

COLLEGE OF EDUCATION
OFFICE OF GRADUATE STUDIES
OHIO UNIVERSITY, ATHENS OH 45701
740-593-4420

DEPARTMENT OF COUNSELING AND HIGHER EDUCATION

201 McCracken Hall
740-593-4440

The Department of Counseling and Higher Education offers programs in the following areas:

<u>Master of Education</u>	
<u>Counselor Education</u>	<u>Higher Education</u>
School Counseling	College Student Personnel
Community/Agency Counseling	Higher Education
Rehabilitation Counseling	
<u>Doctor of Philosophy</u>	
Counselor Education	Higher Education

The master's program in Counselor Education admits degree-seeking students during summer and fall quarters only. The completed application deadline is February 15 of the year preceding the summer or fall quarter you wish to enter.

The master's program in College Student Personnel and Higher Education admits degree-seeking students fall quarter only. The completed application deadline for College Student Personnel and Higher Education is January 15 of the year preceding the fall quarter you wish to enter.

The doctoral program in Counselor Education and Higher Education admits degree-seeking students for fall quarter only. The completed application deadline for Counselor Education is February 15 and for Higher Education, January 15 of the year preceding the fall quarter you wish to enter.

Sample programs of study are available upon request from the Office of Graduate Studies, 124 McCracken, 740-593-4420.

MASTER'S ADMISSION CRITERIA (A-D)

(U.S. Citizens, Permanent Residents and International Students Whose First Language is English)

A. Academic ability:

1. Applicants may be considered for admission without taking either the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT) if they have either (a) 2.90 overall grade point average (4.00 point scale) on undergraduate work **OR** (b) 3.25 grade point average (4.00 point scale) on the last 90 quarter hours of undergraduate work.
2. Applicants not meeting the requirements of item 1 may be considered for admission if they have either (a) 2.70-2.89 overall grade point average (4.00 point scale) on undergraduate work **OR** (b) 3.00-3.24 grade point average (4.00 point scale) on the last 90 quarter hours of undergraduate work and either a score of 45 on the Miller Analogies Test (MAT) **OR** a Graduate Record Exam (GRE) combined score of 900 on the verbal and the quantitative sections.
3. Applicants not meeting the requirements for either 1 or 2 may be considered for admission if they have either (a) 2.50-2.69 overall grade point average (4.00 point scale) on undergraduate work **OR** (b) 2.70-2.99 grade point average (4.00 point scale) on the last 90 quarter hours of undergraduate work and either a score of 48 on the Miller Analogies Test (MAT) **OR** a Graduate Record Exam (GRE) combined score of 1000 on the verbal and the quantitative sections.
4. Persons seeking admission to the Master's degree in the College of Education who have already completed another Master's degree may be admitted one of the following ways:
 1. A 3.50-4.00 (4.00 point scale) graduate grade average earned on an already completed Master's degree will not need to submit a test score.
 2. If previous Master's degree grade point average is less than a 3.50 (4.00 point scale), will be considered for admission as persons with a Bachelor's degree and may be required to submit a test score based upon Bachelor's grade point average.

- B. Other qualifications:
1. Submit three written **letters of recommendation**.
 2. **Autobiography** - The autobiography for College Student Personnel and Higher Education should include relevant personal and professional information about the applicant, including a statement concerning long range career and professional goals. Counselor Education requires a five page autobiography - the format is attached.
 3. **Resume** – College Student Personnel and Higher Education (in addition to the autobiography)
- C. Evidence of appropriate preparation and experiences as demonstrated by:
1. A Bachelor’s degree from a regionally accredited institution or equivalent.
 2. An undergraduate program of studies which provides adequate preparation for the Master’s degree program the applicants wishes to enter.
 3. Professional experience and activity, including kinds and length of professional service, professional activity and professional contributions, such as research, writing, participation in professional organizations and special projects and assignments.

DOCTORAL ADMISSION CRITERIA (A & B)

(U.S. Citizens, Permanent Residents and International Students Whose First Language is English)

- A. Academic ability:
1. All prospective doctoral students must have a master’s grade point average of 3.40 (4.00 point scale).
 2. Students must earn a score of at least 1000 (verbal and quantitative) on the Graduate Record Exam (GRE)
- B. Other qualifications:
1. Submit three **letters of recommendation**
 2. **Autobiography** – The autobiography for Higher Education should include relevant personal and professional information about the applicant, including a statement concerning long range career goals. There is no specified length. Counselor Education requires a ten-page autobiography. Format is attached.
 3. **Experience** of a nature and extent appropriate to the individual doctoral programs as defined by each program area.
 4. **Interview** by program area faculty.

INTERNATIONAL STUDENT ADMISSION CRITERIA

(International Students Whose First Language is not English)

All international students applying for a graduate degree program in Counseling and Higher Education must submit the following materials:

1. **Certified transcripts** of all institutions of higher learning showing the awarding of a Bachelor’s / Master’s degree.
2. **Three letters of recommendation** - Two of the recommendations should be from college professors and one from an employer or professional colleague. The recommendations should be submitted in English; or, if the recommendations are in the native language, the original should be accompanied by a certified translation.
3. **Autobiography** – Counselor Education requires a five page autobiography for the master’s degree and a ten page autobiography for the doctoral program. The format is attached.
4. **Cassette Tape** - Counselor Education requires a cassette tape of recorded responses to professional questions. Questions are attached.
5. **Proof of Financial Responsibility** - form enclosed with your application materials. This form must be received by the Office of Graduate Student Services, Wilson Hall, before the I-20 visa form will be mailed to you.
5. **Proof of English Proficiency** - A student, whose native language is not English, must submit a TOEFL (Test of English as a Foreign Language) score of 550 (computer based 213). Applicants who submit a TOEFL score ranging from 450 to 549 (computer based 133-210) may be reviewed by the Graduate Committee but admission is not guaranteed. Prospective international graduate students whose native language is English must meet the criteria set for U.S. and Permanent Resident students. All admitted international students, who submit a TOEFL score will be retested by the Ohio Program of Intensive English (OPIE) upon their arrival on campus. Based on the retest by OPIE, the student will either be cleared for full time academic study, partial academic study, or placed full time in English language study. Prospective international graduate students, who have been awarded a U.S. Master’s degree may choose to meet the criteria for U.S. Permanent Residents or English Speaking International Students or to meet the criteria for international students.

COMPLETED INTERNATIONAL ADMISSION DEADLINES (unless otherwise noted on first page)

Application materials should be submitted at least **six** months prior to the admission deadline to ensure admission.

INTERNATIONAL STUDENT PHONE NUMBERS

International Student Office, 172 Scott Quad, 740-593-4430
Ohio Program of Intensive English, Gordy Hall, 740-593-4575
Test of English as a Foreign Language (TOEFL) - 609-771-7550 or <http://www.toefl.org>

NONDEGREE Admission criteria

Contact the Office of Graduate Studies, 124 McCracken, for information on the admission criteria.

ALTERNATIVE ADMISSION

Alternative admission may be granted to a student who does not meet the required grade point average or test score on one of the required standardized tests. **Alternative admission may be considered after all required application materials have been received, including transcripts and test scores.** Alternative admission may be based on the achievement of a compensating test score, on successful completion of an interview with program area faculty, and/or factors such as extensive work experience and/or outstanding recommendations.

TESTING INFORMATION

GRADUATE RECORD EXAM

The General GRE (verbal and quantitative) is offered by computer. On the **OHIO UNIVERSITY ATHENS CAMPUS**, the test may be taken at Educational Testing Center, 101A Computer Services Building, 740-597-1537. The GRE information bulletin and registration form may be obtained by contacting Educational Testing Service at 609-771-7670. The Computer-Based Test (CBT) may be scheduled by calling 1-800-GRE-CALL. The GRE information bulletin also includes phone numbers for specific test centers. The GRE Web site is <http://www.gre.org>. The CBT is also offered through the Ohio University Educational Testing Center at 740-597-1537 or <http://www.ohiou.edu/etc/>. Scores over five years old, not meeting cut-off scores, may not be accepted for admission.

MILLER ANALOGIES TEST

(Master's students only)

The test is offered on most university campuses and is administered locally on an individual basis. Scores are reported approximately three to four weeks after the test has been taken. Fees vary from test center to test center. On the **OHIO UNIVERSITY ATHENS CAMPUS**, the MAT is given at the Center for Psychological Services, Hudson Health Center, 740-593-1616. For further information on the MAT contact the Psychological Corporation, 1-800-622-3231 or visit their WEB site: <http://www.hbtpc.com/mat/index.htm>. Scores over five years old, not meeting cut-off scores, may not be accepted for admission.

TEST OF ENGLISH AS A FOREIGN LANGUAGE

The TOEFL is computer based only. Information on test centers may be obtained by calling 609-771-7500 or visit their WEB site at <http://www.toefl.org> or email - toefl@ets.org

APPLICATION PROCESS

1. The graduate school applications and recommendation forms for U.S. Citizens and permanent residents are located in the back of the Graduate Bulletin. International students have a separate application packet. Graduate Bulletins are available from the Office of Graduate Student Services, Wilson Hall, 740-593-2800. Applications may also be obtained from- <http://www.ohio.edu/graduate/apps.htm>.
2. Any applicant who is an Ohio University graduate will have their Ohio University transcript ordered for them by the Office of Graduate Student Services, Wilson Hall. A copy will be forwarded onto the department by their office.
3. Applicants must submit applications, application fee, official transcripts, test scores if needed, recommendations, and autobiographies before final consideration can be given by the Graduate Committee.
4. Applications, application fee and official degree bearing transcripts may be mailed to the Office of Graduate Student Services, Wilson Hall, or the Office of Graduate Studies, Education. **Recommendations, test scores, and autobiographies should be mailed to the Office of Graduate Studies, Education.**
5. Upon receipt of your application, the Office of Graduate Studies, Education, will notify you of the status of your applications and any additional application materials that may need to be submitted.
6. When the application is completed and forwarded onto the Graduate Committee for review for admission, you will receive notification of this action by mail. For those programs requiring on campus interviews, arrangements will be made through the Program Coordinator and you will be notified.
7. If you decide not to complete your application, please notify the Office of Graduate Studies, Education.
8. Applications should be completed six weeks prior to the quarter you wish to enroll. Exceptions to this are international students and those applying for financial aid.

FINANCIAL AID
GRADUATE ASSOCIATESHIPS AND TUITION SCHOLARSHIPS

Applications for this type of financial assistance may be obtained from the Department of Counseling and Higher Education or the Office of Graduate Studies, Education. Please note that the application forms for financial assistance must be received no later than March 1 preceding the academic year to which you are applying. Priority consideration will be given to those applicants who apply and are admitted by the February 1 deadline. Graduate associateships and tuition scholarships are awarded by the Department of Counseling and Higher Education. Any questions concerning graduate associateships or tuition scholarships should be directed to the Counseling and Higher Education Department.

RESIDENCE LIFE POSITIONS

Information on residence life positions may be obtained by contacting the Residence Life Office, 037 Scott Quad, 740-593-4095.

FINANCIAL AID OFFICE

Information on student loans and other types of financial aid is available from the Financial Aid Office, Chubb Hall, 740-593-4141.

SCHOOL COUNSELOR LICENSURE

In addition to successfully completing course work, internship, degree requirements, and work experience, the Praxis II test (#20420) for school counselor, the licensure application and fee, and the submission of a fingerprint card is required for licensure in the State of Ohio. The passing score for Ohio University for the Praxis II test is 510.

TELEPHONE NUMBERS

	(area code - 740)
Office of Graduate Studies, Education, 124 McCracken	593-4420
Office of Graduate Student Services, Wilson Hall	593-2800
Department of Educational Studies, 202 McCracken	593-4422
Department of Teacher Education, 202 McCracken	593-4422
Financial Aids Office, 020 Chubb Hall	593-4141
Housing Office, 060 Chubb Hall	593-4090
Registration/Student Records, Chubb Hall	593-4191
Continuing Education/Workshops, Haning Hall	593-1776
Information, General, University	593-4000

OHIO UNIVERSITY WEB ADDRESSES

Request graduate application and information be sent by mail

<http://www.ohiou.edu/graduate/reqform.htm>

Download domestic and international graduate applications

<http://www.ohiou.edu/apps.htm>

Graduate catalog online

<http://www.ohiou.edu/gcatalog/index.html>

Ohio University home page

<http://www.ohiou.edu>

College of Education home page

<http://www.ohiou.edu/education>

Schedule of classes, registration information, etc.

<http://www.ohiou.edu/registrar>

International Student Office

<http://www.ohiou.edu/isfs/home.htm>

Ohio Program of Intensive English

<http://www.ohiou.edu/opie>

AUTOBIOGRAPHY FORMAT FOR PROSPECTIVE STUDENTS IN COUNSELOR EDUCATION

An autobiography is a required part of the graduate application and must be submitted along with the application papers.

PURPOSE: *to provide the selection committee with information regarding your personal attitudes, values, feelings and behaviors that make up your life style
*to provide you an opportunity to think about yourself in a systematic way
*to provide the counseling faculty with some facts (beyond your transcript and references) about you, your past and present environment and future expectations

TOPICS: You may choose to cover the following in your autobiography
*Past and present state of physical health and view of yourself physically; strengths and weaknesses
*Past and present state of cognitive functioning; significant cognitive achievements; area of particular strength and notable areas of weakness or deficiency; recent books and professional periodicals read
*Work experiences (paid and volunteer) in the helping professions as well as other work experience
*Organizational affiliations related to the helping professions as well as other affiliations; positions held in such organizations
*How a degree in counselor education will contribute to your career goals
*Present self-concept

LENGTH: Not less than five (5) double-spaced typed pages for M.Ed. applicants; not less than ten (10) double-spaced typed pages for Ph.D. applicants. If the minimum length is not met the autobiography will not be accepted.

INTERNATIONAL STUDENT ADMISSION - COUNSELOR EDUCATION Recorded Responses to Professional Questions

All international applicants are required to provide the counselor education faculty with additional information relative to your suitability for admission to the program, please record your answers on a cassette tape to four or five of the following questions. Your complete taped response should be no less than ten (10) minutes or more than fifteen (15) minutes in length.

Select from among the following questions the ones you wish to respond to:

- *What is counseling?
- *What experiences have you had that you believe would help you be successful in a graduate program in counselor education?
- *What qualities do you have that you think would enable you to become an effective counselor?
- *What are some of your strengths and weaknesses?
- *Give some examples of openness to personal growth
- *Have you been a counselor? Do you see yourself as open to this experience?
- *What would you like to learn the most in a counselor education program?
- *What kind of employment will you seek once you have completed a program in counselor education?

