



# VCU

## School of Education

### VCU B.S. in Psychology, Accelerated [M.Ed. in Counselor Education Program](#)

We look forward to supporting you through the application process. This checklist is a resource designed to support your next steps. For additional program, faculty, and program schedule information, please see the [M.Ed. Student Handbook](#) on the main page of our website.

#### Eligibility to the Accelerated Program

**Application Deadline: January 15- no extensions**

- 75 undergraduate credit hours (either prior to application, or to be completed in the semester of your application)
- Completion of one undergraduate CLED course (e.g. CLED 200, 405, 440, 501)
- Undergraduate GPA of 3.0 or cumulative GPA of 3.0 in most recent 60 credits of coursework
- Successful applicants are able to start accelerated coursework (CLED 600 and 601) in fall and spring (CLED 607 and 612) of senior year and begin graduate coursework in the following summer semester

Step 1: **Online application:** Create your online graduate application account (choose the year that aligns with your expected start semester): <https://www.vcu.edu/admissions/apply/graduate/>

Step 2: **Statement of Intent:** VCU requires that prospective students provide a written statement of purpose for all graduate program applicants. *This program has a specific statement of intent prompt.* Please see the [M.Ed. Counselor Education handbook](#) for the full prompt as well as the professional standards that you will reference in your statement.

Step 3: **References:** The system has an area for you to submit the names and emails of **three letters of reference**. Select a “Due Date” anytime before the deadline and add notes on what references can highlight to support your statement of intent and application. *Please include at least one letter from a current psychology faculty member.*

Step 4: **Transcripts:** You can upload PDF copies of your *unofficial* transcripts for the review/decision process. You will be required to submit official academic transcripts from **all institutions you have attended** in order to enroll. Since you are a VCU student, if you have your VCU unofficial copies handy, please upload these to expedite the process, if not, admissions will manually pull your transcripts. If you need to send official transcripts from past institutions:

**Virginia Commonwealth University E-Transcripts:** [gradmail@vcu.edu](mailto:gradmail@vcu.edu)  
Office of Graduate Admissions, Box 843051 / Richmond, Virginia 23284-3051

Step 5: **Testing requirement:** No tests are required.

Step 6: **Submit application fee and push submit: STOP!** You are a VCU student and are likely eligible for the [RAM Opportunity](#) that will pay for your application fee. Contact [ramopp@vcu.edu](mailto:ramopp@vcu.edu) for information.

Step 7: **Required Personal Interview:** Once all applications are reviewed by the Counselor Education Program faculty, selected applicants may be invited to interview during the Spring semester. The interview will be held virtually in late January 2023 with the exact date being posted on our website in late fall.

Step 8: **Receiving and accepting your admissions decision:** You will receive an email recommending you for admission from your Department. Your official admissions letter will come from VCU graduate admissions virtually and physically. Upon receipt of the [official letter from VCU](#), you must email [respondgrad@vcu.edu](mailto:respondgrad@vcu.edu) to confirm your acceptance into the program. This will allow the system to create a formal account that will allow you to register.

Please contact us at with any questions throughout the process: [soeinfo@vcu.edu](mailto:soeinfo@vcu.edu) and/or [soeogs@vcu.edu](mailto:soeogs@vcu.edu).



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### **VCU B.S. in Psychology, Accelerated [M.Ed. in Counselor Education Program](#)**

If accepted into the Accelerated M.Ed. in Counselor Education program, there are a few specific next steps and timelines that are helpful to know as you move forward.

#### **How to Learn More Before You Apply**

If you would like to learn more about the Accelerated Program before you apply, set up an appointment in [Navigate](#) for the “Accelerated Master’s Program Interest” or sign up for one of the [information sessions in the fall](#).

#### **Accepting and Deferring: Wait, I just got admitted!**

Since you are applying to take courses at the graduate level in your senior year, you need to be fully admitted into the M.Ed. accelerated program. Yet, you are still completing your undergraduate program! It can be a bit confusing, so here is the process: When you get the official offer of acceptance, you will want to email back to [respondgrad@vcu.edu](mailto:respondgrad@vcu.edu) and confirm that you would like to **defer your admission into the program by a year** (this will give you time to complete your undergraduate program). This is the sample email template you can use:

#### ***Sample Email***

Email subject: Accelerated M.Ed. in Counselor Education- Deferral Request from Minnie Mouse

Email content: My name is Minnie Mouse, my VCU V# is V1234532, my program is Counselor Education/School Counseling. I would like to accept my offer of admission and defer that offer from Summer 20XX to Summer 20XX"

#### **Fall and Spring CLED Upper Level Course Registration**

Since you are a current undergraduate student requesting to register for graduate level courses, there are a few timeline and steps to be aware of. Important to note: If you are accepted as an accelerated student, you WILL have a seat in the required courses you need. Please do not panic if the process takes a bit, particularly if we are finishing up a semester when we are trying to process graduation and licensure for different students.

#### ***Timeline and Override Request***

Once accepted (late February, early March), you will need to confirm if you are accepting our offer by **March 15**. Fall registration will open in late April. Once you have submitted your acceptance offer, submit the appropriate override request form located on [this page of our SOE website](#) for the courses listed in the checklist above.

#### **Advising and Course Selection Notes**

For questions regarding registration or advising for your new M.Ed. courses, please contact the [program coordinator](#). For questions about completion of your B.S. in Psychology, please contact your advisor listed in Navigate.

#### **Graduation from your Bachelors- Process and Notes**

1. Students should meet with the Psychology advisor during add/drop to ensure their schedule of classes includes everything they need to graduate in spring.
2. Students should apply to graduate as soon as possible and if they plan to take a CLEP exam for remaining undergraduate credit, they should do so by mid April to ensure scores come back and post to their undergraduate degree.