

MA in Marriage and Family Therapy* and MA in Professional Clinical Counseling

Applicants with a GPA lower than 3.0 may apply for admission consideration under **Option Four**. Option Four requires the submission of a **Portfolio of Evidence** that shows adequate preparation for graduate studies.

The portfolio will contain all of the following, in an electronic (PDF) formatted file submitted to your Enrollment Coach:

- ✓ Writing samples that show graduate-level communication and analytical skills (at least two). For example, a graded paper from a prior course, a publication, or other peer reviewed writing sample.
- ✓ A detailed resume showing professional development and achievements, awards, and/or professional recognition.
- ✓ Two recommendation forms. Recommenders must be former academic instructors, employers, or professionals within the mental health field with knowledge of the applicant's aptitude. Relatives may not submit recommendations.
- ✓ A letter of explanation detailing the reasons the applicant believes he/she is a good candidate for graduate study in the discipline requested. For example, why the GPA was below the expected standard.

APPLICATION INFORMATION

Student ID:

Name:

Last *First*

Academic Program: Campus:

Email Address: Phone:

Please allow two to three weeks for review

GRADUATE ADMISSION COMMITTEE (GAC)

The **Graduate Admission Committee (GAC)** may contact the applicant if clarification is needed on any submitted documents. If the portfolio meets approval of the GAC a decision is made. The decision of the GAC will be final.

- The portfolio **MUST** be complete before submitting to the Enrollment Coach. If it is not complete, it will not meet the approval of the committee
- Be sure to keep copies of your portfolio as they will not be returned
- You will be notified by letter of the decision to your **Application for Portfolio of Evidence**

AUTHORIZATION

By submitting this *Option Four - Portfolio of Evidence* form for admission consideration, I certify that I am the individual identified on this form. I have read and understand the requirements listed above for the submission of my Portfolio. If the Portfolio is not complete or not in the required PDF format, this will delay the admission decision. I authorize my Enrollment Coach to process this form.

Applicant Signature: _____ **Date:** _____

Note: Digital signature is acceptable if form is submitted via the email address listed on your application for admission

* includes both the MFT and Combined MFT-PCC Emphasis Areas