

Change of Program Policy: Transfer into the Clinical Mental Health Counseling (CMHC) Program

Purpose

This policy establishes the procedures and requirements for current University of Redlands students who wish to transfer from a non-CMHC graduate program within the School of Education into the Clinical Mental Health Counseling (CMHC) program. The intent is to ensure fair access, transparent processes, alignment with state licensure requirements, and the maintenance of high professional and training standards.

Eligibility and Application Process

Students currently enrolled in any non-CMHC graduate program who wish to transfer into the CMHC program must submit a formal application through the Office of Graduate Enrollment and Admissions. Applications must follow the published annual deadlines and meet all CMHC admissions requirements applicable to new applicants.

The CMHC program does not accept non-matriculated applicants.

Transfer Credit Review

In compliance with California Board of Behavioral Sciences (BBS) requirements, students seeking transfer credit toward the CMHC degree must complete the following steps:

1. Submission of Official Transcripts

Applicants must submit official transcripts from all prior institutions attended.

2. Course Documentation from Previous Institution(s)

For each course proposed for transfer, applicants must provide official documentation from the originating institution that includes:

- **Unit Value and Course Information:** Course numbers, titles, and unit values.
- **Degree Applicability Statement:** A description of how each course applied to the student's prior degree program and how the course aligns with LPCC and/or LMFT educational requirements as defined by the BBS.

3. Review and Determination of Transferability

Upon receipt of complete documentation, the program coordinator, in consultation with CMHC faculty as needed, will evaluate the submitted materials to determine whether the coursework meets BBS requirements and CMHC program standards.

- Students will receive written notification of **approved** or **denied** transfer credits.
- All evaluations are final and must comply with established review timelines.

Professional Readiness Expectations

Students requesting a program change are expected to demonstrate the foundational clinical competencies and professional comportment necessary for success in the CMHC program.

Admission decisions will consider academic readiness, alignment with the profession's ethical standards, and the capacity to meet the demands of clinical training.

Licensure Coursework Requirements

Important Notice:

Coursework applied toward California licensure as a Licensed Professional Clinical Counselor (LPCC) and/or Licensed Marriage and Family Therapist (LMFT) must meet all requirements established by the California Board of Behavioral Sciences. Students are responsible for completing all required coursework within an approved MA program, consistent with BBS regulations and the University of Redlands program structure.

For detailed information, students should consult the California Board of Behavioral Sciences Laws and Regulations.