

# 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 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 when the degree was conferred) 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>)
- \$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
- 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  
0615 S.W. Palatine Hill Road, MSC 87  
Portland, Oregon 97219-7899  
503-768-6200  
503-768-6205 fax  
[gseadmit@lclark.edu](mailto:gseadmit@lclark.edu)

## Counseling Psychology Department: Program-Specific Admission

Programs include:

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

\*Note: Application to the MS program is available only to current students enrolled in one of the Counseling Psychology department's MA programs.

## Application Deadlines

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

### Marriage, Couple, and Family Therapy

Fall start: January 15

### Professional Mental Health Counseling—Specialization in Addictions

Fall start: February 1

### Professional Mental Health Counseling

Fall start: February 1

### School Psychology

Fall start: December 15

## 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. 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 psychology coursework, the personal essay, information on relevant service and life experience, letters of reference, and, in some cases, interviews.

\*Note: Application to the MS program is available only to current students enrolled in one of the Counseling Psychology department's MA programs.

## Interview

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

### Testing

Applicants to the School Psychology program will be 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.

### GPA Requirements

All Counseling Psychology programs: 2.75 undergraduate degree

### Educational Leadership Department: Program-Specific Admission

Programs include:

- Master of Arts in Student Affairs Administration
- Master of Education in Educational Administration with Preliminary Administrator License
- Master of Education in School Counseling (with Preliminary License) –Tracks I and II
- Educational Specialist in Administration with Preliminary and Professional Administrator Licenses
- Educational Specialist in Advanced Leadership (not available for new entering students)
- Doctor of Education in Leadership
- Preliminary Administrator License
- Professional Administrator License
- Preliminary School Counseling License—Tracks I and II

### Application Deadlines

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

#### Educational Administration

- Master of Education in Educational Administration with Preliminary Administrator License
- Educational Specialist in Administration with Preliminary and Professional Administrator Licenses
- Preliminary Administrator License

Summer admission: March 1 priority deadline.

- Professional Administrator License

Applications for Professional Administrator License program 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

Summer admission only: February 15

#### School Counseling

- Master of Education in School Counseling (with Preliminary License) –Tracks I and II
- Preliminary School Counseling License—Track I and Track II

Summer start: February 1

Fall start: February 1

#### Student Affairs Administration

Fall start: January 15

### 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. 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 Preliminary Administrator 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.

#### • Preliminary Administrator 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 an Preliminary Administrator License and arrange for an interview with faculty if they did not attend the Preliminary Administrator License Program at Lewis & Clark.

#### • Educational Specialist in Administration with Preliminary and Professional Administrator Licenses 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 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-baccalaureate, degree-applicable graduate semester credits (which includes an earned master's degree). Generally credits earned for practica cannot be applied toward this requirement.

### Testing

No testing is required for admission to Educational 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

#### • Track I Program in School Counseling with Preliminary School Counselor License

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.

Evidence of the applicant's teaching license or certification must also be included.

- **Track II Program in School Counseling with Preliminary 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.

- **Track I Preliminary School Counselor License 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). 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. Evidence of the applicant's teaching license or certification must also be included.

- **Track II Preliminary School Counselor License 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: Student Affairs Administration Interview

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

### Testing

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

### GPA Requirements

All programs: 2.75 undergraduate degree

### Teacher Education Department: Program-Specific Admission

Programs include:

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

- **Master of Education in Curriculum and Instruction with Special Education: Generalist Endorsement (Inservice)**

- **Master of Education in Curriculum and Instruction with Teacher Leadership for Equity and Social Justice Certificate (Inservice)**

- **Master of Education in Curriculum and Instruction with Oregon Writing Project Certificate in the Teaching of Writing (Inservice)**

- **Master of Education in Special Education (with endorsement) (Inservice)** - NOTE: No applications for the MEd: Special Education program will be accepted during the 2018-19 academic year. Please see the MEd: Curriculum and Instruction: Special Education program.

- **Reading Interventionist Endorsement (Inservice)**

- **ESOL Endorsement (Inservice)**

- **Special Education: Generalist Endorsement (Inservice)**

### Application Deadlines

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

### Preservice programs

January 5 priority deadline (for summer admission only)

### Inservice 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.

### Application Requirements: Preservice 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 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. For applicants to Elementary—Multiple Subjects programs, at least one reference letter must address the candidate's work 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 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 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 being 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 become available, the applicant must reapply for a future term.

### Admission to Certificate Programs

#### Application Deadlines

#### Eating Disorders Certificate

No deadline, rolling admissions.

#### Ecopsychology Certificate

Spring and Fall start: rolling admissions.

#### Oregon Writing Project Certificate in the Teaching of Writing

No deadline, rolling admissions.

#### Teacher Leadership for Equity and Social Justice 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, Oregon Writing Project Certificate in the Teaching of Writing (degree-applicable or continuing education credit)

Students are required to submit the following:

- Application form—online (<https://www.applyweb.com/apply/lced/menu.html>)
- 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.

#### Ecopsychology (degree-applicable credit only)

Students are required to submit the following:

- Application form—online (<https://www.applyweb.com/apply/lced/menu.html>)
- 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.

#### Teacher Leadership for Equity and Social Justice (all strands, degree-applicable credit only)

Students are required to submit the following:

- Application form—online (<https://www.applyweb.com/apply/lced/menu.html>)
- Application fee (waived for alumni of Lewis & Clark)
- Current professional resume
- Essay
- Official transcript showing bachelor's degree and a master's degree earned at a regionally accredited institution or the foreign equivalent
- Current Oregon Initial II, Standard, Professional, or Continuing Teaching License
- Three years of licensed and successful teaching experience

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 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) (<http://www.wes.org>), [www.ierf.org](http://www.ierf.org) (<http://www.ierf.org>), [ies.aacrao.org](http://ies.aacrao.org) (<http://ies.aacrao.org>), and [www.acei-global.org](http://www.acei-global.org) (<http://www.acei-global.org>).

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), 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 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 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](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.

### Transfer of Credit

Transfer of graduate credit from other institutions is evaluated on an individual basis and may include courses using both traditional and alternative modes of delivery. With prior approval, students may transfer a maximum of the equivalent of 10 semester hours of graduate level credit to a master's degree program and 14 semester hours to the doctoral program in education leadership. The amount of transfer credit accepted by individual programs may vary. Only graduate level credits earned in the last five years prior to admission and not used toward the requirements of a previously awarded degree are considered for transfer credit. Courses requested for transfer into an applicant's degree program at Lewis & Clark must be from a regionally accredited institution and have a minimum grade of B-, except when the issuing institution considers a grade of B- as not passing. In this case the transfer courses must have the minimum passing grade allowed for graduate credit for that institution. A grade of CR or "pass" may be accepted from an institution that provides documentation that a CR or "pass" grade represents a grade of B- or higher.

To have previous course work evaluated for transfer credit, students must submit official transcripts documenting the coursework. The Graduate School of Education and Counseling must receive any such transcripts within 30 days of formal admission for the coursework to be considered for transfer credit. A student must be formally admitted and actively pursuing a program of study at the graduate school and complete a minimum of one course before transfer coursework is placed on a student's transcript.

### 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 programs 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 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 for information.

### Special Student Status

With special student status, individuals may take a maximum of six degree-applicable credits prior to formal admission to a program of the Graduate School of Education and Counseling. Registration as a special student requires program approval and is 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:

- All certificate programs
- Marriage, Couple, and Family Therapy
- Professional Mental Health Counseling
- Professional Mental Health Counseling—Addictions
- Educational Leadership: Master of Education, Educational Specialist, and license-only programs
- School Counseling
- Student Affairs Administration
- School Psychology
- Teacher Education: All inservice programs

Courses in the following programs are not available for special student status:

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

NOTE: Special student status does not guarantee formal admission to the Graduate School of Education and Counseling.

### 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.