

MFT Program Policy on Graduation

Policy Availability

This **Policy on Graduation** is available to the public via the [MFT Homepage > Accreditation > Policies and Handbook](#).

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The MFT program policy on graduation aligns with the [University](#) and [MFT Program missions](#) as well as [MFT Program Goals](#) and [Policy on Anti-Discrimination](#). Through student support services, academic advising, and safe, respectful, and appreciative person-to-person faculty/student relations, the MFT Program is committed to providing an educational opportunity that culminates in successful graduation.

To graduate from the VSU MFT Program, students must successfully complete the following:

1. The MFT 60-hour curriculum, which includes 42 semester hours of classroom instruction and 18 semester hours of supervised practice.
2. A 3.0 cumulative institutional grade-point average (GPA) for graduation. No grade below a "C" is credited toward the M.S. in MFT degree.
3. Service Learning (Outreach and Shift Management)
4. Comprehensive Exams I and II
5. Documentation of 2 full years of liability insurance.
6. Accrual of 500/300 face-to-face client contact hours, signed by Clinical Coordinator
 - ✓ 100 of which must be relational (see [Policy on Client Contact Hours](#) for definition of relational)
 - ✓ 100 hours of which must be at FamilyWorks
7. 100 face-to-face supervision hours with a AAMFT Approved program faculty member
8. Submission of the Internship Packet for any/all off-campus internships
9. Attestation from the GA File Master that the student's client files have been reviewed and that any necessary updates or corrections have been made.
10. All financial obligations to the University paid in full
11. Exit Survey completed

[Steps to apply for graduation](#) and [application forms](#) can be found on the MFT Homepage.

Graduation Process

Begin the graduation process at least two semesters prior to the anticipated date of graduation. Students may begin this process at the beginning of their 2nd year (assuming a 2-year program), which is three semesters in advance.

Steps to Applying for Graduation

- You will receive an email from the program with your MFT graduation checklist. Before you complete this form, print out your unofficial transcripts or download them to your electronic device to ensure you correctly complete your graduation checklist.

- Once you complete the MFT graduation checklist, email this back to your advisor.
- Your Advisor will send you an email indicating your MFT Graduation Checklist has been approved, and you can complete the online [Graduation Application for Degree](#).
- **Complete by February**, otherwise, this may cause delays in being able to walk in May, receiving your degree in July, and receiving your diploma.
- Make yourself a copy of all forms once they are signed.
- After your Graduation Application has been approved, request a Walk Early from Registrar.
- Once the Walk Early form has been approved, send the confirmation to your advisor
- Pay the \$50 graduation fee and receive a receipt sent to the email address you provided.

Note: It takes a great deal of time to review, complete, and sign your forms. Submit these to the MFT faculty advisor as early as possible.

