



WESTERN KENTUCKY UNIVERSITY
Department of Counseling & Student Affairs

Admission to the Counseling and Student Affairs Programs

The Department of Counseling and Student Affairs offers a Master in Education (MAE) degree in the following areas:

- School Counseling
- Counseling: Mental Health Counseling
- Counseling: Marriage and Family Therapy
- Student Affairs in Higher Education

Note: Non-degree seeking students who wish to enroll in Practicum and/or Internship through the Department of Counseling and Student Affairs must also be formally admitted to the Counseling Programs.

Application for admission to these programs requires two steps:

Step 1 - Apply to, and be admitted to WKU Graduate Studies

Complete form A (Admission to Graduate Studies), and send this to the Graduate Studies Office. All candidates must meet the entrance criteria to pursue graduate studies at Western Kentucky University. Current standards for admission to graduate studies are contained in the current catalog, or you may call the graduate office directly. *Admission to graduate studies does not guarantee admission to any master's degree program administered by the counseling faculty.*

Step 2 - Apply to, and be admitted to the Counseling Programs

Submit your application after you complete two CNS classes, but before you complete five classes. One of your completed classes must be CNS 550, 560 or 571.

A complete application includes a Letter of introduction, picture, KSP background check and signed statement. It also requires two recommendations. All of the forms and information necessary to complete you application are in this packet.

The application requires attention to detail, thought and effort. **You should allow at least one month to complete the various parts of this application, including time to get recommendations to and from the individual making the recommendation.**

General Program Information

A. Advising

Each student is assigned an advisor before acceptance into the program. You may ask this advisor about the admissions process. You must meet with this advisor to create a planned program of study (Form C) PRIOR to enrollment in the second semester of your studies.

B. Orientation Meeting

All students enrolled in CNS 550, CNS 560 or CNS 577 are required to complete an online Blackboard Orientation to the Counseling and Student Affairs programs. This interactive assignment is designed to familiarize students with issues such as the comprehensive exam, practicum and internship requirements, graduation requirements. Participation in the Blackboard Orientation Component of these classes is mandatory.

C. Committee Action

When the applicant has supplied the necessary materials, the Admissions Committee will then evaluate your file. The admissions committee consists of all full-time faculty in the Counseling and Student Affairs Department. You will be accepted, rejected or be asked to appear before the committee for a personal interview. Meetings are held at least eight times per year.

D. Due Process

Students may appeal a decision of the Admissions Committee with the Head, Department of Counseling and Student Affairs. If sufficient redress is not obtained, an appeal may be made to the Assistant Dean for Graduate Education, College of Education. The decision of the Assistant Dean's office is final.

E. Retention Criteria

In order to remain in good standing in the program, the student must meet the current academic requirements established by the Office of Graduate Studies. In addition, your behavior inside and outside the classroom must reflect professional competence and development of professional skills. Students who do not maintain these standards are subject to review and possible removal from a master's program of study.

If you have any questions about this process, contact your advisor or the Department of Counseling and Student Affairs directly:

Department of Counseling and Student Affairs; Western Kentucky University
1906 College Heights Blvd. #51031; Tate Page Hall 409; Bowling Green, KY 42101

(270) 745-4953, fax (270) 745-5031

Explanation of Items Required in the Application

Picture - Affix a head and shoulders picture to the lower right hand corner of the front page of the application. **Please note that there is a backside to this application.**

Letter of Introduction - The purpose of this letter is to demonstrate how you express yourself in writing and allows the faculty to learn about you as a candidate.

Begin with an autobiographical statement that introduces you to the faculty. Include a summary of work experience relevant to the degree you wish to receive, the reasons for seeking the degree, relevant certificates, professional memberships and your GOALS for the program. The statement should also address what you want from the faculty, and what you expect will be different for yourself when you complete the degree.

This letter should be typed. An acceptable letter is about two, double-spaced pages, approximately 450 words. This letter is not a vita -- it is a personal statement. If you have questions about the task, contact your advisor. Sign the letter and attach it to your application form.

Recommendations - Two recommendations are required from people who are able to comment on your professional competence. Two copies of this two-sided recommendation form are attached to this admissions packet. *Professors, adjuncts and instructors of Counseling and Student Affairs classes are NOT accepted as referrals.*

AFTER you fill out the first side of the recommendation form with your name, program of study and signature, give the form to your referent. Also, give this person an envelope in which they will seal the recommendation.

Ask each referent to sign his or her name across the sealed flap, indicating a completed recommendation is inside the envelope. The referent returns this sealed, signed recommendation TO YOU. When you have these completed forms from two referents, attach them to the rest of your application.

Signature Required - Read the statement on the admission form carefully before signing it. You are attesting to the fact that you have never been convicted of felony, and finally, you are attesting that you have never been charged with a crime involving abuse or personal harm. If you have been charged or convicted of such felonies, attach a statement that explains the circumstances. (Remember that you must attach a KSP background check with your application.) *Falsification of the information in this statement or another part of the application is grounds for immediate dismissal from the program.*

When you have completed the application page, letter of introduction, and have two recommendations in sealed envelopes as well as your KSP background check, submit these materials to the department. *Do not submit a partial application; it will be returned and will delay your admissions process.*

**Application for Admission
Counseling and Student Affairs Programs**

NAME _____ DATE _____
(Please Print-Last, First, Middle Initial)

WKU I.D. NUMBER: _____

E-MAIL ADDRESS : _____

TELEPHONE: HOME (____) _____ OFFICE (____) _____

HOME ADDRESS: _____

CURRENT POSITION: * _____ Hire date: (mo./yr.) _____
*If you have been employed in this position less than two years, attach a sheet which indicates prior employment during the past five years.

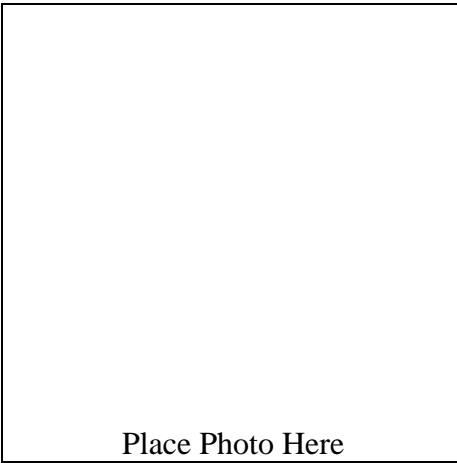
EMPLOYER: _____

ADDRESS: _____

EMPLOYER PHONE: _____

PROGRAM DESIRED: [Please check program desired]

- () School Counseling
- () Counseling (select one):
 - _____ Mental Health Counseling
 - _____ Marriage and Family Therapy
- () Student Affairs in Higher Education
- () Practicum and/or Internship (not seeking admission to a degree program)



-----Office Use Only-----

Received _____ Letter _____ Rec 1 _____ Rec 2 _____

Form A _____ Classes _____ Meeting _____ Ack Ltr _____

A complete application includes these four areas:

1. I have completed the following two CNS classes (CNS 550, 560 or 571 must be one of these):

CNS	Title	Instructor	Term	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. Attached are two sealed recommendations on the appropriate form from the following individuals.

Name	Institution
_____	_____
_____	_____

3. I enclose a Letter of Introduction (see the attached information for the purpose and format of this letter).

4. Please review and sign the following affidavit:

With this signed Master's degree program Admission Form I hereby apply to the Counseling and Student Affairs Programs at Western Kentucky University. I acknowledge that a personal interview may be requested as a part of the admission procedure.

Furthermore, I affirm that I have never been convicted or charged with a felony crime, or a crime involving harm against another person. If I have ever been convicted or even charged with such a felony, I have attached a separate letter of explanation. The faculty, at their discretion, may request or conduct criminal records background checks on students; and, I agree to permit such a background check on me.

I recognize that falsification of any information or affirmation in this application could result in immediate termination from the Master's degree program. Finally, I recognize that acceptance into the any of the degree programs available through the Department of Counseling and Student Affairs does not assure program completion. The faculty will evaluate both cognitive and clinical skills in an ongoing process until graduation is achieved.

Signature _____ Date _____

**Counseling and Student Affairs Programs
Candidate Recommendation Form**

To the applicant: TYPE or PRINT your name, social security number and check your proposed program of study. Sign in the space indicated if you desire the recommendation to remain confidential. For the convenience of the referent, you should include an envelope. Give this form to the referent and ask for it to be returned to YOU in the sealed envelope. You then submit the sealed recommendation to the department with the rest of your application.

Name (print): _____
 LAST, FIRST MIDDLE or MAIDEN

WKU I.D. : _____

Proposed Master's degree program of study (check one):

- School Counseling
- Counseling: Marriage and Family Therapy
- Counseling: Mental Health Counseling
- Student Affairs in Higher Education
- Practicum and/or Internship (not seeking admission to a degree program)

I agree that the recommendation I am requesting shall be held in confidence by officials of Western Kentucky University, and I hereby waive any rights I may have to examine it.

_____ Applicant's signature Date _____

TO THE REFERENT

Western's Department of Counseling and Student Affairs will appreciate an evaluation from you concerning the above applicant. Please complete the checkboxes on the opposite side whether you would recommend the candidate for this program, and state how long and in what connection you have known the applicant. If you have any questions, call us at (270)745-4953. Thank you!

Please evaluate the applicant's qualifications by checking the appropriate spaces below.
Compare the applicant to other beginning level master's students.

Qualifications	Excellent (81-100%)	Good 94-80%	Satisfactory 79-50%	Needs Improvement Lower 50%	No basis for judgment
Communication Skills - Verbal					
Communication Skills - Written					
Interpersonal Skills					
Emotional Maturity					
Ethical Conduct					
Accepts Supervision					
Acts Responsibly					
Academic Ability					
Academic Motivation and Effort					
Overall potential as a graduate student					

Would you recommend this candidate for graduate training? Please check one of the following:

() Highly Recommend () Recommend () Undecided () Do Not Recommend

Written Comments: Please use the remaining space to comment on your recommendation:

How long have you known the applicant? _____ In what capacity? _____

Please place this recommendation in an envelope, seal it and sign across the seal. Return the envelope to the candidate.

Referent (Please Print): _____ Position: _____

Signature of Referent: _____ Date: _____

Address: _____ Phone: _____

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WKU I.D. : _____

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Acts Responsibly					
Academic Ability					
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Referent (Please Print): _____ Position: _____

Signature of Referent: _____ Date: _____

Address: _____ Phone: _____

Western Kentucky University
Department of Counseling and Student Affairs

KSP Background Check

The College of Education and Behavioral Sciences has initiated a policy that includes a Kentucky State Police Conviction Data background check as part of the application process for students enrolled in the Counseling and Student Affairs programs. This background check is required for:

*All students pursuing a master's degree in a counseling/student affairs program require a background check. The background check is a critical part of the student's Application for Admission, Counseling and Student Affairs Programs, (picture form). This application must be completed and approved by the counseling faculty **BEFORE** a student is permitted to enroll in Practicum.

* A students in a Rank I or Certification Only program or any student not pursuing a master's degree **MUST** complete the background check prior to participation in Practicum or Internship.

NOTE: Practicum is a **RESTRICTED CLASS** and requires a course pass. Contact the Department of Counseling and Student Affairs at 270-745-4953 in order to secure a course pass. Students whose records are complete will be allowed to register for the practicum.

Completing this background check is an important and necessary part of the program. Students should initiate this check early in their matriculation so it will be in their file when needed. The Request of KSP Conviction Data form is contained in the Application for admission and is available by mail from the Department of Counseling and Student Affairs, Tate Page Hall 409, 270-745-4953, and will also be available online from the department.

Students are to complete the form (next page) and forward it to the Kentucky State Police Records Section, 1250 Louisville Road, Frankfort, KY 40601. Include a \$10.00 check or money order made payable to the Kentucky State Treasurer, and a stamped envelope addressed to Western Kentucky University, Department of Counseling and Student Affairs - Records, Tate Page Hall 409, 1906 College Heights Blvd. #51031, Bowling Green, KY 42101-1031. Students desiring a copy of the report for their personal records may include a SELF-ADDRESSED, STAMPED ENVELOPE.



REQUEST FOR CONVICTION RECORDS/MINORS

Pursuant to KRS 17.160, a request is made for any record of conviction of a crime in KRS Chapter 531, 510, 218A and 189A by the person identified herein. This information shall be released.

Agency Name and Address

ACKNOWLEDGMENT BY APPLICANT

I have applied for employment or as a volunteer in a position involving supervisory or disciplinary power over a minor. I know that the Kentucky State Police (KSP) will provide the employer with any record I may have for conviction of a crime. I know that I have the right to inspect my criminal history record and to request correction of any inaccurate information. If I do not exercise that right, I agree to hold harmless the KSP and any KSP employee from any claim for damages arising from the dissemination of inaccurate information.

APPLICANT INFORMATION (Please Print)

NAME _____
Last first middle maiden

ADDRESS _____
Street city state zip

SEX ___ RACE _____ DATE OF BIRTH _____ SOC SEC NO _____

signature date

witness date

Instructions:

Employing agencies should ensure that all application information is completed.

Employing agencies should forward a check or money order made payable to the Kentucky State Treasurer in the amount of \$10.00 for each submitted form.

The Kentucky State Police will charge a \$25.00 fee on each returned check.

Request should be accompanied by two self-addressed stamped envelopes-one bearing the name and address of the requesting agency and the other bearing the name and address of the applicant.

RETURN THIS FORM TO: Kentucky State Police
Records Branch
1250 Louisville Road
Frankfort, KY 40601

KSP, please forward to: Department of Counseling and Student Affairs
Western Kentucky University
1906 College Heights Blvd. #51031 TPH 409
Bowling Green, KY 42101-1031