

CEP Departmental Policy on Enrollment Restrictions for Graduate Courses

A. Restricted Enrollment: Due to student demand, limited university resources and the nature of graduate training programs which lead to licensure in the helping professions, enrollment in CEP graduate level courses is restricted to those graduate students who have been admitted to both the Graduate School, as well as to the particular academic program. These programs include:

- Master in Clinical Mental Health Counseling,
- Master in Educational Diagnostics,
- Specialist in School Psychology,
- Doctorate in Counseling Psychology, and
- Postdoctoral degree in Psychopharmacology

This restriction also applies to persons who may wish to audit a course. It is anticipated that certain situations may warrant an exception from the general rule limiting enrollment. The process to obtain an exception is provided in the following section.

B. Exception Criteria and Process: Exceptions to this policy may be granted by the department head, provided a screening process similar and equally rigorous to that required for admission to the program is performed. An exception must be requested prior to enrollment and shall include:

1. Consideration and validation of the reason provided by the individual requesting to enroll, which must include academic and professional qualifications relevant to the professional level of study. For example, active licensure as a psychologist is required to audit or register for courses in the postdoctoral program in Psychopharmacology.
2. Agreement from the individual that they will comply with all program requirements imposed for those who are admitted to the program, such as a background check.
3. Examples of justifications that will be considered sufficient to warrant an exception and permit students to register for graduate courses in CEP include:
 - a. Previous admission by NMSU for purposes of a graduate minor in the helping professions. For example, the Minor in Integrated Behavioral Healthcare, which is also open to graduate students previously admitted to Social Work, Public Health, Nursing, and Marriage and Family Therapy programs.
 - b. Licensed graduates of the NMSU postdoctoral Psychopharmacology program who need continuing education credits to maintain competency.
4. Written, including electronic, approval from the:
 - a. course instructor,
 - b. program director, and
 - c. CEP department head.