**Admission Requirements**

Admission to the Counseling Program is selective and competitive. Admission decisions for all program applicants are rooted in the specific standards of the Marshall University Graduate College and the minimum standards of the Counseling program. Students are admitted to an area of emphasis and must indicate their preferences during the admission application process.

**Graduate College**

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website at *www.marshall.edu/graduate/admissions/how-to-apply-for-admission.*

**Counseling Program**

Multiple criteria are used in making decisions to admit students to the degree program. Each applicant is evaluated using the following criteria (all material should be submitted directly to Graduate Admissions):

1) A bachelor’s degree from a regionally accredited institution. (Transcript required from the degree-granting institution only.)

2) Evidence of academic aptitude for graduate-level study as evidenced by the following:

a) A 2.75 overall Undergraduate GPA or higher on a 4.0 scale on the final degree transcript, or b) A Graduate GPA of 3.0 on any previously completed advanced degree.

3) (International Students) Evidence of English language proficiency. Proof of your proficiency in English may be certified by submitting one of the following:

a) (TOEFL) Test of English as a Foreign Language (Internet based) minimum score of 80 for graduate study. ETS code for Marshall University is #5396.

b) (MELAB) Michigan English Language Assessment Battery minimum score of 82 for graduate study.

c) (IELTS) the International English Language Testing System minimum score of 6.5 for graduate study.

d) Completion of Level 6 of Marshall’s Academic English program, with minimum *B*s in all courses.

e) Completion of Marshall Pathway course ENG 160 or ENG 101A with minimum *C* grade.

f) Diploma or degree from an English-speaking school - a degree or diploma from an accredited secondary school, college, or university in which the primary language of instruction is English.

g) You have graduated from a regionally accredited college or university in the United States.

h) NOTE: English test results that were taken more than two (2) years prior to the date of the application submission cannot be accepted.

4) A writing sample expressing career goals and estimation of personal suitability for the profession of counseling. This should follow the Guidelines for the Written Statement found on the program website, or you may contact the program for a copy to be sent to you.

5) Two written references (from current or former professors, if possible). These should be completed by professionals with knowledge of the applicant’s suitability for graduate work (*e.g.,* supervisors, undergraduate professors) in helping professions. They should be completed using the program-specific reference form found on the program website, or you may contact the program for a copy to be sent to you.

**Conditional Admission**

The Counseling program may admit applicants conditionally for one tem, on a limited basis, at the discretion of the program.

**Provisional Admission**

The Counseling program may admit applicants provisionally on a limited basis, at the discretion of the program.

Applicants may submit their application materials at any time, but the program cannot guarantee that applications will be considered for the desired semester when submitted less than 14 days prior to the beginning of that semester. Applications too late to be considered for admission may be rolled to the following semester.

**Candidacy Requirements**

Applicants who successfully meet the above six criteria are granted admission based on the Conditional, Provisional, or Full status noted above. At the end of the first 9 hours of prescribed coursework (COUN 574, 600, 602 or EDF 621 or advisor approved course substitutions) all students will undergo a Candidacy review. Faculty will complete and review student performance evaluations to determine each student’s appropriateness for continuance in the Program. Faculty will notify students when they have been granted Candidacy Status upon a successful program review of the application.

**Professional Development Admission**

Applicants not intending to complete an entire degree program, but who wish to take courses for licensure, certification, or to be admitted to the Certificate program (VoLT) need to follow the following guidelines for admission:

**VoLT certificate**

Applicants who have obtained a Master’s degree in Behavioral Health disciplines (Counseling, Psychology, School Psychology, Social work, etc.) or who are concurrently enrolled in one of these programs are eligible to apply for the VoLT certificate. They must follow one of the following routes:

* Students concurrently enrolled at Marshall University need only submit a Secondary Program Request form once they have completed the interview with Counseling Program faculty.
* Master’s students at universities other than Marshall University may apply in the same way as one would apply for the full degree with the exception of designating “Professional Development – Certificate in Violence, Loss, and Trauma” as their intended program of study. They will submit the following materials:
	+ an application
	+ an application fee
	+ a transcript from their current university
	+ two (2) references
	+ a written statement of goals which speaks to their desire to work with trauma victims (see the Guidelines for Written Statement on the Program website).
	+ a letter from their Program chair or director as evidence of their good standing in their current degree program.
* Applicants who completed their degree in Counseling or a related Behavioral Health field at Marshall University may apply designating the “Professional Development – Certificate in Violence, Loss, and Trauma” and need to submit:
	+ an application
	+ an application fee
	+ a written statement of goals which speaks to their desire to work with trauma victims (see the Guidelines for Written Statement on the Program website).

(Note: Official MU transcripts will be obtained through the Banner system.)

* Applicants who have completed their degree outside of Marshall University and wish to take the Certificate courses must apply in the same way as one would apply for the full degree with the exception of designating “Professional Development – Certificate in Violence, Loss, and Trauma” as their intended program of study.
	+ an application
	+ an application fee
	+ a transcript from the university where they completed their Master’s degree
	+ two (2) references
	+ a written statement of goals which speaks to their desire to work with trauma victims (see the Guidelines for Written Statement on the Program website).

**Licensure/Certification**

Applicants who wish to take a limited number of courses to complete the requirements for Licensed Professional Counselor or for their School Counseling certification will submit the following materials:

*Licensed Professional Counselor Applicants*

Applicants who need to take graduate coursework to complete the education requirements for the LPC in West Virginia are invited to apply as Non-degree students (see Admission Classifications under the Admissions Information section in the Graduate Catalog for more information). These students will submit:

* + an application
	+ an application fee
	+ a transcript from the university where they completed their Master’s degree.
	+ a statement of intent stating what courses they are being directed by the WVBEC or other state board to take

*School Counseling Certification Applicants*

Applicants who wish to obtain the School Counseling Certification after having completed a Master’s in Mental Health Counseling are invited to apply as Non-degree students as well. However, the courses specified for completing the School Certification will be determined by a transcript review completed by Program Faculty. The students will submit:

* + an application
	+ an application fee
	+ a transcript from the university where they completed their Master’s degree.
	+ a statement of intent that designates the School Counseling certification as their purpose for taking courses