Dear Prospective Applicant:

The Psychology and Sociology Department is offering a Master of Science degree program in psychology. The program is designed to prepare students for licensure in Marriage and Family Therapy (MFT). To be eligible for the licensing exam, you need to fulfill a series of courses set forth by the Board of Behavioral Sciences (BBS). The BBS evaluates prospective examinees’ graduate coursework to determine eligibility. The BBS has evaluated our program and has determined that our graduates meet the requirements for licensure.

Do I Qualify for the Program?

Before you apply, you should be aware of, and meet, our minimum requirements for all applicants. Your undergraduate G.P.A. and your G.P.A. for your psychology courses must be 3.0 or higher. Some schools (e.g., The Evergreen State College, University of California, Santa Cruz) do not give grades but give evaluations. In these cases, we will estimate grade point average based upon a subjective reading of these evaluations.

Prospective applicants must have a bachelor’s degree in psychology with at least 24 upper division semester units or 36 upper division quarter units in psychology. Consideration will also be given to students from other majors who have completed the same number of units (24 semester or 36 quarter). We look for coverage that is appropriate and rigorous. In either case, prospective applicants should have taken clinically relevant courses, such as Theories of Personality, Abnormal Psychology, Theories of Counseling, and Developmental Psychology.

All applicants for this program will be required to submit three letters of recommendation (at least two of which being from professors who can assess the applicant’s ability to perform successfully in academics in graduate studies) and a biographical statement. The biographical statement should be approximately 1 to 2 single-spaced or 2 to 4 double-spaced typewritten pages and should be a personal history and factors that have influenced the applicant to pursue a career in counseling. This should not be confused with the statement of purpose, which is just a small section on the university application where you indicate that you want to receive an M.S. in Psychology.

All other qualifications being comparable, factors such as ethnic background, bilingual skills, and relevant life experiences will be seen as added strengths for a candidate.

How Do I Apply?

1. Get an application off the web at http://www.csumentor.edu

2. Have one official copy of all of your undergraduate transcripts sent directly to the Admissions Office, including community college and graduate transcripts, if applicable, and one set of transcripts sent to our
department address below. Request these transcripts to be sent directly from your past institution(s) to Cal Poly Pomona. Transcripts sent by you rather than the institution(s) are not considered “official”. Please send this information to:

   Admissions Office
   California State Polytechnic University, Pomona
   3801 W. Temple Avenue
   Pomona CA  91768

3.    Send a cover letter with your contact information and the date you submitted your application, one set of transcripts, and biographical statement directly to the Psychology and Sociology Department. Those writing letters of recommendation for you should send them directly to the department as well. **There is no separate application form for our department, nor do we have a form for letters of recommendation.** Most professors know the kinds of information that is relevant for graduate admissions, and we trust that your recommenders will include this information. **Please note that we do not require the GRE for admission.** Our address is:

   Graduate Admissions Committee
   Psychology/Sociology Department
   California State Polytechnic University, Pomona
   3801 W. Temple Avenue
   Pomona CA  91768

   Attn.:  Jeffery Mio

4.    Applicants who wish to be considered for Fall 2015 should have completed files by April 1, 2015.

5.    If you want to check up on the status of your application, go to:

   [http://www.broncodirect.csupomona.edu](http://www.broncodirect.csupomona.edu)

   or call the Admissions Office at (909) 869-4555. The website will give you three types of information:

   (1)   application is incomplete (requiring additional documentation);
   (2)   complete application and waiting to be reviewed (your application is in queue for consideration);
   (3)   graduate admissions review completed and forwarded to the department for final decision.

   Because we receive many more applications than positions available, our review of applications will not begin until after our April 1 deadline. Therefore, even applications submitted months in advance of this deadline will not be reviewed until the first or second week of April. Applicants in whom we are interested will be contacted for a face-to-face interview on our campus that will last about 30 minutes. After these interviews, we will make our decisions about acceptance into our program.

   Students are expected to attend classes on a full-time basis. It may happen that a student will need to withdraw from a quarter due to an emergency or to severely cut down on his/her schedule due to an unforeseen circumstance. Should this occur, students will not be able to graduate until at least three years after entrance into the program because courses are only offered once per year.