



Requests to Receive Credit for Counseling Electives Taken at Other Institutions

The following are guidelines for accepted MACCD students who wish to request approval to take a counseling elective at an institution other than CBS. Additionally, the elective must be approved by the MACCD Department Chair and the Academic Affairs office PRIOR to the student taking the course.

- The course must be taken at approved, accredited graduate level institution.
- The course must either be on a unique topic not covered in the MACCD program OR the student must present a compelling argument for substituting the course for one of the many MACCD electives.
- The number of credits for the elective must satisfy CBS/MACCD requirements.
- The student will submit a brief proposal to the Department Chair that includes the following:
 - Name of the institution offering the class
 - Name of the course
 - Number of credit hours
 - Reason for wanting to substitute this course in place of a standard MACCD elective
- The student must have written approval from the Department Chair and the Academic Affairs office in order to receive credit for any counseling elective not taken at CBS.