



MASTER OF EDUCATION IN PROFESSIONAL COUNSELING

(INITIAL CERTIFICATION – SCHOOL COUNSELING)*

Proof of the following should be submitted to the Graduate School according to these application deadlines:

SPRING SEMESTER 2010	OCTOBER 2, 2009	CLASSES BEGIN JANUARY 6, 2010
SUMMER SEMESTER 2010	MARCH 5, 2010	CLASSES BEGIN MAY 17, 2010 (SESSION I), JUNE 7, 2010 (SESSIONS II & III), & JULY 2, 2010 (SESSION IV)
FALL SEMESTER 2010	JUNE 4, 2010	TBD

- ✓ Completed [application](#) for admissions
- ✓ Non-refundable \$30.00 application fee (one time only)
- ✓ Undergraduate or Graduate Degree from regionally accredited institution
- ✓ One official transcript from each college or university attended
- ✓ 2.7 cumulative undergraduate GPA
- ✓ An acceptable admissions test score (over)
- ✓ Three [letters of recommendation](#) to include previous faculty, employers, supervisors, or professional colleagues. One may be personal.
- ✓ Photocopy of your highest teaching/educator certificate (if you hold one). However, certification in a teaching field is not a requirement.
- ✓ Narrative Statement – The narrative statement should include your reasons for applying to the Professional Counseling program of your interest (e.g., Community Counseling or School Counseling), analysis of personal strengths and weaknesses as a potential counselor, anticipated benefits from acceptance to program, and career goals. Your narrative should be a MINIMUM of 2 pages.
- ✓ Interview with departmental faculty
- ✓ Satisfactory [Certificate of Immunization](#) (New Students Only)
- ✓ [Academic Honor Form](#)

* NOTE: Applicants who intend to apply to the initial certification (S-5 level), non-degree program in SCHOOL COUNSELING, should submit the same application materials (in addition to any other graduate school requirements) required for those seeking the MED degree in SCHOOL COUNSELING. Applicants must have earned a graduate degree in counseling or a very closely related field that is equivalent to a master’s degree in Community Counseling.

Please send all documents, except the [Certificate of Immunization](#) (see form for instructions), directly to the Graduate School, University of West Georgia, Carrollton, Georgia 30118. Inquiries related to your application status should be directed to the Graduate School by calling 678-839-6419, or via e-mail at gradsch@westga.edu. Our fax number is 678-839-5949. Check your application status online at <http://www.westga.edu/~gradsch/> by clicking on [HOW TO APPLY](#) (item #9).

IMPORTANT PHONE NUMBERS

Dept of Counseling/Ed Psychology	678-839-6554	coe.ed.westga.edu/cep/
College of Education	678-839-6570	coe.westga.edu/
Financial Aid	678-839-6421	www.westga.edu/finaid/
Registrar’s Office	678-839-6438	www.westga.edu/~registra/

The Graduate School’s web site (<http://www.westga.edu/~gradsch/>) has links to all graduate programs.

THE IMPORTANCE OF ADMISSIONS TEST SCORES FOR MED DEGREE PROGRAMS IN PROFESSIONAL COUNSELING

REGULAR ADMISSION

- 2.7 cumulative GPA
- An official GRE test score of at least 900 (minimum 450 Verbal score and minimum 450 Quantitative or Analytical score - whichever score is higher of the two sections for test taken prior to October 2002. Test taken after October 2002 require verbal, quantitative, and minimum GRE Analytical Writing test score of 3.5.); OR
- A Millers Analogies Test (MAT) score of at least 44 may also be accepted (scores received PRIOR to June 1996 only. Out-of-state test scores from October 1990 – August 1991 will not be accepted.) The Department of Counseling & Educational Psychology will not accept new MAT scores for admission.
- PRAXIS Test scores will not be accepted for admission, but they are required for certification.

These criteria represent minimal admission standards. Specific graduate programs may establish higher standards if they so choose. Therefore, meeting the minimal grade point average and test score requirements are no guarantee for admission.

PROVISIONAL ADMISSION

The undergraduate grade point average multiplied by 100 and added to the individual's verbal and quantitative or analytical scores of the GRE must equal a minimum of 1000 points (for test taken prior to October 2002; test taken after this date require verbal, quantitative, and analytical writing scores.) The score on the GRE can be no lower than 700 (minimum of 350 Verbal and 350 Quantitative or Analytical sections test taken prior to October 2002). As stated above, test taken after this date require verbal, quantitative, and minimum GRE Analytical Writing test score of 3.0. The GPA cannot be lower than 2.5 as calculated on the last 60 hours of course work. Provisional admission status cannot be changed to "Regular" until the student has completed at least 9 hours of graduate course work with grades of B or better; or until the student has completed other requirements set forth by the department in which admission is being sought.

OR

The Miller Analogies Test score (scores received PRIOR to June 1996 only. Out-of-state test scores from October 1990 – August 1991 will NOT be accepted) multiplied by 10 and added to the individual's undergraduate grade point average and multiplied by 100 must equal a minimum of 560 points. The MAT score must be at least 27; and the GPA cannot be lower than 2.5 as calculated on the last 60 hours of course work. The Department of Counseling & Educational Psychology will not accept the New MAT score.

Meeting the criteria for provisional admission status is no guarantee for admission. Provisional admission is ultimately subject to departmental approval and the Dean of the Graduate School.

ADMISSION REQUIREMENTS FOR PROSPECTIVE STUDENTS SEEKING ADMISSION TO THE COLLEGE OF EDUCATION AND GRADUATE SCHOOL

For admission into the College of Education and Graduate School, a prospective student must meet minimal GPA and GRE test score requirements in addition to meeting other specified criteria. The Graduate School calculates the GPA on all undergraduate course work attempted. If this GPA does not meet the department minimum GPA, the Graduate School recalculates the GPA on the basis of the last 60 hours (or its equivalent) of undergraduate and/or graduate course work completed. All courses taken during the term in which the 60th credit hour is completed shall be included in the calculation.

No prospective student may be admitted to the Graduate School to take any course without the approval of the appropriate department in the College of Education. This means that every prospective student must be recommended for admission into a degree or non-degree program before being admitted to the Graduate School. Each department must approve every student for regular or provisional admission into a program of study before any graduate courses in the College of Education may be taken. Any student admitted provisionally must receive specific requirements from the department which, when successfully completed, will result in "Regular" admission into the degree program. Any applicant denied admission can appeal such a decision. However, no prospective student will be considered for appeal with less than a 2.5 GPA on the last 60 hours of course work attempted.

The University of West Georgia offers a number of Specialist in Education (EDS) degree programs. A separate application is required for admission into these programs. Please call the Graduate School Office at 678-839-6419 or consult our web site for additional information.

* For information about Graduate Record Examination (GRE) testing sites and registration dates, please call 1-800-GRE-CALL; or visit online at www.gre.org/gentest.html.