Instructions for Proposing Updates to ADP’s

The ADP serves as the degree contract between the student and the University. Any changes to the ADP course rotation require revision of the ADP by the faculty mentor. **The faculty strongly encourages students to take the classes assigned to the semester as outlined on the ADP.** Faculty have carefully sequenced courses to build on one another in a way that allows students to integrate each new idea, topic, or theme with content learned in preceding courses. Students who do not follow the prescribed sequence of courses in their ADPs may become discouraged, overwhelmed, and struggle with their confidence to apply their knowledge and skills in real-world fieldwork, possibly resulting in program extensions or delays in graduation. Students who desire to take courses outside their ADP may do so *after* approval from their Faculty Mentor.

# Steps to proposing changes to ADP

1. Pull up your current progress from Degree Works
2. Find the ADP you want to change to at [https://www.regent.edu/acad/schcou/forms\_downloads/adp\_forms/adp\_forms.cfm#ADPMasters/clinical-masters-adps](about:blank#ADPMasters/clinical-masters-adps)
3. Use the “Update ADP” template on the next page of this document to create an updated ADP from the beginning of your program.
   1. Check the list of practicum prerequisites below. Ensure you are taking all required prerequisites before starting practicum. (Practicum is the prerequisite for internship)
   2. Make sure to check the prerequisites for each class as you add it to your ADP to ensure you have taken all the necessary classes prior to that one.
   3. Check to make sure the class will be offered in the semester you are planning to take it by using the Course Planning Tool (located right below Degree Works on the main landing page)
   4. Make sure you are taking enough classes to satisfy financial aid requirements.
   5. Reach out to your faculty mentor for help if needed.
4. When satisfied, email your finished product in the form of a Word document to your faculty mentor for approval.
5. When you receive their approval, forward that email to the MA Programs Director, Dr. Helen Runyan ([helerun@regent.edu](about:blank)) and Linda Harrell ([lindha5@regent.edu](about:blank)) with the subject “New ADP”.

Practicum Prerequisites:

|  |  |  |
| --- | --- | --- |
| **CMHC Program** | **MCFC Program** | **SC Program** |
| COUN 500  COUN 521  COUN 526  COUN 561  COUN 570  COUN 554  COUN 538  COUN 562 | COUN 500  COUN 521  COUN 526  COUN 561  COUN 570  COUN 554  COUN 538  COUN 546 | COUN 500  COUN 521  COUN 526  COUN 561  COUN 570  COUN 554  COUN 538  COUN 516 |

Updated ADP Template

Student: Program: Entry Semester/Year

Are you (Highlight one):

Full-time On campus Part-time On campus Full-time Online Part-time On campus

*The below listing in red is an example. Delete example before completing the chart.*

|  |  |  |
| --- | --- | --- |
| Semester and Year | Courses (List all courses in one semester on one row) | Add an “X” next to courses you have passed. |
| Fall 2023 | COUN 500 Orientation  COUN 521 Counseling Skills  COUN 526 Theories  UNIV LIB Library course  COUN 596 D New Student Orientation | X  X  X  X  X |
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Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_