Graduate Information Handbook

For more information contact:
Southwestern Oklahoma State University
Department of Psychology
Amy Barnett, Ph.D., Director
amy.barnett@swosu.edu
(580) 774-3154
SUBJECT: School Counseling Program Information

Thank you for your interest in applying to the School Counseling 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 make application to the program.

**General Program Information**
The School Counseling Program requires 33 hours of coursework, and leads to the Master of Education (M.Ed.) degree. There are no electives. Most, but not all, classes can be completed via interactive television, although specific sites are not guaranteed. Courses that must be taken on campus are marked with an asterisk. The required courses are as follows:

- COUN 5513: Introduction to Counseling and Guidance
- EDPSY 5743: Life Span Development
- COUN 5593: Advanced Tests and Measurements
- EDPSY 5723: Advanced Psychology of Learning
- COUN 5893: Ethical, Legal/Professional Standards
- COUN 5523: Career Development
- EDPSY 5703: Behavioral Interventions
- COUN 5543: Theories of Counseling
- COUN 5553: Theories & Techniques of Group Counseling*
- COUN 5503: Developing a School Guidance Program
- EDUC 5950: Capstone Experience (One day exam)
- COUN 5563: Practicum in Counseling (150 clock hours)

Many of our students in the school counseling program are working full-time and have families so we strive to provide a practical, yet challenging program that is also student-friendly. All of our courses are available in the evenings or on weekends.

To view program requirements in the graduate catalog, please visit the following website: http://www.swosu.edu/resources/pubforms/DisplayMedia.aspx?pid=766

**Admission Requirements for Graduate Degree Programs in Psychology**
The deadlines for application for the M.Ed. program in School Counseling is June 1, for the Fall Semester and November 1, for the Spring Semester. Applications will not be accepted for Summer admission. In addition to the University and graduate studies admission requirements, applicants for School Counseling must meet the following conditions:
1. An undergraduate GPA of 3.00 on a 4.00 scale.
   OR
   An undergraduate GPA of 2.5-2.99 on a 4.00 scale with a satisfactory minimum score with respect to the combination of GPA and GRE scores is required: GPA x 100 + GRE1 = 530
   *The GRE score will be a sum of the scores on the verbal and quantitative test.

Admission to SWOSU
If you have not previously attended SWOSU or haven’t attended within the last six months, the first step is admittance to the University which you can complete by going to http://www.swosu.edu/admissions/index.asp.

Admission to the School Counseling Program
The second step is getting admitted to the School Counseling Program. To apply to the program, complete the appropriate materials attached to this information packet.

1. 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 e-mail them to: graduestudies@swosu.edu.
2. The second step is to have two individuals complete a professional recommendation (Master of Education Recommendation Form). The recommendations should be completed by individuals who are in a position to rate academic aptitude, motivational and character factors. Forms should be sent directly from the reference to the Graduate Office. (The address is on the form.)
3. The third step is to submit an original OSBI Background Check to the Psychology Department. 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 your advisor, Dr. Amy Barnett. You can fax it to her at 580-774-7100 or mail it to her attention at 100 Campus Drive, Weatherford, OK 73096.
4. 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 will be held in June and November.
5. However, you are permitted to take up to 9 hours of coursework prior to full admission. If you wish to do so, you must contact Amy Barnett at amy.barnett@swosu.edu to create a plan of study. COUN 5513: Introduction to Counseling is the first required course for all students.
6. Candidates in the School Counseling Program will be completing a Culminating Portfolio due the final semester of graduate school. (Specific guidelines are available on the Psychology Department web site and will also be provided during the admission interviews.)
You can find additional information at the Psychology Department Graduate Web Site: 
www.swosu.edu/psych/gradinfo.asp

**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. 
Therefore, you cannot receive a waiver for your first semester; however, 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.

**Advisor**
Dr. Amy Barnett serves as the graduate advisor for all School Counseling students. If 
you have any further questions, please do not hesitate to contact her at (580)-774-3154 or 
amy.barnett@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

SCHOOL COUNSELING

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 M.Ed. program of School Counseling:
   ☐ A Bachelor’s degree
☐ 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:

GPA x 100 + 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.
Application for Graduate Admission

Return all admission credentials to:
Southwestern Oklahoma State University
College of Professional and Graduate Studies
Admissions Office, 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: __________________  Hours: ________

   Master of Education and Master of Science applicants must have the official copy of the Graduate Record Exam (GRE) score sent to the Graduate Office if the applicant's undergraduate GPA is below 2.50 or if the applicant's undergraduate GPA is equal to or greater than 2.00 and the first six to nine (6-9) hours of graduate course work are below a 3.00 GPA.

   Master of Business Administration and Master of Science (Management) applicants must satisfactorily complete the Inbound CPC-based Comprehensive Exam for their specific degree.

   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 website (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>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>No Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of the Field</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<td>Writing Skills</td>
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<td>Cooperativeness</td>
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<td>Initiative/Motivation</td>
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<td>Emotional Maturity</td>
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<td>☐</td>
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</tr>
<tr>
<td>Integrity</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</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 73096-3698
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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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
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/

DATE ______________________
Request Submitted via:
Fax ☐ Mail ☐ In Person ☐
Requests will be returned in the manner received.
Mail requests should include postage-paid reply envelope.
Fax requests must include payment by credit card and a
dedicated Fax Phone Line for return of completed search:
( )

ACCEPTABLE FORMS OF PAYMENT: ☐ Cash ☐ Cashier’s Check / Money Order
☐ Business Check No Personal Checks Accepted. ☐ Credit Card
For Visa, MasterCard and Discover, security code is 3 digits on back of card.
For Amerlex, security code is 4 digits on front. These are the only cards accepted.
CREDIT CARD # ___________________________ EXPIRATION DATE ______ SECURITY CODE ______
CARD HOLDER ____________________________
Please print the name of the individual card holder as it appears on the credit card.
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 __________________
Requestors 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
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: __________________________

Undergraduate G.P.A. __________________________ Current Graduate G.P.A. __________________________

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 [ ] Mathematics [ ] Special Education (Mild or Moderate Disabilities)
[ ] Community Counseling [ ] Health Sciences and Microbiology [ ] Special Education (Severe, Profound, or Multiple Disabilities)
[ ] Early Childhood [ ] Natural Sciences [ ] Sports Management
[ ] Educational Administration [ ] Parks and Recreation Management [ ] Technology
[ ] Elementary Education [ ] School Counseling [ ] Unclassified
[ ] English [ ] School Psychometry
[ ] Health and Physical Education [ ] Social Sciences

Graduate Student Status: [ ] Beginning [ ] Transfer [ ] Continuing

Are you receiving any financial assistance from SWOSU? [ ] Yes [ ] No
(If yes, please briefly describe)

Attach a current resume and on a separate sheet of paper:
1. List activities and honors you have received.
2. Provide a narrative indicating the reason why you should be considered for a tuition waiver.
3. List activities you expect to participate in as a graduate student at SWOSU (e.g., extracurricular events, conferences, service organizations, clubs, etc.).
4. Provide a statement indicating why you are pursuing the degree.

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

CFGE – TWSchlopp – Ray, JWN