

MEMORANDUM

TO: Council on Graduate Studies

FROM: Diane H. Jackman, Dean
College of Education and Professional Studies

DATE: May 2, 2011

RE: Executive Action Items

The following request was received from the Department of Counseling and Student Development. I concur with the revision and ask that the change be made by executive action. The effective date should be Fall 2011.

Requested Change: to revise the admission requirements for the M.S. in Counseling degree.

Admission Requirements: To be eligible for degree candidacy, applicants must meet all of the requirements for admission to the Graduate School (see “Admission to Graduate Degree and Certificate Programs”). In addition, students must:

- Complete and submit the departmental admission application;
- Submit two departmental recommendation forms from individuals familiar with applicant’s academic or work performance. (The department prefers academic reference if possible.);
- Deadline for submitting materials: Third Monday of February.
- Based on application material supplied by departmental deadline, applicants will be invited to attend a Pre-Admission/Orientation Interview on the first Friday of March. If you are not selected for an interview, you may request your file to be held for next year’s review.

Admission requirements for Post Master’s students seeking alternative certification as a School Counselor: Post Master’s students seeking alternative certification as a School Counselor are required to request a transcript analysis by the department and meet admission requirements listed above.

Rationale for the changes:

The Department of Counseling and Student Development would like to make our admission process uniform for all of our programs. We currently do not require the GRE for the M.S. in College Student Affairs degree and therefore would like to eliminate it for the M.S. in Counseling.

cc: Dr. Roberts