Master of Science

Marriage & Family Therapy Program Handbook

Edgewood College has been continuously accredited since March 28, 1958, by the Higher Learning Commission (HLC), 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411, Phone: 800.621.7440 / 312.263.0456 | Fax: 312.263.7462 | info@hlcommission.org

HLC Confirmation Link

The Marriage and Family Therapy Masters Program is an accredited training program approved by the International Accreditation Commission for Systemic Therapy Education.

IACSTE Confirmation Link

DISCLAIMER: The provisions of this handbook do not constitute a contract, expressed or implied, between Edgewood College or the Marriage & Family Therapy Graduate Program and any applicant, student's family, or faculty or staff member. Edgewood College and the Marriage & Family Therapy graduate program reserve the right to change the policies, procedures, rules, regulations and information in this handbook at any time. Changes will become effective at the time the proper authorities so determine, and the changes will apply to both prospective students and those already enrolled. The handbook is a general information publication only and is not intended to nor does it contain all college regulations relating to student and faculty.

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The purpose of this program handbook is to supplement Edgewood College's catalog (see relevant links throughout) as well as to clarify program specific information and policies.

Program Highlights

With its roots in the Mission and Identity of Edgewood College, the master's degree program in Marriage and Family Therapy is designed to advance professional competency in the field in a manner that fosters clinical proficiency, ethical sensitivity, respect for diversity, and dedication to service to the people in our communities.

- Learn within a community of colleagues in our cohort-based program. Enrollment is limited to allow for small class size and individual attention.
- Learn real-world skills from experienced faculty. All MFT faculty have extensive clinical experience in their subject area and maintain active clinical work in addition to their teaching.
- Learn clinical training within a 12-month internship. Internship includes supervision and provides an opportunity for students to work with a variety of individuals, couples and families. The Family Center is Edgewood College's MFT training location, a supervised venue for meeting required clinical hours while offering low-cost supportive therapy for individuals, couples and families from the community.
- Qualify to apply for licensure in Wisconsin with this MS MFT degree at Edgewood College. Learn more about the requirements and process to receive a license as a Marriage and Family Therapist in Wisconsin.

Portability of Degree

Marriage and Family Therapy is a profession that leads to licensure in all 50 states; however, each state has its own law and regulations about what is needed to become licensed as an MFT in that state.

If planning to apply for licensure outside of Wisconsin, find State/Provincial information here. See additional regulatory alignment information below.

Student Acknowledgement Policy

Students are provided the following information on regulatory alignment and required to sign an acknowledgement form located within their admissions packet.

> Marriage and Family Therapy is a profession that leads to licensure in all 50 states; however, each state has its own law and regulations about what is needed to become licensed as an MFT in that state.
>
> Not every state will accept a degree and supervised hours earned in another state. Review license requirements in the state you intend to practice as soon as possible so that you understand what may and may not be accepted across state lines. Here is the link to each state's licensure resources: MFT State/Provincial Resources (AAMFT.org)

The coursework for Edgewood College's Marriage and Family Therapy graduate program was designed to meet MFT licensure requirements in the state of Wisconsin. You may read more about the state requirements for MFT licensure in Wisconsin by clicking this link: DSPS Professions – MFT (dsps.wi.gov)

If you have questions about the program's alignment with professional licensure you may contact the Associate Dean and Program Director: Deb Polacek at dpolacek@edgewood.edu.

Program Composition

All program faculty members and clinical supervisors are screened to ensure they are academically, professionally, and experientially qualified. They must have expertise in their area(s) of teaching and/or supervisory responsibility and knowledge of their instructional modality or method of MFT relational/systemic supervision. Currently, 100% of our program leadership and core faculty members are qualified to provide MFT relational/systemic supervision.

MFT Core Faculty, Administrative Staff, Instructors and Supervisors (2022)

Core Faculty and Administrators	
Deb Polacek, LMFT Associate Dean and Program Director AAMFT Approved Supervisor	Sam Egelhoff, MS MFT Clinical Director of The Family Center AAMFT Supervisor Candidate
TBD, Operations Manager of The Family Center	TBD, Lecturer (full-time)
Core Faculty (Annually-contracted lecturers) and Supervisors	
Melinda Bailey, PhD, Lecturer (part-time) MFT Relational/Systemic Supervisor	Holly Neuman, LMFT, Lecturer (part-time) AAMFT Supervisor Candidate
Mike Thalasinos, LMFT, Lecturer (part-time) AAMFT Approved Supervisor	Anne Totero, LMFT, Lecturer (part-time) AAMFT Approved Supervisor
Instructors and Supervisors	
Caroline Atkin, LMFT, Adjunct Instructor	Erika Blain, LMFT, Adjunct Instructor
Nancy Gomez, LMFT, Adjunct Instructor	Becky Hiller, LMFT, Adjunct Instructor
Brandy George-Copeland, LMFT, Adjunct Instructor, MFT Relational/Systemic Supervisor	Elizabeth Disch, LPC, Adjunct Instructor
Liza Hahn, LPC, Adjunct Instructor	Myra McNair, LMFT, Adjunct Instructor, MFT Relational/Systemic Supervisor
Julia Smith, LMFT, Adjunct Instructor AAMFT Approved Supervisor	CJ Webster, LMFT, Adjunct Instructor AAMFT Approved Supervisor

MFT Diversity Composition (2022)

STUDENTS (Admissions data):	MEN	WOMEN	TOTAL
Black or African American	1		1
Hispanic or Latinx			
Asian or Pacific Islander	2	2	4
Native American or Indigenous		2	2
White or Caucasian	7	45	52
Missing/Unknown/Other	1		1
TOTAL	11	49	60

FACULTY/SUPERVISORS (HR data):	MEN	WOMEN	TOTAL
Black or African American	0	2	2
Hispanic or Latinx	0	1	1
Asian or Pacific Islander	0	0	0
Native American or Indigenous	0	0	0
White or Caucasian	2	10	12
Missing/Unknown/Other	0	0	0
TOTAL	2	13	15

Program Information

Educational Framework

Our outcome-based educational framework has a systemic focus and aligns with developmental competencies in the following areas: (1) knowledge of the profession, (2) practice of therapy, (3) human diversity and social structure, (4) professional ethics, law and identity, and (5) research and evidence-based practice.

Program Mission

With its roots in the Mission and Identity of Edgewood College, the master's degree program in Marriage and Family Therapy is designed to advance professional competency in the field in a manner that fosters clinical proficiency, ethical sensitivity, respect for diversity, and dedication to service to the people in our communities.

Program Goals and Student Learning Outcomes

Program Goal #1:	Student Learning Outcomes (SLOs)
The program will educate students on foundational MFT theoretical knowledge.	SLO #1 Student will demonstrate an understanding of systemic theories and MFT models.
Program Goal #2:	
The program will provide opportunity for supervised relational practice hours and the development of clinical skills.	SLO #2 Student will demonstrate competence in systemic and relational clinical skills within a practice setting.

Program Goal #3:	
The program will foster an environment that supports human dignity, respect for diversity, and dedication to inclusive service across communities.	SLO #3 Student will exhibit awareness of the importance of human dignity and inclusivity as well as the impact of social structure.
Program Goal #4:	
The program will inform and support understanding of relevant legal standards of practice, ethical codes, professionalism, and models of ethical decision-making.	SLO #4 Student will demonstrate understanding of ethical decision-making and the use of relevant legal and professional resources.
Program Goal #5:	
The program will promote the use of MFT-related research as well as the principles of evidence-based interventions and practice.	SLO #5 Student will demonstrate skills as critical consumers of MFT-related research as well as an understanding of the principles of evidence-based practice.

Graduate Achievement Data

Graduate Achievement Data for
Edgewood College Marriage and Family Therapy Master's Program
Accredited: In Process (COAMFTE)
Advertised Program Length: 2 years (FT), personalized timeline (PT)

Cohort Year Students Entered Program	**# of Students in Program**		**Graduation Rate in Advertised Time (%) ***		**Job Placement Rate (%) ****	**Licensure Rate (%) *****
	FT	PT	FT	PT		
2020 - 2021	19	2	100%	100%	100%	57%
2021-2022	28	1	IP	IP	IP	IP
2022-2023	31	0	IP	IP	IP	IP

FT=Full-time, PT=Part-time, IP=In Process: Students from the cohort listed have yet to graduate from the cohort year listed.

* Graduation Rate is the program's Advertised Length of Completion which is how long the program is designed to complete as written.

** Job Placement Rate is the percentage of graduates from the cohort year that are employed using MFT skills.

*** Licensure rate is the percentage of graduates from the cohort year that have achieved ANY level of MFT licensure.

Accreditation Status

All MFT program courses have been specifically developed to meet the external accreditation requirements of the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE). After accumulating and reviewing relevant data, Edgewood College will be eligible to apply to COAMFTE during the 2022-2023 academic year.

Edgewood College has been continuously accredited since March 28, 1958, by the Higher Learning Commission (HLC).

HLC Confirmation Link

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IACSTE Confirmation Link

Degree Completion

Degree Requirements

To receive the Master of Science degree in Marriage and Family Therapy, students must have:

- Earned 48 credits in prescribed MFT courses listed below
- Maintained a 3.00 grade point average in those courses
- Completed a minimum of 500 clinical contact hours (includes 300 direct contact hours of which 100 hours must be relational), plus 100 hours of supervision prior to graduation.

Required Courses

MFT 600 - Foundations of Systemic Practice
MFT 605 - MFT Theories & Models
MFT 610 - Clinical Treatment: Families/Groups
MFT 620 - Diverse/Multicultural Communities
MFT 625 - Clinical Treatment: Couples
MFT 630 - Mental Health Diagnosis & Treatment
MFT 635 - Systemic/Relational Assessment
MFT 700 - Research & Evaluation
MFT 725 - Relational Practicum
MFT 735 - Lifespan Development
MFT 740 - Clinical Treatment: Child/Adolescent
MFT 745 - Contemporary Issues & Collaboration
MFT 750 - Clinical Internship I
MFT 760 - Clinical Internship II
MFT 770 - Clinical Internship III

MFT 780 - Clinical Internship IV, if needed
MFT 800 - Ethics, Law & Social Responsibility

Course catalog descriptions can be found here. An Independent Study option may be arranged with the Program Director when needed.

Degree Completion Timeline

Two-Year Schedule (full-time)

Fall Year 1 - MFT 600, MFT 605, MFT 620, MFT 630
Spring Year 1 - MFT 610, MFT 625, MFT 635, MFT 725
Summer Year 1 - MFT 750, MFT 800, Internship
Fall Year 2 - MFT 735, MFT 740, MFT 760, Internship
Spring Year 2 - MFT 700, MFT 745, MFT 770, Internship

Part-time schedules are personalized to the requesting student; therefore, a part-time schedule with an agreed upon completion timeline must be discussed, coordinated, and approved by the Program Director.

Academic Calendar

Edgewood College's academic calendar can be found here.

Tuition, Fees, and Refunds

Tuition

Graduate tuition for the 2022-23 year is $1072 per credit (effective Summer 2022).

Financial Aid

Graduate students are eligible for financial aid in the form of Federal Stafford Loans. Learn more about Stafford Loans, including eligibility requirements and application instructions. (Graduate Student Financial Aid)

Our admissions and financial aid counselors have worked with thousands of students who have questioned how they could afford to complete their graduate education. Counselors will use their experience to suggest creative solutions for financing your education. We work with students and organizations to manage tuition reimbursement plans, extend tuition discounts to various corporate partners in the region, offer third party billing and monthly payment plans, and work with veterans to maximize their available aid.

Scholarships

Two small scholarships are available to students to help offset Program fees and books. They are awarded based on financial need and merit. Students are eligible to apply during their 2nd semester in the program.

- Sara Thompson and Sandra Hammer Scholarship - An award created posthumously in honor of two MFT graduates. The Thompson family established

this scholarship in honor of Sara, an MFT alumna who died shortly after graduation in 1999. Later, the Hammer family added to the endowment in honor of Sandra, after her untimely death. This award is dependent upon interest earnings; therefore, the amount of this award varies.

- Peter & Ree Hale Fabian Scholarship - An award created by our MFT Program founder, Dr. Peter Fabian and his wife, Rev. Aurelia Hale. This was awarded for the first time Spring 2017. The amount of this award varies.

Guidelines for Submission:

Students must attend to the following requirements:

1. Complete a FAFSA form with the Edgewood Financial Aid Office (reflecting financial need). This is not to be submitted to Program Director; Financial Aid Office verifies with Program Director that student qualifies.
2. Submit to Program Director, one letter of recommendation from a professional reference, such as a professor, employer, or work colleague familiar with your work (reflecting merit).
3. Submit to Program Director a personal essay: "What this scholarship would mean to me," in 250 to 750 words, typed and double-spaced.

Submit letter and essay to the Program Director (dpolacek@edgewood.edu) by February 15th.

A committee of Edgewood MFT faculty and staff will review the submission. The scholarship recipients for the upcoming academic year will be announced the beginning of April and the funds will be disbursed during the subsequent Fall and Spring semesters.

Fees

Item	Estimated cost
Caregiver background check (Wisconsin Department of Justice)	$10
AAMFT student membership (includes liability insurance)	$99
Wisconsin training license fee (required for MFT 760)	$62
AMFTRB exam DSPS contract fee (National Licensing Exam, fee $365)	$15

Refunds

Our program abides by Edgewood College's Drop Policy which can be found here.

Program Policies

Our program both follows and builds upon the published information within Edgewood College's current catalog for institutional policies and academic policies. A many of these policies are highlighted below.

Diversity & Inclusion Policy

Our program continues to strive for a diverse student body as well as diverse faculty/staff, instructors, supervisors, and invited guest speakers (see MFT Diversity Composition earlier in this handbook).

Our program emphasizes the value and significance of human dignity and sees diversity as inclusive of race, age, gender, ethnicity, sexual orientation, relationship status, gender identity, socioeconomic status, disability, health status, religious or spiritual belief, religious or spiritual affiliation and national origin.

Our program promotes and continues to work toward an inclusive and diverse learning environment prioritizing the respectful exchange of diverse views and opinions. We recognize, value, and strive to model the inclusion of diverse voices and perspectives with both program and institutional support for acknowledging, respecting and honoring differences.

As a program of Edgewood College, we have institutional support in many of these areas as listed below:

- Equal Employment Opportunity, Affirmative Action, and Non-Discrimination
- Sinsinawa Dominican heritage
- Professional development resources

Non-Discrimination Policy

Our program does not tolerate discrimination on the basis of race, age, gender, ethnicity, sexual orientation, relationship status, gender identity, socioeconomic status, disability, health status, religious or spiritual belief, religious or spiritual affiliation or national origin within any of our program activities or policies relating to students, faculty/staff, instructors, and supervisors.

As a program of Edgewood College, we find support in the institutional Non-Discrimination policies and statements.

Code of Conduct

As a program of Edgewood College, we align with the published Code of Conduct identified for graduate students within the 2022-2023 Student Handbook.

Our program also emphasizes the AAMFT Code of Ethics as well as Wisconsin Administrative Code relevant to professional conduct throughout the curriculum.

Student Recruitment

Students are recruited through marketing strategies collaborated on with Edgewood College's Marketing and Admissions departments.

Student Admission

Applicants (except non-degree seeking) must meet all of the requirements for admission to the MFT graduate program.

Deadlines

The Marriage and Family Therapy Program begins the fall (August) of each academic year. It is a highly-competitive cohort-based graduate program with rolling admissions opening September 1st for the next year's Fall cohort. Applicants are strongly advised to apply early as applications are reviewed and spots are filled throughout the year.

Transfer Credits

You may submit up to 15 semester hours of graduate credit for consideration of transfer to Edgewood College for application to a degree program. Approval of the respective department is required. To be considered for application to a degree program, a course must have been taken within the past five years. For more information about transfer credits, please contact your admissions counselor.

New Student Orientation

An Orientation Day for new students will be held in August.

Background Check Required

After acceptance into the program, each student is required to complete a caregiver background check through the Department of Justice (DOJ) website and provide a scanned copy of the results to the Program Administrator preferably before attending your first course, yet no later than the end of the student's first semester of courses. If a background check is not received by this deadline, further participation in the program may be limited.

Student Retention

Our program works with students to support them around life events and other unexpected roadblocks to their degree. Contact the Program Director for assistance.

Starting, Delaying, or Pausing

- If an admitted student begins the program but is unable to finish, a 7-year maximum window exists for completion (from acceptance date to program completion). See Time Limit for Degree Completion within the Course Catalog.
- If an applicant accepts and is unable to begin the program on the official start date, they can delay their start date for up to one year. After one year, a student must reapply to the program (Re-entry Admission information).

Grading and Assessment

Our program is guided by Edgewood College's grading practices for graduate level work.

Grading System

A	4.0 grade points/credit hour
AB	3.5 grade points/credit hour
B	3.0 grade points/credit hour
BC	2.5 grade points/credit hour
C	2.0 grade points/credit hour
CD	1.5 grade points/credit hour
D	1.0 grade points/credit hour

F	0.0 grade points/credit hour
F*	Failure in Pass/Fail Course
P	Pass in Pass/Fail Course (equivalent to D or better)
I	Incomplete (a temporary grade; must be changed to a letter grade)
NR	Not reported by instructor

Grading Schema

Our program uses the following grading schema which specifically aligns with graduate programs housed within the School of Nursing. It should be noted that there is no rounding up to the next grade.

Score	Grade
95% and above	A
90%-94%	AB
85% - 89%	B
80% - 84%	BC
75% - 79%	C
70% - 74%	D
Below 70%	F

Assessment Guidelines

Our assessment measures evaluate student learning in the areas of (1) knowledge of the profession, (2) practice of therapy, (3) human diversity and social structure, (4) professional ethics, law and identity, and (5) research and evidence-based practice. These can be found in our program courses presented as exams, presentations, and skill-focused observations, among other relevant activities with expectations defined within the corresponding rubrics listed in the course syllabi.

Technology Requirements

Students must have access to a personal computer or laptop to meet most classroom and coursework expectations. If a student does not have access to a personal laptop or computer, they may use a computer within the Edgewood College library or rent a device from the Technology Assistance Center located on campus.

Coursework Technology

Students will need to understand the use of email, Blackboard, Cisco WebEx, and Microsoft applications. Resources for assistance include the Oscar Rennebohm Library which lists various services and other places to get help on their Services webpage.

Internship and Supervision Technology

Students must have access to a personal computer or laptop, as well as, a confidential space to conduct virtual therapy or participate in virtual supervision. If a student does not have personal technology or a confidential meeting space, their internship site must provide access to technology and a space to confidentially see clients and conduct supervision. Internship sites must also ensure that they are using HIPAA compliant technology, including but not limited to electronic medical records, electronic communication, billing systems, and virtual meeting spaces.

Complaints and Grievances

Program Procedure

Students who have a concern are strongly encouraged to first discuss their concern(s) directly with the faculty member with whom there is an issue. If the concern is related to a clinical placement site, it should be brought directly and immediately to the Program Director. If the student and faculty member are unable to resolve their differences, the student may reach out to connect and meet with the Program Director for resolution. If the issue is with the Program Director, direct the matter to the Dean of the School of Nursing for resolution.

A violation of student rights warrants a formal complaint filed with both the program and the institution through the procedures listed in the next section.

College Policies and Procedures

Filing a Student Complaint

Edgewood College's Student Complaints Process can be found here.

Reporting Student Concerns

Edgewood College's Dean of Students Office oversees areas of student concerns to include (1) Concerning or troublesome behavior, (2) Student conduct, (3) Sexual violence, and (4) Bias incident. More information along with specific forms for reporting can be found here.

Feedback Opportunities

Course Evaluations

At the end of each course it is requested that all students at Edgewood College evaluate their course experience. This anonymous and confidential evaluation process provides opportunity for student feedback to the College and to their faculty. Summary information becomes available to faculty after the close of the course (after grading). This provides our program the opportunity to review, self-reflect, improve, and continue to grow.

Program Surveys

Anonymous and confidential opportunities for students, faculty including instructors, staff, and supervisors to provide feedback on areas of program leadership, overall program satisfaction to include internship, and individual role satisfaction. Common surveys such as exit, internship, and post-graduation are sent out annually. Other surveys are created and dispersed throughout the program timeline with an emphasis on current areas of need as they arise.

Graduation

Graduation and Commencement

Edgewood College officially posts degrees three times each year, on December 20, May 25, and August 25; these are the dates on which a student will formally graduate from the College.

Edgewood College holds two commencement ceremonies per year, one in May and one in December. Anticipated Spring graduates are eligible to participate in the May commencement ceremony; anticipated Winter graduates are eligible to participate in the December commencement ceremony. August degree candidates are invited to participate in either the May or December ceremony during the year in which they graduate. Students may contact the Registrar's Office with questions regarding eligibility.

Our program encourages participation in Edgewood College Commencement. Information is continuously updated for the next event here. Video of past ceremonies as well as resources for degree candidates can also be found at that link.

MFT Hooding Ceremony

Participation is also encouraged in this long-standing tradition of the MFT program as it provides an opportunity to recognize your achievement as a cohort. Members of MFT faculty, staff, and supervisors are present to personally congratulate you. More information about the Hooding Ceremony is provided closer to commencement.

Remediation and Dismissal

Coursework Remediation

Our program follows Edgewood College's guideline for placing a graduate student on probation as follows:

A registered graduate student whose cumulative GPA in graduate courses falls below 3.00 is placed on probation. Graduate students have nine (9) additional credits in which to raise their cumulative GPA above a 3.00 before facing dismissal. While on probation, a student who takes an "Incomplete" in any course may not register for the following semester. Coursework which is not included in the grade point average does not count as part of the nine additional credits (courses numbered below 600, withdrawals, or pass/fail graded courses). Graduate students on probation are advised to meet with their advisor for information about academic support services and are also encouraged to utilize campus resources for improving their academic performance.

Clinical Experience Remediation

Admission into the MFT graduate program does not imply a right to admission into the clinical experience. If the student has not adequately passed the first-year courses, has not demonstrated sufficient MFT developmental progress, or has not represented themselves professionally per our indicated codes of conduct, the student will be denied admission to the clinical experience.

If the student is already admitted into clinical placement yet is not exhibiting sufficient developmental progress or is not representing themselves professionally, the supervisors in coordination and collaboration with the Program Director may determine an appropriate plan of action to present to the student. Options may include, yet are not limited to, temporary or permanent (dependent on concern) withdrawal from the clinical experience, or reassignment to our program training center for increased oversight, training, and resources.

Failure to complete the clinical experience precludes completion of the degree.

Dismissal

Our program abides by the administrative withdrawal and graduate student dismissal policies of Edgewood College.

Administrative Withdrawal

Edgewood College reserves the right to withdraw any student from classes at any time during the semester or term for reasons such as (but not limited to):

- Disruptive behavior in the classroom that interferes with the learning of other students.
- Lack of course prerequisite(s).
- Lack of instructor or departmental approval for a course.
- Academic dishonesty.

Once registered, the student retains responsibility and financial liability for all registered courses. Tuition refunds will not be granted when students are withdrawn by the institution for cause.

Dismissal for Graduate Students

A graduate student on probation will be dismissed if their cumulative GPA remains below 3.0 after completing nine (9) additional graduate credits. Coursework which is not included in the grade point average does not count as part of the nine additional credits (courses numbered below 600, withdrawals, or pass/fail graded courses).

Any student (regardless of classification) may be dismissed for academic dishonesty or violating conditions of the Student Handbook.

Authenticity of Student Work

Our program abides by Edgewood College's Academic Honesty Policy which is dedicated to healthy intellectual development of students with shared responsibility between students and faculty to maintain high standards of honesty and integrity in student work.

Technical Training

Our program annually offers specialized and varied training opportunities for our students, faculty, and staff which may include the following:

Edgewood College Free Opportunities

- Faculty Development (for faculty)
- Technology Tutorials (for students, faculty, and supervisors)

Discounted Cost Opportunities

- The Gottman Institute Professional Training (for students, faculty, and supervisors)
- SMART Recovery Professional Facilitator Training (for students, faculty, and supervisors)
- Prepare/Enrich Facilitator Training (for students, faculty, and supervisors)

Wisconsin Free Opportunities

- Mandated Reporter Training
- Wisconsin SBIRT Training (Screening, Brief Intervention, and Referral to Treatment)

Other trainings are offered based on the needs of the program as they arise.