

SECTION 8: FORMS

1. All master's degree students must complete BOTH the **Application for Admission** to the university and the **Application for Graduate Study**. Admission forms are available online (www.nwosu.edu) or in the Office of Admissions; other forms are available in the graduate office, in this catalog, or online (www.nwosu.edu/graduate).
2. The Graduate Advisory Committee Selection Form and the Graduate Plan of Study require original signatures of the student's graduate advisory committee members.
3. The student should include his/her full name and the date each form is delivered to the graduate office (or the postmark date if mailed).
4. Failure to submit paperwork by published deadlines may result in a "hold" being placed on the student's enrollment, which will remain in place until paperwork is current. Deadlines are summarized on the "Procedures" chart on page 10.
5. The student should keep a copy of the plan of study on file and refer to it periodically with his/her advisory committee chair.

Northwestern Oklahoma State University
Application for Graduate Study

Name _____ SSN _____ - _____ - _____
(Last) (First) (Middle)

Other Names Previously Used _____

Mailing Address _____
(Street Address or P.O. Box) (Apt. No.) (City) (State) (Zip Code)

Telephone [Home] _____ [Work] _____ [Cell] _____

Are you a citizen of the United States? Yes No If not, list country of citizenship _____

Degree Program: _____ Email address: _____

Master of Counseling Psychology

Master of Education: [select option below]

Adult Education Management and Administration

Clinical Teaching (National Certification)

Elementary Education

Guidance and Counseling PK-12

Non-Certificate Option (specify area of study) _____

Reading Specialist

Secondary Education

Special Student [not seeking a master's degree] (specify area of study) _____

College/University Education:

<u>Schools Attended</u>	<u>Dates</u>	<u>Degree(s)</u>	<u>Major</u>	<u>Minor</u>

When do you plan to enter graduate study? Fall Spring Summer Year _____

Do you intend to transfer any credit hours from another graduate program? Yes No

If yes, how many hours do you intend to transfer? (The maximum allowed is 9 hours) _____

Teaching certificates or professional licenses you hold:

Teaching/Work Experience:

<u>Dates</u>	<u>School/Employer</u>	<u>City/State</u>	<u>Grades/Subjects Taught</u>

Signature of Applicant _____ **Date** _____

This institution, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, physical or mental disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Inquiries concerning the application of these programs should be made to the Dean of Student Affairs and Enrollment Management, Northwestern Oklahoma State University, Alva, OK 73717, (580) 327-8415, or the Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, Mo. 64114, (816) 268-0550.

Northwestern Oklahoma State University Graduate Studies

Graduate Advisory Committee Selection Form

Each student in the master's degree program shall have an advisory committee consisting of three members of the graduate faculty, as follows:

Master of Counseling Psychology: a committee chair from the psychology department, and two additional members from the psychology department.

Master of Education: a committee chair from the related area of study, one member from the education department, and one member from either the related area of study or the education division. *Exception: Guidance & Counseling PK-12 requires a committee chair and one member from the psychology department and a member from the education division.*

Consent of the selected faculty, whose signatures appear in the space below, and approval by the Director of Graduate Studies, shall finalize the committee selection.

Please return this completed application to: Director of Graduate Studies
Northwestern Oklahoma State University
709 Oklahoma Blvd.
Alva, OK 73717

Graduate Advisory Committee

Student Name: _____
(please type or print legibly)

Signatures:

Student: _____

Chair: _____

Member: _____

Member: _____

Approved: _____ Date: _____
Director of Graduate Studies

Northwestern Oklahoma State University Graduate Studies

Application for Admission to Degree Candidacy

This form should be submitted after completing the 16th hour of graduate work and no later than nine weeks prior to the anticipated date of graduation. *A minimum CGPA of 3.0 (B) is required for admission to candidacy. An approved plan of study must be on file in the graduate office before admission to candidacy can be granted.*

Return this completed application to: Director of Graduate Studies
Northwestern Oklahoma State University
709 Oklahoma Blvd.
Alva, OK 73717

I hereby make application for admission to candidacy for the degree:

- Master of Counseling Psychology
- Master of Education: Adult Education Management and Administration
- Master of Education: Clinical Teaching
- Master of Education: Elementary Education
- Master of Education: Guidance and Counseling PK-12
- Master of Education: Non-Certificate Option
- Master of Education: Reading Specialist
- Master of Education: Secondary Education

I have completed _____ semester hours of graduate work applicable toward the degree and expect to complete all requirements for the degree by _____.

Student (type or print legibly): _____

Signature of applicant: _____ Date _____

Approved: _____ Date _____
Director of Graduate Studies

Northwestern Oklahoma State University Graduate Studies

Application for Master's Degree

Return this completed application
with \$15 application fee to:

Director of Graduate Studies
Northwestern Oklahoma State University
709 Oklahoma Blvd.
Alva, OK 73717

Graduation fee of fifteen dollars (\$15) must accompany this application. Please make your check payable to "Northwestern Oklahoma State University."

I hereby make application for the degree:

- Master of Counseling Psychology
- Master of Education: Adult Education Management and Administration
- Master of Education: Clinical Teaching
- Master of Education: Elementary Education
- Master of Education: Guidance and Counseling PK-12
- Master of Education: Non-Certificate Option
- Master of Education: Reading Specialist
- Master of Education: Secondary Education

I will complete all requirements for the degree by _____. I understand that the degree will be conferred at the first regular convocation following the date of this application.

Student (type or print legibly): _____

Signature of applicant: _____ Date _____

Approved: _____ Date _____

Director of Graduate Studies

Northwestern Oklahoma State University Graduate Studies

Written Comprehensive Examination Master List of Courses and Instructors

TO THE STUDENT: Please identify the courses and instructors from whom you took your graduate course work; a current transcript and a copy of your approved plan of study may be helpful. Include any courses in which you are currently enrolled or will be taking during your final semester. *The written comprehensive examination may be taken during the final semester of course work OR after all course work is completed; however, the candidate may NOT be enrolled in more than nine hours in a regular semester or three hours in a summer term and must have all grades of "Incomplete" removed from the plan of study prior to taking the written examination.*

Name:

Date of Comprehensive Examination:

Prefix and Number	Course Title	Instructor

Northwestern Oklahoma State University Graduate Studies

Oral Follow-Up to the Final Comprehensive Examination

Each candidate* in the master's degree program shall be responsible to schedule a tentative date for the oral follow-up examination. The oral exam shall be conducted *no earlier* than two weeks following the written exam and *no later* than the last day of regular classes in the semester.

This form, with necessary signatures of advisory committee members, must be returned to the Graduate Office at least one week prior to the final comprehensive examination. Consent of the advisory committee members and approval by the Director of Graduate Studies, as indicated by the signatures below, shall finalize the schedule.

Return this completed application to: Director of Graduate Studies
Northwestern Oklahoma State University
709 Oklahoma Blvd.
Alva, OK 73717

* All MCP candidates and those MEd candidates who applied for graduate study before January 1, 2003.

Oral Follow-Up Examination

Student: _____

Date: _____

Time: _____

Location: Alva Campus: _____

Enid Campus: _____

Signatures:

Student: _____

Chair: _____

Member: _____

Member: _____

Approved: _____ Date _____
Director of Graduate Studies

Northwestern Oklahoma State University Graduate Studies

Graduate Portfolio Defense ~ Milestone 3

Each candidate* in the master's degree program shall be responsible to schedule a tentative date for the defense of the graduate portfolio. The defense shall be conducted *no earlier* than two weeks following the date the portfolio was submitted to the Graduate Office and *no later* than the last day of regular classes in the semester.

This form, with necessary signatures of advisory committee members, must be returned to the Graduate Office at the time the portfolio is submitted.

Consent of the advisory committee members and approval by the Director of Graduate Studies, as indicated by the signatures below, shall finalize the schedule.

Return this completed application to: Director of Graduate Studies
Northwestern Oklahoma State University
709 Oklahoma Blvd.
Alva, OK 73717

* All MEd candidates who applied for graduate study after January 1, 2003.

Graduate Portfolio Defense ~ Milestone 3

Student: _____

Date: _____

Time: _____

Location: Alva Campus: _____

Enid Campus: _____

Signatures:

Student: _____

Chair: _____

Member: _____

Member: _____

Approved: _____ Date _____
Director of Graduate Studies

NORTHWESTERN OKLAHOMA STATE UNIVERSITY
GRADUATE PLAN OF STUDY
Master of Counseling Psychology

Name (type or print): _____ Student ID: _____

Signature: _____ Date: _____

PROGRAM	Hours	Semester
1. <i>REQUIRED CORE SUBJECTS (36 hours)</i>		
A. Human Growth and Development		
PSYC 5143 Child and Adolescent Growth and Development	3	
PSYC 5153 Adult Development and Aging	3	
B. Abnormal Behavior		
PSYC G4113 Abnormal Psychology	}	
OR	} 3	
PSYC 5213 Advanced Abnormal Psychology	}	
C. Appraisal or Assessment Techniques		
PSYC 5123 Individual Intelligence Testing (Wechsler/Stanford-Binet)	3	
PSYC 5163 Educational and Career Testing	3	
PSYC 5323 Methods of Assessment	3	
D. Counseling Theories and Methods		
PSYC 5872 Individual Counseling	2	
PSYC 5190 Readings in Individual Counseling	1	
PSYC 5803 Counseling Strategies and Techniques	3	
E. Professional Orientation and Ethics		
PSYC 5893 Supervised Experience in Counseling	3	
F. Research		
EDUC 5013 Introduction to Educational Research	3	
PSYC G4213 Statistics	3	
G. Social and Cultural Foundations		
PSYC 5822 Multicultural Counseling	2	
PSYC 5190 Readings in Multicultural Counseling	1	
2. <i>PRACTICUM (4-6 hours)</i>		
PSYC 5500 (first semester)	2-3	
PSYC 5500 (second semester)	2-3	
3. <i>ELECTIVES (3-5 hours)</i>		
A. Group Dynamics		
PSYC 5812 Group Counseling	2	
PSYC 5190 Readings in Group Counseling	1	
B. Life-Style and Career Development		
PSYC 5832 Career Education	2	
PSYC 5190 Readings in Career Education	1	
C. Personality Theories		
PSYC G4163 Personality	3	
D. Crisis Intervention Strategies		
PSYC 5253 Intervention Strategies for Counselors	3	
E. Marriage and Family Counseling		
PSYC 5180 Seminar: Family Systems	3	
F. Addictions Counseling		
PSYC 5180 Seminar: Substance Abuse Counseling	3	
PSYC 5190 Readings in Substance Abuse Counseling	1	

[continued]

<i>ELECTIVES (continued)</i>	Hours	Semester
G. COUNSELING WITH CHILDREN AND ADOLESCENTS		
PSYC G3412 Child Guidance	2	
PSYC 5190 Readings in Child Guidance	1	
PSYC G3512 Adolescent Guidance	2	
PSYC 5190 Readings in Adolescent Guidance	1	
PSYC 5180 Seminar: Child Abuse	2	
H. PSYCHOPHARMACOLOGY		
PSYC 5180 Seminar: Psychopharmacology	3	
TOTAL HOURS (minimum 45 hours required):		

Approved (original signatures required):

Advisory Committee: Chair _____
 Member _____
 Member _____

Director of Graduate Studies: _____ Date: _____

PLAN FOR MEETING LPC LICENSURE REQUIREMENTS

For licensure as a professional counselor, further coursework must be taken. Licensure application requires a total of sixty graduate hours in appropriate areas. Additional courses must be taken in the elective areas. A total of five elective areas are needed for licensure (only one is needed for the degree program), with each of the five courses being three credit hours. Therefore, four additional elective areas must be selected. Any hours needed to reach the sixty-hour requirement after having a total of five three-hour electives can be two-hour or three-hour courses.

<i>ELECTIVES (at least three additional areas must be included)</i>	Hours	Semester
A. Group Dynamics		
PSYC 5812 Group Counseling	2	
PSYC 5190 Readings in Group Counseling	1	
B. Life-Style and Career Development		
PSYC 5832 Career Education	2	
PSYC 5190 Readings in Career Education	1	
C. Personality Theories		
PSYC G 4163 Personality	3	
D. Crisis Intervention Strategies		
PSYC 5253 Intervention Strategies for Counselors	3	
E. Marriage and Family Counseling		
PSYC 5180 Seminar: Family Systems	3	
F. Addictions Counseling		
PSYC 5180 Seminar: Substance Abuse Counseling	2	
PSYC 5190 Readings in Substance Abuse Counseling	1	
G. Counseling with Children and Adolescents		
PSYC G3412 Child Guidance	2	
PSYC 5190 Readings in Child Guidance	1	
PSYC G3512 Adolescent Guidance	2	
PSYC 5190 Readings in Adolescent Guidance	1	
PSYC 5180 Seminar: Child Abuse	2	
H. Psychopharmacology		
PSYC 5180 Seminar: Psychopharmacology	3	
TOTAL HOURS (minimum 15 hours required in addition to degree requirements):		

NORTHWESTERN OKLAHOMA STATE UNIVERSITY
GRADUATE PLAN OF STUDY
Master of Education ~ Adult Education Management and Administration

Name (type or print): _____ Student ID: _____

Signature: _____ Date: _____

PROGRAM	Hours	Semester
1. <i>Required Core Subjects (18 hours)</i>		
A. Research		
EDUC 5933 Classroom Research and Institutional Effectiveness	3	
B. Foundation		
EDUC 5903 Higher Education Philosophy and Practice	3	
C. Psychology		
EDUC 5913 The Learning College	3	
D. Diversity		
EDUC 5923 Adult Cognitive Styles and Individual Differences	3	
E. Other Required Subjects		
EDUC 5943 Leadership in Adult Education Venues	3	
EDUC 5953 Institutional Management	3	

2. *Please Specify Related Area of Study:* _____
Field Specific Subjects (minimum 18 hours)

TOTAL HOURS (minimum 36 hours required):

Approved (original signatures required):

Advisory Committee: Chair _____

Member _____

Member _____

Director of Graduate Studies: _____ Date: _____

NORTHWESTERN OKLAHOMA STATE UNIVERSITY
GRADUATE PLAN OF STUDY
Master of Education ~ Clinical Teaching

Name (type or print): _____ Student ID: _____

Signature: _____ Date: _____

PROGRAM	Hours	Semester
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- | | | |
|---|-----|--|
| 1. <i>Required Core Subjects (10 hours)</i> | | |
| A. Research | | |
| EDUC 5013 Introduction to Educational Research | 3 | |
| B. Foundation | | |
| EDUC 5203 Educational Practices | 3 | |
| C. Psychology | | |
| EDUC 5212 Psychology of Teaching | 2 | |
| D. Diversity | | |
| EDUC 5822 Multicultural Education | 2 | |
| 2. <i>Concentration Courses (16 hours)</i> | | |
| EDUC 5073 Curriculum in Elementary Schools | } | |
| OR | } 3 | |
| EDUC 5083 Curriculum in Secondary Schools | } | |
| EDUC 5223 Methods and Techniques of Individualizing Instruction | 3 | |
| EDUC 5243 Remediation of Mathematical Disabilities | 3 | |
| EDUC 5352 Behavior Intervention Strategies | 2 | |
| EDUC 5403 Adv. Developmental Reading ~ Primary Level | } | |
| OR | } 3 | |
| EDUC 5413 Adv. Developmental Reading ~ Inter/Sec Level | } | |
| EDUC 5180 Seminary in Advanced Teaching Methods | 2 | |
| 3. <i>Preparation for National Certification Exam (6 hours): Required if candidate plans to apply for National Board Certification.</i> | | |
| A. Portfolio Development | | |
| EDUC 5300 Special Topics in Education | 3 | |
| B. School-Based Projects | | |
| EDUC 5500 Practicum | 3 | |
| 4. <i>Candidates planning to apply for National Board Certification must take at least one course in this area.</i> | | |
| A. Educational Standards | | |
| EDUC 5583 Diagnosis and Assessment | (3) | |
| B. Critical Reflections/Commentary | | |
| EDUC 5300 Special Topics in Education | (3) | |
| C. Accommodating Exceptionalities | | |
| EDUC 5443 Clinical Procedures for Teaching Mild/Mod Disabilities | (3) | |

TOTAL HOURS (minimum 32 hours required):

Approved (original signatures required):

Advisory Committee: Chair _____

Member _____

Member _____

Director of Graduate Studies: _____ Date: _____

NORTHWESTERN OKLAHOMA STATE UNIVERSITY
GRADUATE PLAN OF STUDY
Master of Education ~ Elementary Education

Name (type or print): _____ Student ID: _____

Signature: _____ Date: _____

PROGRAM	Hours	Semester
1. <i>Required Core Subjects (10 hours)</i>		
A. Research		
EDUC 5013 Introduction to Educational Research	3	
B. Foundation		
EDUC 5203 Educational Practices	3	
C. Psychology		
EDUC 5212 Psychology of Teaching	2	
D. Diversity		
EDUC 5822 Multicultural Education	2	
2. <i>Related Area of Study: Elementary Education (12 hours)</i>		
EDUC 5073 Curriculum in Elementary Schools	3	
EDUC 5093 Curriculum & Instruction for Special Learners	3	
EDUC 5352 Behavior Intervention Strategies	2	
EDUC 5712 Supervision of Teaching (Elementary Programs)	2	
EDUC 5812 Introduction to Guidance and Counseling	2	
3. <i>Electives or Area of Specialization (10 hours)</i>		

TOTAL HOURS (minimum 35 hours required):

Approved (original signatures required):

Advisory Committee: Chair _____

Member _____

Member _____

Director of Graduate Studies: _____ Date: _____

NORTHWESTERN OKLAHOMA STATE UNIVERSITY
GRADUATE PLAN OF STUDY
Master of Education ~ Guidance and Counseling PK-12

Name (type or print): _____ Student ID: _____

Signature: _____ Date: _____

PROGRAM	Hours	Semester
1. <i>Required Core Subjects (10 hours)</i>		
A. Research		
EDUC 5013 Introduction to Educational Research	3	
B. Foundation		
EDUC 5203 Educational Practices	3	
C. Psychology		
EDUC 5212 Psychology of Teaching	2	
D. Diversity		
EDUC 5822 Multicultural Education	2	
2. <i>Related Area of Study: Counseling (24 hours)</i>		
EDUC 5500 Practicum - Counseling	2	
EDUC 5812 Introduction to Guidance and Counseling	2	
EDUC 5852 Developmental Guidance for Counselors	2	
PSYC 5143 Child/Adolescent Growth & Development	3	
PSYC 5163 Educational & Career Testing	3	
PSYC 5253 Intervention Strategies for Counselors	3	
PSYC 5803 Strategies & Techniques of Counseling	3	
PSYC 5812 Group Counseling	2	
PSYC 5832 Career Education	2	
PSYC 5872 Individual Counseling	2	
3. <i>Electives ~ none required</i>		

TOTAL HOURS (minimum 34 hours required):

Approved (original signatures required):

Advisory Committee: Chair _____

Member _____

Member _____

Director of Graduate Studies: _____ Date: _____

NORTHWESTERN OKLAHOMA STATE UNIVERSITY
GRADUATE PLAN OF STUDY
Master of Education ~ Non-Certificate Option (for Non-Education Major)

Name (type or print): _____ Student ID: _____

Signature: _____ Date: _____

PROGRAM	Hours	Semester
1. <i>Required Core Subjects (10 hours)</i>		
A. Research		
EDUC 5013 Introduction to Educational Research	3	
B. Foundation		
EDUC 5203 Educational Practices	3	
C. Psychology		
EDUC 5212 Psychology of Teaching	2	
D. Diversity		
EDUC 5822 Multicultural Education	2	
2. <i>Related Area of Study: Non-Certificate Option (15-20 hours)</i>		

3. *Electives (2-7 hours)*

TOTAL HOURS (minimum 32 hours required):

Approved (original signatures required):

Advisory Committee: Chair _____

Member _____

Member _____

Director of Graduate Studies: _____ Date: _____

NORTHWESTERN OKLAHOMA STATE UNIVERSITY
GRADUATE PLAN OF STUDY
Master of Education ~ Reading Specialist

Name (type or print): _____ Student ID: _____

Signature: _____ Date: _____

PROGRAM	Hours	Semester
----------------	--------------	-----------------

- | | | |
|--|---|--|
| 1. <i>Required Core Subjects (10 hours)</i> | | |
| A. Research | | |
| EDUC 5013 Introduction to Educational Research | 3 | |
| B. Foundation | | |
| EDUC 5203 Educational Practices | 3 | |
| C. Psychology | | |
| EDUC 5212 Psychology of Teaching | 2 | |
| D. Diversity | | |
| EDUC 5822 Multicultural Education | 2 | |
| 2. <i>Related Area of Study: Reading Specialist (24 hours)</i> | | |
| A. Reading Courses (18 hours) | | |
| EDUC 5403 Advanced Course in Developmental Reading - Primary | 3 | |
| EDUC 5413 Advanced Course in Developmental Reading - Inter/Sec | 3 | |
| EDUC 5433 Diagnostic & Correction Techniques of Reading | 3 | |
| EDUC 5453 Clinical Procedures in Reading | 3 | |
| EDUC 5532 Practicum in Remediation of Learning Problems I | 2 | |
| EDUC 5542 Practicum in Remediation of Learning Problems II | 2 | |
| EDUC 5500 Practicum in Developmental Reading Instruction | 2 | |
| B. Other Courses (6 hours) | | |
| EDUC 5180 Literacy Assessment | 3 | |
| EDUC 5503 Curricular & Supervisory Problems in Reading | 3 | |

3. *Electives ~ none required*

TOTAL HOURS (minimum 34 hours required):

Approved (original signatures required):

Advisory Committee: Chair _____

Member _____

Member _____

Director of Graduate Studies: _____ Date: _____

NORTHWESTERN OKLAHOMA STATE UNIVERSITY
GRADUATE PLAN OF STUDY
Master of Education ~ Secondary Education

Name (type or print): _____ Student ID: _____

Signature: _____ Date: _____

PROGRAM	Hours	Semester
1. <i>Required Core Subjects (10 hours)</i>		
A. Research		
EDUC 5013 Introduction to Educational Research	3	
B. Foundation		
EDUC 5203 Educational Practices	3	
C. Psychology		
EDUC 5212 Psychology of Teaching	2	
D. Diversity		
EDUC 5822 Multicultural Education	2	
2. <i>Related Area of Study: Elementary Education (12 hours)</i>		
EDUC 5083 Curriculum in Secondary Schools	3	
EDUC 5093 Curriculum & Instruction for Special Learners	3	
EDUC 5352 Behavior Intervention Strategies	2	
EDUC 5722 Supervision of Teaching (Secondary Programs)	2	
EDUC 5812 Introduction to Guidance and Counseling	2	
3. <i>Electives or Area of Specialization (10 hours)</i>		

TOTAL HOURS (minimum 32 hours required):

Approved (original signatures required):

Advisory Committee: Chair _____

Member _____

Member _____

Director of Graduate Studies: _____ Date: _____