APPLICATION, ADMISSION AND DEGREE REQUIREMENTS

Persons wishing to pursue a master's degree in School Counseling are required to be admitted to the School of Graduate Studies and Research as well as the department. Applicants should complete all of the necessary admission requirements prior to their initial enrollment in courses in the department. Applicants must have all admission requirements completed or scheduled for completion prior to the second term of enrollment.

Submission of the following credentials is required: Completed application form, three references, all official undergraduate and graduate transcripts, standardized examination scores for either the Miller Analogies Test or the Graduate Record Exam, and a copy of a current teaching license (if applicable).

Outlined below are the steps for applying for admission and the criteria to be used in determining whether, and under what conditions, students are admitted.

Step 1. Complete an application for graduate studies at http://www.emporia.edu/grad/admissions/. Submit official transcripts of all undergraduate and graduate coursework.

Step 2. After having applied to the graduate school, the department will email you the link to the department application and reference form to be completed by supervisors, former professors, or others who can attest to the applicant's qualifications and potential as a graduate student.

Step 3. Applicants are required to take either the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT) before their application will be acted upon. Information on taking either test may be obtained from the Assessment and Educational Measurements office on campus (620-341-5103). Students should request to have the test results submitted to the ESU Graduate School.
Step 4. A department admission committee composed of three faculty members will use the following criteria for assessing whether or not to recommend applicants for admission to the master's program in the department.

I. Academic record (one of the following)
   A. Grade Point Average (GPA)
      1. Undergraduate GPA (last 60 hours) 3.0 or better
      2. Graduate GPA (master's or doctorate) 3.5 or better
   OR
   B. Standardized examination scores (either one)
      1. Miller Analogies Test score 400 or better
      2. Graduate Record Exam composite (V+Q) 280 or better

II. Related experience for program and degree sought

III. Recommendation for graduate study by three individuals (using department form) who can attest to the individual's capacity for graduate study

IV. Faculty interview assessment

The department reserves the right to waive some admission requirements for a student with special needs.

Probation

A limited number of persons (not more than 5% of admitted students per year) who do not meet the appropriate minimum grade point average (3.0/3.5) or the minimum MAT or GRE scores (400/180) as listed above may be considered for admission on a probationary basis if they present compelling evidence of being exceptional on the other criteria (writing, experience, references and interview).

Appeal of Admission Decisions

An applicant who disagrees with his or her admission decision may submit a written appeal of that decision within 14 days of the date of notification of the admission decision to the department appeals committee. The appeal should specify the basis for the appeal and include appropriate documentation to support the appeal. Appeals will be reviewed on the basis that the original decision was based on the data available at the time the student's credentials were originally reviewed and that the admissions committee followed appropriate admissions policies. If interested and upon written request, a student will be granted the opportunity to appear before the appeals committee to present his or her case in person before the appeals committee renders a decision. The appeals committee will evaluate the appeal request and the supporting documentation and forward a recommendation for admission or denial to the department chair.
**STEPS TO FOLLOW AFTER ACCEPTANCE TO PURSUE GRADUATE STUDY**

Step 1. Applicants are emailed a letter from the department indicating the faculty advisor assigned to them and outlining the conditions, if any, they have been given for acceptance.

Step 2. Applicants should contact their advisor to receive enrollment advisement.

Step 3. During the **first** enrollment period students **must**:  
   (a) In consultation with their advisor, plan and file a program of study including the semester they intend to enroll in the practicum course.

Step 4. Students should complete the on-line orientation quiz and candidate attestation of acquired objectives ([www.emporia.edu/ce/school-counseling/candidate-orientation.html](http://www.emporia.edu/ce/school-counseling/candidate-orientation.html)) by the 3rd week of their first semester.

Step 5. After completion of 6 to 12 hours, an application for degree candidacy is completed. (Please see your advisor.)

Step 6. During the semester or summer of final enrollment before graduation, students must:  
   (a) Complete an intent to graduate form [http://www.emporia.edu/grad/graduating-students/](http://www.emporia.edu/grad/graduating-students/) no later than:  
       - **March 1** for **summer degree** completion,  
       - **July 1** for **December degree** completion, and  
       - **November 1** for a **spring degree** completion date  
   (b) Sign up with the department office to take the Comprehensive Examination. (This must be done at least two weeks prior to the scheduled examination.)  
   (c) Pay commencement fees in the Business Office.

**GENERAL INFORMATION AND OTHER REQUIREMENTS**

1. **Residency:** There is no residency requirement.

2. **Time Requirements:** Students are expected to complete work for their degree within a seven-year period from the date of first enrollment. Courses taken at another institution and accepted for transfer to apply toward the degree must fall within the seven-year limitation.

3. **Transfer Credit:** No more than twelve semester hours of transfer credit may be used toward the degree. Such credit must be from a regionally accredited institution and taught by regular members of the graduate faculty for graduate credit. A grade of "B" or higher must have been
4. **Credit Hour Load:** The normal full-time load for a graduate student is 9-12 hours per semester of the academic year. During a summer term a normal load is one semester hour of credit per week of enrollment. In either case, outstanding students may make a request for an overload.

5. **Graduate Credit While an Undergraduate:** College seniors at ESU or other accredited four-year institutions may earn graduate credit (must be 500-799 level work) during the term in which the undergraduate degree is received. This is providing this course work is not needed for undergraduate degree requirements.

6. **Retention:** Throughout the student's program the advisor monitors the student's performance by means of faculty perceptions and semester grades. If the advisor feels a student is not making satisfactory progress, the advisor will take the necessary steps to assist the student toward improvement or offer assistance in finding a more suitable field of study. Students shall continuously demonstrate clinical skills and competencies appropriate to the profession. Students shall maintain a "B" or higher grade point average throughout their program. In applying for degree candidacy the student shall have no grade lower than "B" in CE810, CE825 and SC805.

7. **Student Responsibility:** Students have the responsibility to assure that they have met all requirements. Students should familiarize themselves with the requirements in the Graduate Catalog. Any questions should be directed to the assigned advisor.

8. **Practicum Requirements:** Students should review the section on Grades in the Graduate Catalog. Students should not expect to receive a department endorsement for state registration or certification as a counselor without obtaining a "B" grade or better in the Counseling Skills Development class (CE810) and in supervised practicum (CE871). Students will enroll in supervised practicum classes in which the instructor has appropriate professional experience related to the student's major program.

In order to enroll in internship, or to take advanced practicum, students must have obtained a "B" grade or better in practicum. In unusual circumstances, the department faculty may approve exceptions to the field experience requirements outlined.

9. **Department Grades:** The department does not dictate grading policy that might infringe upon academic freedom of an individual faculty member. However, to assist students in understanding the meaning of grades assigned, the following university grading guidelines are presented:
"A" grade - student performance is clearly exceptional; in courses where clinical skills are important there is evidence of outstanding achievement; knowledge of issues involving counseling and the quality of written work is well above average; clinical and cognitive skills, when related to course requirements, are demonstrated at a level expected of an outstanding graduate student.

"B" grade - student performance is satisfactory and in the average range; the student is demonstrating appropriate progress in the program; developed skills and knowledge are adequate and exhibited at a level expected of the average graduate student; however, skills and/or cognitive knowledge need improvement to maximize future effectiveness.

"C" grade - student performance is below the average; student performance meets only elementary skill levels and standards of practice; there is a definite need to improve knowledge and clinical skills; demonstrated performance is at a minimum level expected for a graduate student.

"D" grade - student performance demonstrated is clearly marginal and below that expected of a graduate student in the department; skills and knowledge are not satisfactory for an individual desiring to work in a counseling position.

"F" grade - student performance is clearly inadequate and unacceptable for a graduate student in the department.

"I" grade - student has done passing work in a class but is unable to complete all course requirements by the end of a grading period due to circumstances deemed acceptable by the class instructor. The student is responsible for taking the initiative in completing the work. With the exception of practica, internships, and some arranged courses, an incomplete received one semester automatically becomes an "F" at the close of the next semester. Therefore, students should arrange to complete the work as soon as possible.