Graduate Information Handbook

Special Program for LPC Curriculum

For more information contact:
Southwestern Oklahoma State University
Department of Psychology
Jorie Edwards, Ph.D., Director
jorie.edwards@swosu.edu
(580) 774-6052
SUBJECT: SWOSU LPC Curriculum Program Information

Thank you for your interest in applying to the Department of Psychology LPC Curriculum Program at Southwestern Oklahoma State University. Please find below general program information, specific admission directions, and other useful information to guide you through the process of admission should you decide to apply to the program.

**General Program Information**
Many of the students in our graduate programs are working full-time and have families, so we strive to provide a practical, yet, challenging program that is also student-friendly. The strong majority of our courses are available in the evenings or on weekends.

Further, as a program designed towards the educational requirements for Oklahoma licensure, this program serves as a supplement to a completed master’s degree in a related field. It is important to note that successful completion of these course sequences qualifies the candidate for licensure application **eligibility** under the current Oklahoma rules and regulations. State law requires application, including further supervision hours and successful completion of examinations to become licensed.

**One must meet with their advisor to develop a plan of study.**

The following course sequences are based on the completion of SWOSU Department of Psychology programs. If your master’s degree was completed elsewhere, there might be slight variation in necessary coursework – your advisor will work with you to determine the best course of action. The majority of this coursework requires you to be on-campus in Weatherford. Those that are marked with two asterisks (**) are available through either ITV or on-line dependent on course; not all site options are guaranteed. Again, please see your advisor regarding these options.

Upon completion of Master of Science degree in *Community Counseling*, the following courses are required:

**I. Required Core Courses (15 hours)**
- COUN 5423  Multicultural Concepts**
- COUN 5523  Career Counseling**
- PSYCH 5223  Techniques of Psychotherapy
- COUN 5613  Internship in Counseling (150 clock hours)**
*Plus, one of the three following courses:
- EDPSY 5713  Wechsler Intelligence Scale
- EDPSY 5613  Binet/Woodcock-Johnson
- PSYCH 5783  Advanced Psych. Testing

**II. Additional Elective Courses (18 hours)**
- EDPSY 5723  Advanced Psychology of Learning**
EDPSY 5703 Behavioral Intervention Strategies**
PSYCH 4013 Seminar in Career and Culture
PSYCH 4113 Issues in Chemical Dependency
PSYCH 4203 Psychology of Women
PSYCH 5013 Seminar in Clinical Supervision
PSYCH 5133 Crisis Intervention Techniques
PSYCH 5723 Media and Mental Illness

Applicable courses taken in the Master of Science degree
in Community Counseling .......................................................... 33 Hours
For LPC Community Counseling Licensure Track .................................. 27 hours
Total Hours 60 hours

Upon completion of the Master of Education degree in School Counseling, the following
courses are required:

I. Required Core Courses (21 hours)
   COUN 5213 Community Counseling** (Requires you to be on-campus one day of the five day seminar)
   COUN 5423 Multicultural Concepts**
   PSYCH 5143 Research Methods** (Has a one time on-campus orientation prior to the semester starting)
   PSYCH 5223 Techniques of Psychotherapy
   PSYCH 5633 Advanced Abnormal Psychology**
   COUN 5613 Internship in Counseling (150 clock hours)**

   *Plus, one of the three following courses:
   EDPSY 5713 Wechsler Intelligence Scale
   EDPSY 5613 Binet/Woodcock-Johnson
   PSYCH 5783 Advanced Psych. Testing

II. Additional Elective Courses (6 hours)
   COUN 5373 Theories/Techniques Family Counseling**
   PSYCH 4013 Seminar in Career and Culture
   PSYCH 4113 Issues in Chemical Dependency
   PSYCH 4203 Psychology of Women
   PSYCH 5133 Crisis Intervention Techniques
   PSYCH 5013 Seminar in Clinical Supervision

Applicable courses taken in the Master of Education degree
in School Counseling ........................................................................ 33 Hours
For LPC School Counseling Licensure Track ........................................ 27 Hours
Total 60 Hours

Admission Requirements for Graduate Degree Programs in Psychology
You can find additional information at the Psychology Department Graduate Web Site:
www.swosu.edu/psych/gradinfo.asp

Admission to SWOSU
If you have not previously attended SWOSU, the first step is admittance to the University which
you can do by going to http://www.swosu.edu/admissions/index.asp.
Admission to the LPC Curriculum Program
The second step is getting admitted to the LPC Curriculum Program. To apply to the program, complete the application materials attached in this packet.

- The first step is to complete the “Application for Graduate Admission” and “Transfer of Credits Form”. Please complete these forms and return them to the graduate office or email them to: graduatestudies@swosu.edu.
- The second step is to give the “Master of Science Recommendation Form” to two individuals and have them complete the forms and return them to the graduate office. (The address is on the form.)
- The third step is that you must complete an OSBI background check dated within one year of the application. The form is in the packet. We only need the Name search, not the fingerprints; therefore, the total cost is $15.00. Please return the OSBI background check to the chair of the Psychology Department, Dr. Barnett. You can fax it to 580-774-7100 or mail it to his attention at 100 Campus Drive, Weatherford, OK 73096.
- ALL of the above materials must be completed by June 1 for Fall entry or November 1 for Spring entry. Only those students with completed materials will be invited for admission interviews. Interviews are held in June and in November by invitation only.
- As outlined in the Transfer of Credit form, you are permitted to take up to 9 hours of coursework prior to full admission. If you wish to do so, you must contact Jorie Edwards at jorie.edwards@swosu.edu to create a plan of study.

Tuition Waiver
The College of Professional and Graduate Studies offers the opportunity for a tuition waiver. To apply for the waiver, you must have been admitted to the graduate program, have completed coursework at SWOSU, be currently enrolled in a minimum of six graduate hours, have a minimum of a 3.50 GPA and must be an Oklahoma Resident. We encourage you to apply for the tuition waiver for every semester after your first if you qualify. The application form is also in the packet on our website.

Advisor
Dr. Jorie Edwards serves as the graduate advisor for all LPC Curriculum students. If you have any further questions, please do not hesitate to contact her at 580-774-6052 or jorie.edwards@swosu.edu.

Please let us know if we can assist you in any way and thank you again for your interest in our program.

Sincerely,
The Psychology Department
Southwestern Oklahoma State University
Department of Psychology

Special Program for LPC Curriculum

APPLICATION CHECKLIST

Please verify that the following have been completed and/or included in order to meet the minimum requirements* for admission:

☐ Admission to Southwestern Oklahoma State University

☐ SWOSU Application for Graduate Admission *(included in packet)*

☐ Prerequisites for acceptance into the LPC Curriculum Program:
  o A completed Master’s degree in a related field

☐ An undergraduate GPA of at least 3.0 on a 4.0 scale

OR

An undergraduate GPA of 2.5-2.99 (on a 4.0 scale) or above and a satisfactory minimum score with respect to the combination of GPA and GRE scores is required:

\[ \text{GPA} \times 100 + \text{GRE} = 530 \]

☐ SWOSU Transfer of Credits Form *(included in packet)*

☐ Two professional recommendations completed by individuals who are in a position to rate academic aptitude, motivational and character factors. *(forms included in packet)*

**Note: These should be sent directly from reference to the Graduate Office.**

☐ An original OSBI background check *(instructions included)*

*Minimum requirements do not guarantee admission into program. Successful completion of interview is required to be considered for admission. Interview invitations will be sent to your listed email.
Special Program:
Licensed Professional Counselor (LPC) Curriculum Program
(Code No. 847)

Admission Requirements for Licensed Professional Counselor (LPC) Curriculum Program
*Note: This is a non-degree conferring program*

1. Bachelor's degree from a college or university accredited by a regional accrediting association is required.
2. A graduate degree in counseling or a closely related field from a college or university accredited by a regional accrediting association is required.
   • An undergraduate or graduate statistics course is strongly recommended.
3. A graduate GPA of 3.0 or higher on a 4.0 scale.
4. An undergraduate GPA of 3.0 on a 4.0 scale.
   OR
   An undergraduate GPA of 2.5 – 2.99 on a 4.0 scale (overall undergraduate Ret/Grad GPA, (or) GPA on the last 60 semester hours) with a satisfactory minimum score with respect to the following equation of GPA and GRE scores: \( \text{GPA} \times 100 + \text{GRE} = 530 \)
   (The GRE score will be a sum of the scores on the verbal and quantitative tests.)
5. A University Application for Admission or Readmission should be completed, either online or on paper and sent to the Registrar's office.

The following steps should be completed and forms sent to the Graduate Office via email to graduatesstudies@swosu.edu or 100 Campus Dr., Weatherford, OK 73096:

6. Application for Graduate Admission
7. 9-Hour Policy Agreement
8. Official transcript(s) of all credit earned (including undergraduate)
9. Two recommendation forms
   • These recommendations should be completed by individuals who are in a position to rate academic aptitude, motivational, and character/disposition factors.
   • Forms should be sent directly from the reference to the Graduate Office
   • These forms are available in the program handbook on our website.
10. An original OSBI Background Check
    • The procedure for completing the check is in the application packet.

The deadlines for application for the LPC Curriculum Program are June 1st for the Fall Semester and November 1st for the Spring Semester. Applications will not be accepted for Summer admission.

Acceptance into any of the Psychology Master programs will require completing an on-campus face-to-face interview. The interviews are typically scheduled for June for Fall applicants and November for Spring applicants. Applicants will be notified about interview information through the email address provided on the application. Interview information will not be sent out until the application deadline has passed (Notification of interview will be sent after June 1st for the Fall semester and after November 1st for the Spring Semester).

Upon acceptance into any of these graduate programs, the candidate must successfully complete a Plan of Study with his/her advisor.

Placement into the practicum and LPC internship courses requires approval from the Departmental Internship/Practicum Approval Committee (IPAC).

(Meeting the minimum standards does not guarantee acceptance into the program.)

For more information on the program and to find application materials, visit: www.swosu.edu/psych
Licensed Professional Counselor (LPC) Curriculum Program  
(Code No. 847)

Applicants must meet with their advisor to develop a plan of study. The following course sequences are based on the completion of SWOSU Department of Psychology programs. If your master's degree was completed elsewhere, there might be slight variation in necessary coursework – your advisor will work with you to determine the best course of action.

NOTE: SUCCESSFUL COMPLETION OF THIS COURSE SEQUENCE QUALIFIES THE CANDIDATE FOR LICENSURE APPLICATION ELIGIBILITY under the current Oklahoma rules and regulations. State law requires state application, including further supervision hours and successful completion of examinations to be licensed.

Upon completion of Master of Science degree in Community Counseling, the following courses are required:

I. Required Core Courses (15 hours)
   - COUN 5423  Multicultural Concepts
   - COUN 5523  Career Counseling
   - PSYCH 5223  Techniques of Psychotherapy
   - COUN 5613  Internship in Counseling (150 clock hours)
*Plus, one of the three following courses:
   - EDPSY 5713  Wechsler Intelligence Scale;
   - EDPSY 5613  Binet/Woodcock-Johnson
   - PSYCH 5783  Advanced Psych Testing

II. Additional Elective Courses (12 hours)
   - EDPSY 5723  Advanced Psychology of Learning
   - EDPSY 5703  Behavioral Intervention Strategies
   - PSYCH 4013  Seminar in Career and Culture
   - PSYCH 4113  Issues in Chemical Dependency
   - PSYCH 4203  Psychology of Women
   - PSYCH 5013  Seminar in Clinical Supervision
   - PSYCH 5133  Crisis Intervention Techniques
   - PSYCH 5723  Media and Mental Illness

Applicable courses taken in the Master of Science degree in Community Counseling .......................................................................................................................... 33 Hours
For LPC Community Counseling Licensure Track ............................................................................................................................... 27 hours
Total Hours .......................................................................................................................... 60 hours

Upon completion of the Master of Education degree in School Counseling, the following courses are required:

I. Required Core Courses (21 hours)
   - COUN 5213  Community Counseling
   - COUN 5423  Multicultural Concepts
   - PSYCH 5143  Research Methods
   - PSYCH 5223  Techniques of Psychotherapy
   - PSYCH 5633  Advanced Abnormal Psychology
   - COUN 5613  Internship in Counseling (150 clock hours)
*Plus, one of the three following courses:
   - EDPSY 5713  Wechsler Intelligence Scale
   - EDPSY 5613  Binet/Woodcock-Johnson
   - PSYCH 5783  Advanced Psych Testing

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Southwestern Oklahoma State University
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II. Additional Elective Courses (6 hours)
   COUN 5373  Theories/Techniques Family Counseling
   PSYCH 4013  Seminar in Career and Culture
   PSYCH 4113  Issues in Chemical Dependency
   PSYCH 4203  Psychology of Women
   PSYCH 5013  Seminar in Clinical Supervision
   PSYCH 5133  Crisis Intervention Techniques

Applicable courses taken in the Master of Education degree
in School Counseling .......................................................................................... 33 Hours
For LPC School Counseling Licensure Track ................................................. 27 Hours

Total .................................................................................................................. 60 Hours
Application for Graduate Admission

Return all admission credentials to:
Southwestern Oklahoma State University
College of Professional and Graduate Studies
Education Bldg., Room 104
100 Campus Drive
Weatherford, OK, 73096-3098

Unclassified graduates complete sections 1 – 3 only.

1. Name:
   Last                      First                      Middle Initial                      Maiden
   Address:                 
   Street or Box           City                      State                      Zip
   SSN:                     SW ID #:                  Birth date:                  Phone:  
   E-mail:                  

2. Check the Area of specialization:
   [ ] Master of Business Administration
   [ ] PharmD/MBA (limited to admitted PharmD students)
   [ ] Master of Education (M.Ed.)
      Area of Specialization
      [ ] Certified Track [ ] Non-Certified Track
   [ ] Master of Music (M.M.)
      [ ] Performance [ ] Music Education
   [ ] Master of Science (M.S.)
      Area of Specialization
   [ ] Unclassified Graduate
      [ ] Licensed Professional Counselor (LPC)
      [ ] Certification
      [ ] Other

3. Undergraduate Degree: Date Obtained: University:
   Major:                      Minor:
   Graduate Degree Work:       University:           Hours:
   Identify test and test date planned or completed: [ ] GRE [ ] GMAT Test Date:  

4. Provide two references with the appropriate reference form. Master of Education, Master of Science, and Master of Business Administration applicants must have two confidential report forms (may be obtained in the Office of the Dean for Professional and Graduate Studies or at the Graduate Studies web site (www.swosu.edu)) completed by professionals in a position to rate academic aptitude and motivational factors. Master of Music degree applicants must submit two reference letters. Documents should be sent directly from the reference to the Graduate Office.
   Reference: Address or Institution:  
   Reference: Address or Institution:  

The Graduate Catalog states SWOSU’s policy as follows: A maximum of nine applicable semester hours of graduate credit from accredited colleges and universities may apply toward requirements of a graduate degree at SWOSU. All applicable credit earned at SWOSU prior to admission into a degree program is considered transfer credit. If the nine-hour policy is exceeded by graduate hours earned at SWOSU and/or another university, those hours will not apply to your degree program. I understand and agree to abide by this nine-hour policy established by SWOSU for the benefit of the student. I understand that withholding information requested in the application or giving false information may make me ineligible for admission to, or continuation in, Southwestern Oklahoma State University.

Incomplete application materials will not be kept more than two years.

[ ] By checking this box, I submit my application for SWOSU Graduate Admission. Date  
(M/D/Y)
ALL GRADUATE SCHOOL APPLICANTS MUST READ THIS POLICY
AND SIGN THE FOLLOWING STATEMENT:

TRANSFER OF CREDITS

The Graduate Catalog states the Southwestern Oklahoma State University (SWOSU) policy as follows:

A maximum of nine applicable semester hours of graduate credit from accredited colleges and universities may apply toward requirements of a graduate degree at SWOSU. Only coursework with grades of A and B is eligible for transfer. All applicable graduate credit earned at SWOSU prior to admission into a degree program is considered as transfer credit.**

This policy means that graduate hours earned at SWOSU and/or another university, which exceeds 9 hours, will not apply to a degree program.

**MBA applicants will only be allowed to take 5000 level courses if they are admitted to Graduate School and have met the prerequisites. All 5000 level Business courses are "By Signature Only."

☐ By checking this box, I submit I understand and agree to abide by this 9-hour policy established by SWOSU.

Name: ___________________________ Student ID: ___________________ Date: ___________________
RECOMMENDATION FORM FOR ____________________________

STUDENT ID # ____________________________

The applicant whose name appears above is applying for admission to the Southwestern Oklahoma State University Master of Education program. Please give a candid evaluation of the applicant's capabilities by completing this form. Your time and effort involved in preparing this recommendation are greatly appreciated. This recommendation will be held in confidence unless a letter from the applicant is attached stating s/he wishes to view it. If necessary, may we contact you to discuss the applicant? □ Yes □ No

<table>
<thead>
<tr>
<th>Scholastic Aptitude</th>
<th>Superior</th>
<th>Average</th>
<th>Below Average</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of the Field</td>
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<td>Writing Skills</td>
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<tr>
<td>Integrity</td>
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</tbody>
</table>

How long have you known the applicant? ____________________________

In what capacity have you known the applicant? ____________________________

What is the probability of the candidate's successful completion of the Master's program? Please check one.

□ Unlikely □ Possible □ Very likely □ Almost Certain

GENERAL STATEMENT: Please elaborate the basis of your ratings and any additional information you consider relevant. Also please describe any reservations you have about the applicant's ability to complete a Master's degree or to become a trusted professional. (use back of sheet or a separate page if necessary)

Name and Title (please print or type)

__________________________

School/Firm

__________________________

Address

__________________________

Phone Number

__________________________

Signature

__________________________

Date

Return to:
College of Professional and Graduate Studies
Southwestern Oklahoma State University
Weatherford, OK 73096-3098
RECOMMENDATION FORM FOR

STUDENT ID #

The applicant whose name appears above is applying for admission to the Southwestern Oklahoma State University Master of Education program. Please give a candid evaluation of the applicant’s capabilities by completing this form. Your time and effort involved in preparing this recommendation are greatly appreciated. This recommendation will be held in confidence unless a letter from the applicant is attached stating s/he wishes to view it. If necessary, may we contact you to discuss the applicant? □ Yes □ No

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□ Unlikely □ Possible □ Very likely □ Almost Certain

GENERAL STATEMENT: Please elaborate the basis of your ratings and any additional information you consider relevant. Also please describe any reservations you have about the applicant’s ability to complete a Master’s degree or to become a trusted professional. (use back of sheet or a separate page if necessary)

Name and Title (please print or type)

School/Firm

Address

Phone Number

Signature

Date

Return to:
College of Professional and Graduate Studies
Southwestern Oklahoma State University
Weatherford, OK 73096-3098

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CRIMINAL RECORD CHECK

Oklahoma State Bureau of Investigation (OSBI) Record Check Information

All prospective students in the M.Ed. and M.S. Psychology Programs must submit an Oklahoma State Bureau of Investigation (OSBI) record check.

Students must submit an OSBI record check to the Department of Psychology by the application deadline. Submit the ORIGINAL OSBI Check - no alterations to the sheet(s) will be accepted. You can download the application from the following web site (PDF): www.ok.gov/osbi/criminal_history/index.html

Students can send completed application to:
Oklahoma State Bureau of Investigation
Criminal History Reporting Unit
6600 North Harvey, Building # 140
Oklahoma City, Oklahoma 73116

Or can go in person to:

OSBI (close to 63rd and Broadway Ext.)
From 63rd turn North on Robinson (1 block West of Broadway Ext.)
And go to sign saying Building #6.
Enter door on south side of OSBI building.
Go to window and fill out application.

The Cost is $15.00 – Payable in cash, cashier’s check, money order or credit card (NO PERSONAL CHECKS)

All requests received in the mail include a stamped, self-addressed envelope.

*If you mail in application it will take 3 to 4 weeks. If you go in person, the OSBI check takes approximately 15 minutes.
OKLAHOMA STATE BUREAU OF INVESTIGATION
Criminal History Record Information Request
6600 North Harvey Place
Oklahoma City, OK 73116
(405) 848-6724
(405) 879-2503 FAX
http://www.ok.gov/osbi/Criminal_History/

ACCEPTABLE FORMS OF PAYMENT: □ CASH □ CASHIER’S CHECK / MONEY ORDER
□ BUSINESS CHECK  No Personal Checks Accepted. □ CREDIT CARD

CREDIT CARD # _______________ EXPIRATION DATE _______________ SECURITY CODE _______________

CARD HOLDER ____________________________________________________________

CARD HOLDER SIGNATURE (REQUIRED) ________________________________

REQUESTOR'S INFORMATION: (Type or print clearly in blue or black ink)

NAME ____________________________ SIGNATURE OF REQUESTING PARTY ____________________________

STREET ADDRESS ____________________________

CITY ____________________________ STATE ________________ ZIP ______________

PHONE NUMBER (_____) _______________ E-MAIL ADDRESS ____________________________

Requests outside of the United States are strongly encouraged to provide an e-mail address for purposes of correspondence.

PURPOSE OF REQUEST ____________________________

SUBJECT INFORMATION: (Type or print clearly in blue or black ink)

Forms with corrections done with white out or by striking through the fields in this section will not be processed.

NAME ____________________________ LAST ____________________________ FIRST ____________________________ MIDDLE ____________________________

ALIAS/MAIDEN NAME(S) ____________________________

DATE OF BIRTH ____________________________ (MM/DD/YYYY). If date of birth is unavailable, include exact age of subject.

RACE _____ SEX _____ SOCIAL SECURITY NUMBER ____________________________

SEARCH RESULTS (Please do not write in the spaces below):

Oklahoma State Bureau of Investigation Computerized Criminal History

Oklahoma Department of Corrections Sex Offender

Oklahoma Department of Corrections Violent Offender

Unless fingerprint cards are provided, record information is furnished solely on the basis of name or description similarity with the subject of your inquiry.

For questions on the Sex Offender / Violent Offender Registry, please contact the Oklahoma Department of Corrections.

OSH CHRU 08/09
TUITION WAIVER APPLICATION

Return the completed application to the Graduate Office prior to the following semester deadlines

Deadline  • Summer – April 1  • Fall – July 1  • Spring – November 1

Name: __________________________________________

Address: __________________________________________

City: __________ State: __________ Zip: __________

Telephone Number: ____________________ SWOSU ID #: __________

E-mail: __________________________________________

Advisor: __________________________________________

Number of Graduate Hours: ____________________


Please mark semester applying for (check one only): ☐ Summer ☐ Fall ☐ Spring

Please mark your desired degree area:

☐ Master of Business Administration

☐ Master of Music

☐ Master of Science: ☐ School Psychology ☐ Management ☐ Community Counseling

☐ Master of Education: (Areas of Specialization for Master of Education)

☐ Art ☐ Health Sciences and Microbiology ☐ Special Education (Mild or Moderate Disabilities)

☐ Community Counseling ☐ Mathematics ☐ Special Education (Severe, Profound, or Multiple Disabilities)

☐ Early Childhood ☐ Natural Sciences

☐ Educational Administration ☐ Parks and Recreation Management

☐ Elementary Education ☐ School Counseling

☐ English ☐ School Psychometry

☐ Health and Physical Education ☐ Social Sciences

☐ Unclassified

Graduate Student Status: ☐ Beginning ☐ Transfer ☐ Continuing

Are you receiving any financial assistance from SWOSU? ☐ Yes ☐ No

(If yes, please briefly describe)

__________________________________________

Student Signature

__________________________________________

Date

Applications will not be held for future semesters. Incomplete applications will not be considered.

Tuition Waiver criteria for eligibility: 1) Admission to a SWOSU Graduate Program; 2) Have completed graduate coursework at SWOSU; 3) Currently enrolled in a minimum of six (6) graduate hours; 4) Minimum of 3.50 Graduate GPA; 5) Must be an Oklahoma Resident