



MASTER OF EDUCATION IN PROFESSIONAL COUNSELING

(INCLUDING INITIAL CERTIFICATION – SCHOOL COUNSELING)*

The College of Education is reorganizing and departmental names and locations will be changed during the 2010-2011 academic year. Please see The College of Education web site for updates.

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

SPRING SEMESTER 2011	OCTOBER 1, 2010	CLASSES BEGIN JANAUARY 5, 2011
SUMMER SEMESTER 2011	MARCH 4, 2011	CLASSES BEGIN MAY 16, 2011 (SESSION I), JUNE 6, 2011 (SESSIONS II & III), & JULY 1, 2011 (SESSION IV)
FALL SEMESTER 2011	JUNE 3, 2011	TBA

- ✓ 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](#) (see page 2)
- ✓ 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 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. Please allow 7-10 business days to process your application. Check your application status online at www.westga.edu/~gradsch/ by clicking on [HOW TO APPLY](#) (item #9).

IMPORTANT PHONE NUMBERS

Dept of Collaborative Support & Intervention - Professional Counseling	678-839-6567 678-839-6554	coe.ed.westga.edu/cep/
College of Education	678-839-6570	coe.westga.edu/
Graduate School	678-839-6419 678-839-5949 (FAX)	gradsch@westga.edu
College of Education	678-839-6570	coe.westga.edu/
Financial Aid	678-839-6421	www.westga.edu/finaid/
Registrar	678-839-6438	www.westga.edu/registrar/

The Graduate School’s web site (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 Collaborative Support & Intervention will not accept new MAT scores for admission.
- PRAXIS Test scores will not be accepted for admission, but they are required for certification.

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.

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

Applicants applying to a masters degree program in the arts and sciences or education with less than the required GPA and GRE scores may be considered for provisional admission. They must submit official GRE test scores and must also have a grade point average of at least 2.2. In no event may the grade point average be less than 2.2. Programs may have higher grade point average and/or test score requirements. Applicants may also be admitted provisionally for reasons other than, or in addition to, grade point average and GRE test scores. **Meeting departmental test score and grade point average requirements is no guarantee of admission. Provisional admission is ultimately subject to departmental approval and the Dean of the Graduate School.** These criteria do not apply to applicants to Education Specialists or doctoral programs.

Provisional admission status cannot be changed to “Regular” until the student has completed at least 9 hours of graduate course work in the field of study 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.

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.