Admissions

Admission Criteria

The Graduate School of Education and Counseling welcomes applications from prospective students who embrace the school’s vision "to learn, to serve, and to lead through deep engagement with the self and the world." Program faculty and the Graduate Admissions Committee carefully consider many factors when evaluating candidates: prior academic experience and record, writing ability, references, interpersonal skills, professional experience, and program-specific requirements. An individual’s personal integrity and professional fitness are also relevant to the admissions process.

Meeting the minimum entrance requirements of a given program does not guarantee admission. Conditional admission may be granted to applicants who meet certain admission requirements at the minimal level if other indicators suggest probable success in the program of study.

Admission Process

Prospective students who wish to enter a degree, licensure, or endorsement program at the Lewis & Clark Graduate School of Education and Counseling are required to submit an application for admission. Applicants must hold a baccalaureate degree (for some programs a master’s degree is also required) earned from a regionally accredited college or university in the United States or the foreign equivalent. Required application materials include the following:

- Completed, signed, and dated application form—online (https://www.applyweb.com/apply/lced/menu.html) or paper
- $50 application fee
- Current professional resume
- Essay(s) as required by each program of study
- Letters of recommendation and completed recommendation forms as required by each program of study
- Official transcripts from all undergraduate and graduate schools attended (this includes community colleges, study abroad, and professional programs; transcripts must be received in sealed envelopes); graduates of a non-U.S. system are required to provide officially evaluated and translated copies of their transcripts (official evaluations and translations are done by outside agencies)
- Required minimum undergraduate GPA of 2.75
- Required test scores

Note: See the Program-Specific Admission Information section for additional admissions requirements specific to each program.

It is the applicant’s responsibility to complete the application process in a complete, accurate, and honest manner. Providing false information or failing to provide critical information relevant to the application may result in denial of admission, withdrawal of admission, and/or disciplinary action after matriculating to the graduate school. The graduate school, in its discretion and in accordance with national and state laws, may require that an applicant complete a criminal history background check before making admissions decisions, or allowing enrollment in certain courses.

All application documents, as well as online application information, are available at www.lclark.edu/graduate/offices/admissions. Application forms and information may also be obtained by contacting the graduate school:

Admissions Office
Lewis & Clark Graduate School of Education and Counseling
0615 S.W. Palatine Hill Road, MSC 87
Portland, Oregon 97219-7899
503-768-6200
503-768-6205 fax
gseadmit@lclark.edu

Counseling Psychology Department:
Program-Specific Admission

Programs include:
- Master of Arts in Marriage, Couple, and Family Therapy
- Master of Arts in Professional Mental Health Counseling—Addictions
- Master of Arts in Professional Mental Health Counseling
- Master of Arts in Psychological and Cultural Studies (not available for new entering students)
- Educational Specialist in School Psychology
- Master of Science in Counseling Psychology (Note: Application to the M.S. program is available only to current students enrolled in one of the Counseling Psychology department’s M.A. programs.)

Application Deadlines

Completed applications, including all accompanying materials, must be received no later than the deadline specified below.

Marriage, Couple, and Family Therapy
Summer: January 15
Fall: January 15

Professional Mental Health Counseling—Addictions
Summer: February 1
Fall: February 1

Professional Mental Health Counseling
Summer: February 1
Fall: February 1

School Psychology
Summer: February 1
Fall: February 1
Application Requirements for M.A. and Ed.S. Degree Programs
Admissions decisions are based on a holistic assessment of an applicant’s potential to be a competent, ethical, and compassionate practitioner. GPA and test scores, which can be indicators of ability to perform academic work, are required as part of the application; however, they are considered in conjunction with the personal essay, information on relevant service and life experience, letters of reference, and, in some cases, interviews.

Note: application to the M.S. program is available only to current students enrolled in one of the Counseling Psychology department’s M.A. programs.

Interview
Qualified applicants will be invited to interview with program faculty upon completion of their application.

Testing
Applicants to Professional Mental Health Counseling, Professional Mental Health Counseling—Addictions, and School Psychology programs are required to take the Graduate Record Examination (GRE) general test. Official test scores must not be more than 10 years old and must be received by the application deadline. The GRE testing requirement is waived if the applicant holds a master’s degree or higher from a regionally accredited institution or foreign equivalent.

In addition, applicants to the Ed.S. in School Psychology program must provide scores from one of the basic skills tests: Praxis I, CBEST, NES-EAS, or WEST-B. (Exception: Candidates who currently hold an Oregon teaching license or a doctoral degree are not required to submit basic skills test scores.)

GPA Requirements
All Counseling Psychology programs: 2.75 undergraduate degree

Educational Leadership Department: Program-Specific Admission
Programs include:
• Master of Education in Educational Administration (with Initial Licensure)
• Master of Education in School Counseling (with Initial Licensure)—Tracks I and II
• Educational Specialist in Administration (with Initial and Continuing Administrator Licensure)
• Educational Specialist in Advanced Leadership (not available for new entering students)
• Doctor of Education in Leadership
• Initial Administrator License
• Continuing Administrator License
• Initial School Counseling License—Track I and Track II

Application Deadlines
Completed applications, including all accompanying materials, must be received no later than the deadline specified below.

Educational Administration
Applications for master’s degree, educational specialist, and license-only programs will be reviewed by faculty and the Graduate Admissions Committee on a rolling basis. The Graduate Admissions Committee meets every month except August.

Doctor of Education in Leadership
Summer admission only: March 1

School Counseling
Summer: February 1
Fall: February 1

Application Requirements: EDUCATIONAL ADMINISTRATION AND EDUCATIONAL LEADERSHIP
Applicants to most Educational Administration programs must have a minimum of three years of current licensed teaching, school counseling, or school psychology experience. Employment Verification form(s) must be completed by the school district’s human resources office and submitted with the application. A copy of the applicant’s license or certificate must also be included. Please contact a program advisor if you do not meet these requirements.

• Master of Education in Educational Leadership with Initial Administrator License program
Applicants must arrange for an interview with the faculty after all admissions materials have been submitted.

• Initial Administrator License program
Applicants must hold a regular teaching, school counseling, or school psychology license from the state of Oregon. Applicants must document three years of licensed teaching, school counseling, or school psychology experience.

• Continuing Administrator License program
Applicants must hold an Initial Administrator License and arrange for an interview with faculty if they did not attend the Initial Administrator License Program at Lewis & Clark.

• Educational Specialist in Administration program
Applicants must have a master’s degree from a regionally accredited institution or the foreign equivalent and must hold a regular teaching, school counseling, or school psychology license from the state of Oregon. Applicants must document three years of licensed teaching, school counseling, or school psychology experience. Applicants may be required to arrange an interview with faculty.

• Doctor of Education in Leadership program
Applicants must have a master’s degree from a regionally accredited institution or foreign equivalent plus a minimum of 14 post-master’s, degree-applicable semester credits or have earned at least 60 post-
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baccalaureate, degree-applicable graduate semester credits (which includes an earned master’s degree). Generally credits earned for practica cannot be applied towards this requirement.

Testing
No testing is required for admission to Educational Leadership programs. However, Lewis & Clark may require evidence of required tests prior to recommending a student for a license.

GPA Requirements
All programs: 2.75 undergraduate degree, 3.0 graduate degree

Application Requirements: SCHOOL COUNSELING
• Track I program in School Counseling
  Applicants must have completed two successful years of full-time teaching in a public or regionally accredited private school. An Employment Verification form must be completed by the school district’s human resources office and submitted with the application. A copy of the applicant’s teaching license must also be included.

• Track II program in School Counseling
  Applicants must have undergraduate experience in child or human development, or prior experience working with children or youth in an educational or social services setting.

• Licensure Programs
  Applicants must hold a master’s degree in a closely related field (e.g., education, psychology, social work).

Interview
Qualified applicants from Oregon and southwest Washington will be invited to attend an interview session. Telephone interviews may be offered to applicants in other geographic areas.

Testing
No testing is required for admission. However, Praxis I, CBEST, WEST-B, or NES-EAS official test scores must be received prior to the end of the first semester of coursework.

GPA Requirements
All programs: 2.75 undergraduate degree

Teacher Education Department: Program-Specific Admission
• Master of Arts in Teaching with Initial License (Preservice)
  • Early Childhood/Elementary
  • Middle-Level/High School

• Master of Education in Education Studies (not available for new entering students)
• Master of Education (Inservice)

• Curriculum and Instruction, with or without endorsement
• Special Education, with endorsement

• Endorsements and Licensure (Inservice)
  • Endorsement only with Continuing Teaching License (ESOL/Bilingual, Reading, and Special Education)
  • Endorsement only without Continuing Teaching License

Application Deadlines
Completed applications, including all accompanying materials, must be received no later than the deadline specified below.

Preservice program
December 1 (for summer admission only)

Inservice programs
Applications for the master’s degree, license-only, and endorsement programs are reviewed by faculty and the Graduate Admissions Committee on a rolling basis. The Graduate Admissions Committee meets every month except August.

Application Requirements: PRESERVICE PROGRAMS
Applicants must submit three letters of recommendation, at least one of which attests to the scope and quality of the applicant’s work with youth, whether through formal employment or in a voluntary role. Letters of recommendation should also address academic and teaching potential. Applicants to the Early Childhood/Elementary preservice program must demonstrate competency in mathematics and science. For applicants to the Early Childhood/Elementary program, at least one reference letter must address the candidate’s work with children in a preK-6 classroom setting. Applicants to the Middle Level/High School program must demonstrate competency in the subject area chosen.

Full admission to the Master of Arts in Teaching with Initial Teaching License preservice program is contingent upon acceptance by a school district for an internship.

Interview
Qualified applicants will be invited to participate in a group interview as part of the application process. Telephone or Skype interviews will be offered to applicants in other geographic areas.

Testing
Testing is required for admission into the preservice programs. All preservice applicants must submit scores from one of the following basic skills tests: Praxis I, CBEST, NES-EAS, or WEST-B.

GPA Requirements
All preservice programs: 2.75 undergraduate degree
Application Requirements: INSERVICE PROGRAMS

Applicants to endorsement or licensure programs must include a copy of their Oregon teaching license or certificate with their application if they wish to be recommended for an endorsement through the Oregon Teacher Standards and Practice Commission (TSPC). Of the two letters of recommendation required for application, one letter must be completed by someone who has supervised or observed the applicant’s teaching (student teaching or licensed teaching) within the last five years. Applicants should contact the admissions office if they are unable to obtain such a letter.

For applicants who currently hold an Oregon Initial Teaching License: the program requirements for an Oregon Continuing Teaching license are embedded in all advanced preparation endorsement programs (except mathematics). By applying to an endorsement program you are automatically applying to our Continuing Teaching License program.

Testing

No testing is required for admission to Inservice programs. However, Lewis & Clark must have evidence of required test(s) prior to recommending a student for a license and/or endorsement.

GPA Requirements

All inservice programs: 2.75 undergraduate degree

Admission Decisions

Prior to making final admissions decisions, the program faculty and Graduate Admissions Committee conduct thorough and thoughtful reviews of all completed applications.

All applicants will be notified of an admission decision in writing. No information regarding admission status will be given over the phone.

If admitted, applicants to degree programs may be required to submit a $200 nonrefundable tuition deposit in order to hold a space in the entering class.

Applicants who have been admitted to degree programs may request to defer enrollment for one year subject to approval of faculty. If approved, the applicant must submit the $200 nonrefundable tuition deposit to hold a space in the future entering class. A conditionally admitted student may request a deferral after the condition has been met and the student is fully admitted.

Candidates denied admission to the graduate school may not appeal the decision. Specific information regarding an admission decision is confidential and will not be discussed. Denied applicants may reapply to the same program once and no additional application will be considered.

Applicants who have been placed on a waitlist will be notified if a space becomes available. If space does not becomes available, the applicant must reapply for a future term.

Admission to Academic Certificate Programs

Applications for academic certificate programs will be reviewed by program faculty and the Graduate Admissions Committee on a rolling basis. The Graduate Admissions Committee meets once a month except in August.

All prospective academic certificate students are required to submit the following:

- Certificate Program Application form (paper)
- Current professional resume
- Statement of purpose (no more than two pages in length)
- Official transcript showing bachelor’s degree earned at a regionally accredited institution or the foreign equivalent

Selection of program participants is based on the admission requirements. Applicants will receive written notification of their acceptance, inclusion on a waitlist, or non-acceptance after the Graduate Admissions Committee has made a decision. Applicants accepted to the program will be sent registration information for the first-semester courses. Waitlisted applicants will be notified if space becomes available and will be given an opportunity to register. Applicants may register for academic certificate programs as a special student.

Admission of International Students

The Lewis & Clark Graduate School of Education and Counseling welcomes applications from international students. Lewis & Clark is authorized under federal law to enroll nonimmigrant students. Graduates of regionally accredited American colleges and universities or of recognized, comparable degree-granting institutions abroad are eligible to apply for graduate study (this typically means the completion of a degree of at least four years’ duration beyond the 12th year of secondary school). Graduates of a non-U.S. university system are required to provide officially evaluated and translated copies of their transcripts. Official evaluations and translations are done by outside agencies. Information regarding such agencies can be found at: www.wes.org (http://www.wes.org), www.ierf.org (http://www.ierf.org), www.ies.aacrao.org (http://ies.aacrao.org/), and www.acei1.com (http://www.acei1.com).

International students should have sufficient knowledge of the English language. All nonnative English-speaking students who have not completed an undergraduate degree in the United States must submit evidence of English proficiency. Lewis & Clark recognizes the results of a number of standardized tests for the purpose, including the Test of English as a Foreign Language (TOEFL), the English Language Proficiency Test (ELPT), and the International English Testing System (IELTS).

The Graduate Admissions Committee may consider an applicant who has low scores but shows evidence of superior achievement and aptitude.
The U.S. government requires educational institutions to obtain evidence that applicants have adequate funds to pay for their educational and living expenses while studying in the United States. To comply, international students must complete a financial certificate. For information regarding visas and immigration papers, international applicants must contact the Office of International Students and Scholars (ISS). Visit their website at www.lclark.edu/offices/international. The Office of International Students and Scholars can also supply more information regarding English language testing and requirements.

All students from other countries are required to have a medical examination before coming to the United States. They must also enroll in the Lewis & Clark insurance plan or show proof of major medical coverage before registration.

**Admission of Alumni**

Applicants who have completed a degree, licensure, or endorsement program at Lewis & Clark’s Graduate School of Education and Counseling within the last five years who are seeking admission to another licensure or degree program within the same academic program must submit an admissions application, current resume, essay(s) for the intended program, and letter of recommendation from a current or former supervisor. We also require official transcripts for any coursework undertaken since the completion of the previous Lewis & Clark Graduate School of Education and Counseling program. The $50 application fee is waived.

Alumni who are applying to a degree or licensure program outside of their original program must follow the complete application instructions for the new program. The $50 application fee is waived.

Alumni who are applying to the Doctor of Education in Leadership Program must complete all application requirements, with no exceptions. The $50 application fee is waived.

**Special Student Status**

With Special Student status, individuals may take a maximum of nine (9) degree-applicable credits prior to formal admission to the Graduate School of Education and Counseling. Registration as a Special Student requires program approval and may be on a space available basis. In addition, candidates may be required to provide documentation such as transcripts, resume, a statement of intent, and/or schedule an interview with the program faculty before being granted Special Student status. Not all classes are accessible to students who wish to register as a Special Student. Please contact your program of interest for specific information regarding course availability as a Special Student.

The following programs require approval prior to registration as a Special Student:

- Professional Mental Health Counseling—Addictions
- Educational Leadership: Master of Education, Educational Specialist, and license-only programs
- School Counseling
- School Psychology
- Teacher Education: All inservice programs

The following programs do not allow Special Student status:

- Doctor of Education in Leadership
- Teacher Education: Preservice Master of Arts in Teaching programs and Master of Education in Educational Studies
- Psychological and Cultural Studies

**Information for current Lewis & Clark undergraduate students**

A Lewis & Clark undergraduate student may also register for graduate level classes as a Special Student. He or she may be eligible to register for designated courses at the graduate school if he or she has completed 93 undergraduate credits, is registered as a full-time student during the semester of cross-registration (taking no fewer than 12 credits)* at the College of Arts and Sciences, and obtained the consent of the graduate course instructor and graduate registrar. In order to apply credit earned in a graduate course to an undergraduate major, the student must obtain approval in advance from the major department chair in the College of Arts and Sciences.

* During summer, students need not be registered as full-time students at the College of Arts and Sciences, but regular graduate tuition rates will be assessed for graduate credits.