kit to prepare for this exam. If you purchase the prep kit at the beginning of your program, it can help guide what you need to learn in each class in order to be better prepared for the CPCE. CEP does not endorse any particular kit, but recommends one with practice questions. The kits are advertised in many ACA publications for taking the National Counselor Exam (NCE)
3. Students must apply to take the CPCE Master's comprehensive exam to the Department Assessment Coordinator. Application materials/dates for the CPCE are on the CEP website. After your CPCE application is received, you will get a confirmation email from the department. After your CPCE application is accepted, you will be sent a confirmation letter notifying you of the particulars of when and where to be present for the exam, exam fees, and how to register online for the exam. The department will give students an override to register for the written Master's comprehensive exam online through the same process as registering for classes (GRD course prefix and you must include the CRN). The CPCE is a national exam and requires a fee to be paid at the time of testing.

4. Students must apply to the Graduate School just before the semester they plan to graduate and a graduation fee is charged. (NOTE deadline dates and late application fees)