

## **Matriculation Requirements**

### **Academic Standing Policy**

A minimum grade point average of 3.0 on a 4.0 scale is required in the approved degree plan for the graduate program or graduate certificate. Grades of *D* or *F* do not apply toward a graduate degree but are used to figure grade point averages. Courses may be repeated for credit, in which case the last grade of the record is the official grade. Minimum grades required for stem work (assigned prerequisites) are noted on the initial degree plan and/or certification plan. Courses taken outside official program(s) are not subject to these grade requirements unless so specified by the program adviser on the degree plan.

### **Comprehension Exam**

Students must demonstrate proficiency in counseling knowledge by passing the Counselor Preparation Comprehensive Examination (CPCE). Students must complete and pass the CPCE before applying for graduation. Students are required to register and take the CPCE exam during the semester that they take practicum and will have two more attempts to pass the exam during their internship I and II semesters. Registration instructions are sent out to all students taking practicum and those who need to retake the exam during their internships. There is a \$75.00 fee to register for the CPCE exam paid to the Center for Credentialing and Education (CCE). The examination covers the following eight content areas corresponding to the associated courses in our program: 1) Human growth and development-EDCG 5339, 2) Social and cultural diversity-EDCG 5347, 3) Helping relationships-EDCG 5311 & EDCG 5312, 4) Group work-EDCG 5323, 5) Career development-EDCG 5355, 6) Assessment-EDCG 5324, 7) Research and program evaluation-EDCG 5329, and 8) Professional orientation and ethical practice-EDCG 5310 & EDCG 5315.

The CPCE is a 160-item multiple-choice examination, but only 136 items are used to determine if the student meets the minimum passing (criterion) score. The other 24 items are undergoing field testing, to determine suitability for future use (The student will not know which items are being field-tested when taking the CPCE.). The maximum possible score on the CPCE is 136. The CPCE is not scored on a “curve,” so the passing score is not influenced by other examinees’ results, but the counseling program determines a passing cut-score from comparing the score to national results. More information about the CPCE including study materials can be found on our program website. <https://www.tamuk.edu/education/departments/counseling/testing.html>

### **Course Longevity**

A master’s degree student must complete all requirements for each specific graduate degree within seven years of initial registration for that degree. Graduate credits older than those 9

stipulated are not applicable toward a graduate degree without written approval from the Graduate Dean.

### **Repetition of a Course**

If a student repeats a course that may not be taken for additional credit, it is the policy of the university to count as part of a student's cumulative grade point average only the last grade received in the course, whether passing or failing, other than a grade of *Q*. However, for purposes of grade point average calculation on course work for graduation, grades stand as recorded unless the same course is repeated at this university.

Students who have received their first bachelor's degree from this institution cannot repeat courses that were used to earn the first degree for purposes of grade point average calculation. It is the responsibility of the student, after repeating a course, to file a special request form in the Office of the Registrar, so that the adjustment in the grade point average, when applicable, can be entered on the permanent record.

### **Grades**

A grade point average of 3.00 or better on all graduate work on the approved degree plan, is required for graduation. If a course is retaken, the last grade will be counted toward graduation and computation of the overall grade point average. A course in which an "F" is received is considered a course completed and the course must be retaken at the same institution.