

PITTSBURG STATE UNIVERSITY
Department of Psychology and Counseling
GRADUATE ADMISSION PROCESS

Individuals who wish to pursue a graduate degree in the Department of Psychology and Counseling are required to be admitted to graduate study in the **Department** and to the **Office of Continuing and Graduate Studies**. All admission requirements must be completed prior to enrollment in courses in a graduate program. All application materials must be received by the department before applications will be considered. The application deadline for Summer or Fall Semesters is **March 1** and for Spring Semester is **October 1**. Late application deadlines are November 15 for Spring admission and May 1 for Summer or Fall admission. Late applications will only be considered if space is still available in the program. A non-refundable late application fee of \$25.00 payable to Department of Psychology and Counseling is required. Applications for M.S. in Clinical Psychology are normally accepted for Fall admission. Applications will be considered for Spring admission, but please note that this will extend the student's program of study by one semester.

By the deadlines listed above, submit the following materials to:

The Department

- Department Application and Non-Refundable Application Fee of \$40.00 (this is in addition to the Continuing and Graduate Studies application fee) payable to Department of Psychology and Counseling:
Once the student has been accepted, additional fees are required to cover the cost of criminal background checks. The student's acceptance status will be considered "conditional" until the fees have been paid and the criminal background check has been completed.
Costs:
 - Domestic students with one last name – no additional fees.
 - Domestic students who have more than one last name (maiden name, married names, nicknames or other names used) - \$18.00 per last name.
 - International students - must pay the actual cost of the criminal background check for the student's specific country (see attached *International Criminal History Pricing* document for specific details)
- Consent for Release of Criminal Background Check
- Personal Statement of Career Goals (describing your background, professional/educational goals, and specific program area of interest at PSU)
- Official Graduate Record Examination (GRE) Scores (General Test Only) – a minimum score of 141 on the Quantitative Reasoning area, a minimum score of 146 on the Verbal Reasoning area, and 3.5 or above on the Analytical Writing area – PSU Institutional Code: R6336 Department Code: 2005
- Three Completed Professional Recommendation Forms (these should come from faculty members or employers who are familiar with your work)
- Overall Undergraduate GPA of 3.0

The Office of Continuing and Graduate Studies

- Continuing and Graduate Studies Application for Admission to Graduate Study and Non-Refundable Application Fee of \$35.00 for domestic students or \$60.00 for international students (apply online at the Pittsburg State University homepage [www.pittstate.edu] at the link "Apply Now" [<http://go.pittstate.edu/apps.intro.v2>])
- All Official Degree Statement Transcripts
- A Minimum TOEFL Score of 550/79 for Students whose primary language is not English

Criteria for Admission

The Department Admissions Committee will review applications after each application deadline and recommend acceptance or rejection of applicants, based upon applicant qualifications and program capacity. Minimum requirements for admission include an overall undergraduate GPA of 3.0, a combined score of 800 on the verbal and quantitative areas and 3.5 or above on the analytical writing area on the GRE, favorable recommendations, and a personal statement that aligns with program goals. (Applicants not meeting the minimum standards may be considered for admission when program capacities permit.) In all cases, a minimum TOEFL score of 550/79 for students whose primary language is not English is required for admission.

Department Policy on Criminal Activity

Most graduate students in the Department are at some point involved in providing direct mental health services as part of their practicum and internship experiences. As a result, the Department has a policy that requires *all* applicants consent to background checks with Validity Screening Solutions regarding the applicants' history of convictions for crimes involving violence or exploitation of others. Failure to sign the form for Consent for Release of Criminal Background Check will result in the immediate denial of the application. The application fee helps to recover the costs of obtaining this information.

Notification of Applicants

Applications that are complete by the deadlines will be reviewed by a committee and will receive a letter informing them of the department's recommendation or rejection. Those admitted to the program will receive an official letter of admission from Continuing and Graduate Studies following the department notification.