



Summary of Graduation Requirements (Section 5.5 of Student Handbook)

Requirements must be completed between **18 months and 5 years** (if you started the program on or after Fall 2013) from the start date. Students who leave the program may not continue without reapplying and starting curriculum and hours over.

1) Complete all required course work (including necessary prerequisites):

- a. Prerequisites include: 1 family studies course; 1 human development course and 1 research course consisting of some research work with families. One additional family studies course in the mental health field at graduate level. **These courses can either be completed at a graduate school or at DFI through an elective course (if it is offered/and meets the criteria for the pre-req)**
- b. Course work includes: two years of classes consisting of seven classes each year (including MFT Practicum & The "independent" Ethics Course)
- c. Exceptions:
 - i. If a student needs to move to part time status, upon approval from DFI administration, such student will continue with classes and take time off from seeing clients and supervision.
 - ii. Students may take an emergency leave of absence if necessary for situations in accordance with the Family Leave Act.
 1. Such leave must be approved by DFI Administration via Dean of Students.
 2. Those students taking leave may miss up to two core classes; only then,
 3. Students may make up **one** core curriculum classes via independent study or retake the class when it is offered the following year, room permitting.

2) Complete minimal clinical hours and requirements

- a. 500 total clinical hours
 - i. Breakdown by type of hours:
 1. 250 hours must be relational
 2. Of the 250 remaining hours
 - a. Up to 125 hours can be individual clients.
 - b. Up to 125 hours can be professional hours, including observation of peers (most hours should be direct observation)
 - ii. Of the 250 remaining hours:
 1. Up to 250 may be completed off site at an approved site.
 - a. Up to 125 of these may be professional hours
- b. Break down of hours by location
 - i. 250 direct clinical hours must be completed at DFI (relational & individual).
 - ii. Of the 250 remaining hours:
 1. Up to 250 may be completed off site at an approved site.
 - a. Up to 125 of these may be professional hours

3) Complete minimal supervision hours & requirements:

- a. Students complete 7 or more quarters of group and individual supervision
- b. Students must complete a minimum of 10 live supervision presentations.
 - i. Five of the 10 live supervision presentations must be relational cases.
 - ii. Two live presentations can be watched by a student mentor with approval.
- c. 50% of supervision must be raw data (video or live).



- d. Students will stay with the same individual supervisor for at least two years and switch group supervisors every academic year. Interns will switch individual and group supervisors after their intern year.
 - e. Students who have completed two years of classes and 7 quarters of group and individual supervision and have completed 10 live supervision presentations may at that time choose to continue with individual or group supervision to complete their DFI hours.
 - i. Students in this situation who choose group supervision only, must give written documentation that they have an individual supervisor overseeing their case or must be licensed in Colorado.
- 4) **Complete the MFT Practicum.**
- a. Program Component: Tracking, reviewing, journaling, and documenting competency growth in the learning portfolio including on the Competency Database.
 - b. Portfolio: Optional portfolio of work, papers, and videos logging your progress in the program
 - c. Supervision/Client Hours/Evaluations
 - d. Capstone Component: After meeting the prerequisites, each student will complete a final review with instructor and a capstone project.
 - i. Students will present their final capstone project to several faculty members for final approval to graduate DFI.
 - ii. This is also the final project for the Clinical Integrity Course (3 credit hour course – separate tuition for this course)
- 5) **Demonstrate and maintain an average competency level of 4.**
- a. Students must show through work and evidence provided in their Portfolio, learning journal and the DFI Competency Rubric that they have attained at least a 3 on all competencies, and an average of 4 on all DFI Clinical Competencies.
 - b. Students will assess themselves in the Halogen database and must average a 4.
- 6) **Complete an exit interview.**
- a. Students will meet with the Dean of Students/Operations Coordinator or other approved faculty to complete the exit interview.
- 7) **Pay off all balances to DFI before graduation.**
- 8) **Transfer/Terminate/Archive all Client Files**
- a. Students must terminate or transfer all DFI clients prior to graduation
 - i. If a student is continuing on to private practice, clients may choose to move with the student to their practice. However, original files from DFI belong to DFI and must be terminated and turned in.
 - ii. Student may make copies of client files to take with them.
 - b. Graduated students may not continue seeing clients at DFI unless they have permission and a contract with DFI through the Executive Director
- 9) **All of the above must be completed to participate in the graduation ceremony AND to receive your certificate in Marriage and Family Therapy.**