

Department of Psychology and Counseling
Admission of Non-degree Seeking Students to Graduate Courses

Graduate courses in the Department of Psychology and Counseling are reserved for students admitted to the School Psychology, Mental Health Counseling, or Counseling Psychology programs. In some circumstances, however, the department may allow non-degree seeking students to take courses. Examples of this may include, licensed counselors from other states who need an additional course or courses to meet Arkansas licensure requirements, clinicians from other mental health professions who need additional courses for licensure, Licensed Professional Counselor (LPCs) who need to take the supervision course to obtain supervisor status. Such students are only allowed in Psychology and Counseling graduate courses if, 1) they are approved by the appropriate Program Director and the Department Chair, and 2) if there is space in the course after all admitted students are enrolled. Non-degree seeking students are usually not allowed to take clinical practice courses, such as practicum, internship, assessment, etc.

Review Process

1. Submit the following materials to the appropriate Program Director:
 - a. A written explanation of the applicant's situation and need for coursework.
 - b. A list of the requested course(s).
 - c. Graduate transcripts.
2. All materials will be reviewed by the Program Director and at least one other faculty member. An interview with the student may be required.
3. The Program Director will then consult with the Department Chair and reach a final decision. Decisions will be communicated in writing by email to the candidate.
4. If approval is given, the student will then apply to the Graduate School as a non-degree seeking, post-baccalaureate or post-master's student.
5. Once accepted to the Graduate School, the student can be enrolled in the appropriate courses by the Departmental Administrative Assistant.
6. The student will be assigned an Academic Advisor in the Department.

Interested students are strongly encouraged to start this process well before the beginning of the semester to ensure a timely response.