

ADMISSIONS

Admission Criteria

The Graduate School of Education and Counseling provides a rigorous academic experience that prepares students to be leaders and advocates of socially just and equitable practices in their chosen fields. Program faculty and the graduate admissions committee practice holistic admissions. They carefully consider many factors when evaluating candidates: prior academic experience and record, communication skills, references, interpersonal skills, professional experience, cross-cultural readiness, 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, endorsement, or certificate program at the Lewis & Clark Graduate School of Education and Counseling are required to submit an application of 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 (the college or university must be regionally accredited at the time of enrollment and degree conferral) or the foreign equivalent. Required application materials include the following:

- Completed, signed, and dated online (<https://gradapply.lclark.edu/apply/>) application form
- \$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 or must be official e-transcripts); 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 unless indicated otherwise by the individual program of study
- Test scores as required by the individual program of study

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.

Application requirements and information are available at www.lclark.edu/graduate/offices/admissions (<http://www.lclark.edu/graduate/offices/admissions/>). Admissions information may also be obtained by contacting the graduate school:

Admissions Office
Lewis & Clark Graduate School of Education and Counseling
South Chapel Annex
615 S Palatine Hill Road, MSC 87
Portland, Oregon 97219-7899
503-768-6200
gseadmit@lclark.edu

Counseling, Therapy, and School Psychology Department: Program-Specific Admission

Programs include:

- Master of Arts or Master of Science* in Art Therapy
- Master of Arts in Marriage, Couple, and Family Therapy
- Master of Arts in Professional Mental Health Counseling—Specialization in Addictions
- Master of Arts in Professional Mental Health Counseling
- Educational Specialist in School Psychology

*Note: Application to the Art Therapy MS program is available only to current students enrolled in the Art Therapy MA program.

Application Deadlines

Completed applications, including all accompanying materials, must be received no later than the application deadline. Application deadlines vary by program. Please check the program's admission requirement webpage to find the application deadline for the current year.

Application Requirements for MA and EdS Degree Programs*

Admissions decisions are based on a holistic assessment of an applicant's potential to be a competent, ethical, and compassionate practitioner. GPAs, which can be an indicator of ability to perform academic work, are required as part of the application; however, they are considered in conjunction with psychology coursework, the personal essay, information on relevant service and life experience, letters of reference, and, in some cases, interviews.

Interview

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

Art Therapy

Applicants to the Art Therapy program must successfully complete psychology and studio prerequisites prior to starting the program. Applicants must have 18 semester credits of psychology courses (which includes Intro to Psychology, Abnormal Psychology, and a Developmental Psychology course) and 12 semester credits of studio art courses (including painting, figure drawing, and ceramics). Credits must be earned at a college or university approved by a national or regional accrediting agency (minimum 100 level). Documentation will be provided by transcripts. In addition, applicants are required to complete a minimum of 200 human services hours. These hours can be paid positions, volunteer, or internship hours. Applicants must also submit a portfolio of studio artwork including examples of figure drawing, painting, and ceramics.

*Note: Application to the Art Therapy MS program is available only to current students enrolled in the Art Therapy MA program.

GPA Requirements

Art Therapy: 3.0 undergraduate degree

Marriage, Couple, and Family Therapy: 2.75 undergraduate degree

Professional Mental Health Counseling: 2.75 undergraduate degree*

Professional Mental Health Counseling—Specialization in Addictions: 2.75 undergraduate degree*

School Psychology: 2.75 undergraduate degree

* Applicants with a GPA below 3.0 or who have any grades below a "C" on their transcripts, must include with their application a written explanation regarding their academic performance.

Teaching, School Counseling, and Leadership Studies Department: Program-Specific Admission

Programs include:

• Teaching

- Master of Arts in Teaching with Preliminary Teaching License (Preservice)
 - Elementary—Multiple Subjects
 - Secondary
- Master of Education in Educational Studies (Preservice, not available for entering students)
- Reading Intervention Endorsement (Inservice)
- ESOL Endorsement (Inservice)
- Special Education: Generalist Endorsement (Inservice)

• School Counseling

- Master of Education in School Counseling (with School Counselor License)
- School Counseling License Only

• Leadership Studies

- Master of Arts in Higher Education Student Affairs
- Master of Education in Educational Administration with Principal License
- Educational Specialist in Administration with Principal License
- Educational Specialist in Advanced Leadership (not available for new entering students)
- Doctor of Education in Leadership - PK-12 Track
- Doctor of Education in Leadership - Higher Education Student Affairs Track
- Doctor of Education in Leadership - PK-12 Track with Principal License
- Principal License
- Professional Administrator License

Application Deadlines

Completed applications, including all accompanying materials, must be received no later than the application deadline. Application deadlines vary by program. Please check the program's admission requirement webpage to find the application deadline for the current year.

Preservice Teaching Programs

Summer start only

Inservice Teaching Programs

Applications for the master's degree, endorsement, and certificate programs are reviewed by faculty and the graduate admissions

committee on a rolling basis. The committee meets every month except August.

Educational Administration

- Master of Education in Educational Administration with Principal License
- Educational Specialist in Administration with Principal License
- Principal License
- Professional Administrator License

Applications for Educational Administration programs will be reviewed by faculty and the graduate admissions committee on a **rolling basis**. The committee meets every month except August.

Doctor of Education in Leadership - PK12 Track

Doctor of Education in Leadership - Higher Education Student Affairs Track

Summer start only

School Counseling

- Master of Education in School Counseling (with School Counselor License)
- School Counseling License Only

Summer and Fall start

Higher Education Student Affairs

Fall start

Application Requirements: Preservice Teaching Programs (MAT)

Applicants must submit three letters of recommendation, at least one of which attests to the scope and quality of the applicant's work with children or youth, whether through formal employment or in a voluntary role. Letters of recommendation should also address academic and teaching potential. Applicants to any Elementary—Multiple Subjects preservice program must demonstrate competency in mathematics, science, and writing. Applicants to Elementary—Multiple Subjects programs must also provide documentation of work (volunteer or paid) with children in a pre-K-6 classroom setting. Applicants to Secondary programs must demonstrate competency in the content area chosen.

Full admission to any Master of Arts in Teaching program is contingent upon acceptance by a school district for field placements.

Interview

Qualified applicants will be invited to interview with faculty as part of the application process.

Testing

Testing is not required for admission into any preservice programs.

GPA Requirements

All preservice programs: 2.75 undergraduate degree, 3.0 preferred

Application Requirements: Inservice Teaching Programs

Applicants to the MEd program or endorsement programs must hold a valid Oregon teaching license at the time of their application if they wish to be recommended for an endorsement through the Oregon Teacher Standards and Practice Commission (TSPC). Of the three letters of recommendation required for an MEd 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. Endorsement only programs do not require letters of recommendation for admission.

Testing

No tests are 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

Application Requirements: Educational Administration and Education in 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. Evidence of the applicant's license or certification is required. Please contact a program advisor if you do not meet these requirements.

- **Master of Education in Educational Administration with Principal License Program**

Applicants must hold a regular teaching or personnel service (school counseling, school psychology, or school social work) license from the state of Oregon. They must also document three years of licensed teaching, school counseling, school psychology, or school social work experience. Applicants will be invited to interview with the faculty after all admissions materials have been submitted.

- **Principal License Program**

Applicants must hold a regular teaching or personnel service (school counseling, school psychology, or school social work) license from the state of Oregon. Applicants must document three years of licensed teaching, school counseling, school psychology, or school social work experience. Applicants will be invited to interview with the faculty after all admissions materials have been submitted.

- **Professional Administrator License Program**

Applicants must hold a Principal License and arrange for an interview with faculty if they did not attend the Principal License Program at Lewis & Clark.

- **Educational Specialist in Administration with Principal License Program**

Applicants must have a master's degree from a regionally accredited institution or the foreign equivalent and must hold a regular teaching or personnel service (school counseling, school psychology, or school social work) license from the state of Oregon. Applicants must document three years of licensed teaching, school counseling, school psychology, or school social work experience. Applicants may be required to arrange an interview with faculty.

- **Doctor of Education in Leadership—PK-12 track**

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-baccalaureate, degree-applicable graduate semester credits (which includes an earned master's degree). Generally credits earned for practica cannot be applied toward this requirement.

- **Doctor of Education in Leadership—Higher Education Student Affairs track**

Applicants must have a master's degree from a regionally accredited institution or foreign equivalent.

Interview

Qualified applicants to the Education in Leadership doctorate programs will be invited to interview with program faculty upon completion of their application. Other Educational Administration programs may schedule interviews on a case by case basis.

Testing

No testing is required for admission to Education in Leadership and Educational Administration 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

- **Master of Education in School Counseling with School Counselor License**

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.

- **School Counselor License only Program**

Applicants must hold a master's degree with a minimum 3.0 GPA in a closely related field (e.g., education, psychology, social work).

Interview

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

Testing

No tests are required for admission to School Counseling programs.

GPA Requirements

All programs: 2.75 undergraduate degree

Application Requirements: Higher Education Student Affairs

Interview

Applicants may be invited to interview upon completion of their application.

Testing

No tests are required for admission to the Higher Education Student Affairs master's program.

GPA Requirements

All 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 \$100 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. Prior to the request going to faculty, the applicant must submit a \$100 tuition deposit. If the request is approved, the deposit will go towards tuition.

in the future academic year. If the request is denied, the deposit will be refunded.

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 become available, the applicant must reapply for a future term.

Admission to Certificate Programs

Application Deadlines

Eating Disorders Certificate

No deadline, rolling admissions.

Ecotherapies Certificate

No deadline, rolling admissions.

Earning a Certificate

Students who wish to earn a certificate from Lewis & Clark must be admitted into the certificate program of interest. Some certificate programs may allow students to register for courses prior to admission to the program. Applications for certificate programs will be reviewed by program faculty on a rolling basis. Degree-applicable certificate program applications are reviewed by program faculty and the graduate admissions committee. The committee meets once a month except in August.

Application Requirements

Eating Disorders (degree-applicable or continuing education credit)

Admission expectations: This program is appropriate for mental health and addictions practitioners, nutritionists, or medical personnel working in the field, as well as graduate students currently completing master's degrees in counseling or therapy.

Students are required to submit the following:

- Application form—online (<https://gradapply.lclark.edu/apply/>)
- Application fee (waived for alumni of Lewis & Clark)
- Current professional resume
- Statement of purpose (no more than two pages in length)
- Official transcript showing bachelor's degree and master's degree earned at a regionally accredited institution or the foreign equivalent. Applicant's currently enrolled in a graduate program must provide an official transcript showing progress in the graduate degree.

Ecotherapies (degree-applicable credit only)

Applicants should have prior education and/or experience in the counseling field. Faculty will review transcripts and resumes to determine eligibility. Master's level graduates with comparable prerequisites from a regionally accredited program and students currently undertaking comparable counseling degrees at Lewis & Clark or other regionally accredited institutions may also be approved to pursue admission to the certificate.

Students are required to submit the following:

- Application form—online (<https://gradapply.lclark.edu/apply/>)
- Application fee (waived for alumni of Lewis & Clark)
- Current professional resume
- Statement of purpose (no more than two pages in length)
- Official transcript showing bachelor's degree and master's degree earned at a regionally accredited institution or the foreign equivalent. Applicant's currently enrolled in a graduate program must provide an official transcript showing progress in the graduate degree.

Selection of program participants is based on the admission requirements. Applicants will receive written notification of their acceptance, inclusion on a wait-list, or non-acceptance after the program faculty and, when applicable, graduate admissions committee has made a decision. Applicants accepted to the program will be sent registration information for the first-semester courses. Wait-listed applicants will be notified if space becomes available and will be given an opportunity to register.

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 non-immigrant 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: wes.org (<http://www.wes.org>), ierf.org (<http://www.ierf.org>), aacrao.org (<https://www.aacrao.org/>), and acei-global.org (<http://www.acei-global.org/>).

International students should have sufficient knowledge of the English language. Nonnative English-speaking students who have not completed an undergraduate degree in the United States or another country where English is the dominant language, 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), or the Pearson Test of English Academic (PTE Academic).

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 (<http://www.lclark.edu/offices/international/>). The Office of International Students and Scholars can provide additional 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 Lewis & Clark Alumni

Applicants who have completed a degree, certificate, licensure, or endorsement program at Lewis & Clark's Graduate School of Education and Counseling who are seeking admission to another program must follow the complete application instructions for the new program. 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 the Doctor of Education in Leadership Program must complete all application requirements, with no exceptions. The \$50 application fee is waived.

Applicants who have graduated from Lewis & Clark's College of Arts and Sciences, or the Law School must follow all admissions requirements. The \$50 application fee is waived.

Admission of Lewis & Clark Employees

Applicants who are currently employed by Lewis & Clark must follow all admissions requirements. The \$50 application fee is waived. Information about employee Tuition Waiver benefit can be found on the Human Resources web site (http://www.lclark.edu/offices/human_resources/employee_resources/benefits/tuition/).

Readmission

Students who leave the graduate school without being granted a leave of absence or do not return to the graduate school at the end of an approved leave of absence must formally request readmission to their program of study. Readmission is granted by program faculty with the approval of the department chair. New or revised requirements, as outlined in the current graduate catalog, may be applicable to students who are readmitted. Students intending to resume their program should contact the graduate school admissions office to begin this process. Students intending to enroll in a different program upon their return must follow the new program's current application requirements and deadline.

Changing or Adding Programs

Students wishing to change from one academic program to another program in a different department or program area within the Graduate School of Education and Counseling will be required to submit an application for admission to the new program, and meet all requirements for admission to the program.

Students wishing to change their current program to another academic program within their department or program area will be required to meet with an advisor and complete a departmental request to change program form. Students may also be required to submit supporting documents (essays and letters of recommendation) directed to the new program and meet the new program's published admissions requirements deadlines.

Students who are currently enrolled in an Educational Administration program or a Teacher Education Inservice program may be eligible to complete an abbreviated admissions process in order to add a new program within the department or program area. Please contact the graduate admissions office for information.

Students who have completed a degree program at the graduate school and would like to enroll in a second degree program will have to apply for admission into the second program. See the Second Graduate Degree policy (https://docs.lclark.edu/graduate/policyprocedures/registration/second_degree/) for details.

Students currently enrolled in a degree program who wish to add a certificate program may be eligible to complete an abbreviated

admissions process in order to add a certificate program. Please contact the graduate admissions office or the program's department office for information.

Information about cross-registration for current Lewis & Clark undergraduate and law students

Lewis & Clark undergraduate and law students may also be eligible to register for graduate level classes as special students. For details, please see the "Cross-Registration" section in this catalog at docs.lclark.edu/graduate/policyprocedures/registration/cross_registration (https://docs.lclark.edu/graduate/policyprocedures/registration/cross_registration/).

* 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.