

# **Graduate Information Handbook**



## **M.Ed. In School Psychometry**

**For more information contact:**  
**Southwestern Oklahoma State University**  
**Department of Psychology**  
**Amy Barnett, Ph.D., Director**  
**[amy.barnett@swosu.edu](mailto:amy.barnett@swosu.edu)**  
**(580) 774-3154**



SUBJECT: School Psychometry Program Information

Thank you for your interest in applying to the Psychometry 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 Psychometry Program requires 34 hours of coursework, and leads to the Master of Education (M.Ed.) degree. There are no electives. Most, but not all of the 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:

#### **Prerequisites:**

3 hour graduate or undergraduate course in Special Education

3 hour graduate or undergraduate course in Statistics

#### **Graduate Program Courses:**

PSYCH 5433: Intro to School Psychology

COUN 5593: Advanced Tests and Measurements

EDPSY 5723: Advanced Psychology of Learning

EDPSY 5743: Life Span Development

COUN 5893: Ethical, Legal/Professional Standards

COUN 5423: Multicultural Concepts

EDPSY 5563: Special Diagnostic Methods\*

EDPSY 5713: Wechsler Intelligence Scales\*

EDPSY 5613: Binet/Woodcock Johnson\*

EDPSY 5703: Behavior Intervention Strategies

EDPSY 5782: Practicum in School Psychometry

EDPSY 5462: Psychometrical Services

Many of our students in the psychometry program are working fulltime 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=767>

### **Admission Requirements for Graduate Degree Programs in Psychology**

The deadlines for application for the M.Ed. program in School Psychometry are 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 Psychometry 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 4.0 scale with a satisfactory minimum score with respect to the combination of GPA and GRE scores is required: **GPA x 100 + GRE<sub>1</sub> = 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 Psychometry Program**

The second step is getting admitted to the School Psychometry Program. To apply to the program, complete find 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: [graduatestudies@swosu.edu](mailto:graduatestudies@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](mailto:amy.barnett@swosu.edu) to create a plan of study.
6. Candidates in the School Psychometry 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](http://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 on our website.

**Advisor**

Dr. Amy Barnett serves as the graduate advisor for all Psychometry students. If you have any further questions, please do not hesitate to contact her at (580)-774-3154 or [amy.barnett@swosu.edu](mailto: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 PSYCHOMETRY**

## **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 Psychometry:
  - One (1) 3 hour undergraduate or graduate statistics course
  - One (1) 3 hour undergraduate or graduate course in Special Education
- ☐ 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.



580-774-3790  
580-774-3769  
Fax: 580-774-7043

## 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

### Office Use Only

UG GPA \_\_\_\_\_ G GPA \_\_\_\_\_  
Score: GRE \_\_\_\_\_ GMAT \_\_\_\_\_  
Formula Score: \_\_\_\_\_

Admittance Date \_\_\_\_\_  
Advisor \_\_\_\_\_  
Code \_\_\_\_\_

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: \_\_\_\_\_

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 web site ([www.swosu.edu](http://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: \_\_\_\_\_

**Master of Education  
Confidential  
Recommendation Form**

**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

	Superior	Above Average	Average	Below Average	No Information
Scholastic Aptitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of the Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperativeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative/Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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



**Master of Education  
Confidential  
Recommendation Form**

**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

	Superior	Above Average	Average	Below Average	No Information
Scholastic Aptitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of the Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperativeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative/Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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](http://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 63<sup>rd</sup> and Broadway Ext.)  
From 63<sup>rd</sup> 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/](http://www.ok.gov/osbi/Criminal_History/)

### Type Of Search Requested:

- ☐ Name Based - \$15.00  
☐ Sex Offender - \$2.00  
☐ Mary Rippe Violent Offender - \$2.00  
☐ State Fingerprint-based - \$19.00  
\* Must provide fingerprint card.  
\* Includes name based search.

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

REQUESTOR'S NAME \_\_\_\_\_

SIGNATURE OF REQUESTING PARTY \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

PHONE NUMBER ( ) \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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.*

OSBI CHRU 08/09



## COLLEGE OF PROFESSIONAL AND GRADUATE STUDIES

Education Building Room 104; 100 Campus Drive  
Weatherford, OK 73096  
Fax: (580) 774-7043

### 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)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Art                           | <input type="checkbox"/> Health Sciences and Microbiology | <input type="checkbox"/> Special Education (Mild or Moderate Disabilities)              |
| <input type="checkbox"/> Community Counseling          | <input type="checkbox"/> Mathematics                      | <input type="checkbox"/> Special Education (Severe, Profound, or Multiple Disabilities) |
| <input type="checkbox"/> Early Childhood               | <input type="checkbox"/> Natural Sciences                 | <input type="checkbox"/> Sports Management  |
| <input type="checkbox"/> Educational Administration    | <input type="checkbox"/> Parks and Recreation Management  | <input type="checkbox"/> Technology   |
| <input type="checkbox"/> Elementary Education          | <input type="checkbox"/> School Counseling                | <input type="checkbox"/> Unclassified   |
| <input type="checkbox"/> English                       | <input type="checkbox"/> School Psychometry               |   |
| <input type="checkbox"/> Health and Physical Education | <input type="checkbox"/> 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