



SPECIALIST IN EDUCATION (EDS)

Proof of the following should be submitted to the Graduate School at least 20 days prior to the beginning of the semester in which you plan to enroll:

SUMMER SEMESTER 2009

CLASSES BEGIN MAY 18, 2009 (SESSION I),
JUNE 8, 2009 (SESSIONS II & III), &
JULY 6, 2009 (SESSION IV)

FALL SEMESTER 2009

CLASSES BEGIN AUGUST 13, 2009

SPRING SEMESTER 2010

CLASSES BEGIN JANUARY 6, 2010

- ✓ Completed [application](#) for admission
- ✓ Non-refundable \$30.00 application fee (one time only)
- ✓ Masters degree from regionally accredited institution
- ✓ One official transcript from each college or university attended to complete graduate degree
- ✓ 3.4 cumulative GPA on graduate work for Special Education majors
- ✓ 3.0 cumulative GPA on graduate work for Business Education, Early Childhood Education, Middle Grades Education, Physical Education*, and Secondary Education majors
- ✓ An acceptable admissions test score (over)
- ✓ Three [letters of recommendation](#) from individuals knowledgeable of your professional and academic abilities
- ✓ Photocopy of your highest teaching/educator certificate (if you hold one)
- ✓ Satisfactory [Certificate of Immunization](#) (New Students Only)
- ✓ [Academic Honor Form](#)

Please send all documents, except the [Certificate of Immunization](#) (see form for instructions), directly to the Graduate School, University of West Georgia, Carrollton, Georgia 30118. Inquiries related to your application status should be directed to the Graduate School by calling 678-839-6419, or via e-mail at gradsch@westga.edu. Our fax number is 678-839-5949. Check your application status online at www.westga.edu/~gradsch/ by clicking on [HOW TO APPLY](#) (item #9).

The Department of Health, Physical Education & Sports Studies is not accepting applications to the Ed.S. in Physical Education program at this time. For more information, please contact the department.

IMPORTANT PHONE NUMBERS

Dept of MGT/Bus Systems – Business Education	678-839-6475	www.westga.edu/~mgmtbus/bused/bused-main.htm
Dept of Curriculum & Instruction	678-839-6559	coe.westga.edu/ci/
- Early Childhood Education		
- Middle Grades Education		
- Secondary Education		
Dept of Health, Physical Education & Sports Studies	678-839-6530	coe.westga.edu/per/
Dept of Special Ed/Speech-Language Pathology	678-839-6567	coe.westga.edu/sedslp/
College of Education	678-839-6570	coe.westga.edu/
Financial Aid	678-839-6421	http://www.westga.edu/finaid/
Registrar's Office	678-839-6438	www.westga.edu/~registra/

The Graduate School's web site (www.westga.edu/~gradsch/) has links to all graduate programs.

THE IMPORTANCE OF ADMISSIONS TEST SCORES FOR EDS DEGREE PROGRAMS

REGULAR ADMISSION

- 3.4 cumulative GPA on graduate work for Special Education majors
- 3.0 cumulative GPA on graduate work for Business Education, Early Childhood Education, Middle Grades Education, Physical Education, and Secondary Education majors
- An official GRE test score* of at least 900 (minimum 450 Verbal score and minimum 450 Quantitative or Analytical score - whichever score is higher of the two sections for test taken prior to October 2002). For tests taken after October 2002, only the Verbal and Quantitative scores are required. However, all applicants must submit a minimum GRE Analytical Writing score of 4.5. OR
- A Miller Analogies Test (MAT) score of at least 48 may also be accepted (scores received PRIOR to June 1996 only. Out-of-state test scores from October 1990 – August 1991 will not be accepted.) The old version of the MAT will not be accepted for admission in Early Childhood Education or Reading Education. The Graduate School will accept scores for the New MAT taken after October 1, 2004. Regular admission requires a New MAT scaled score of 400-405 (percentile rank of 53-60). The new MAT will not be accepted for admission in Physical Education.
- PRAXIS or GACE Test scores will not be accepted for admission, but they are required for certification.

These criteria represent minimal admission standards. Specific graduate programs may establish higher standards if they so choose. Therefore, meeting the minimal grade point average and test score requirements are no guarantee for admission.

IMPORTANT NOTICE

The only admission status for EDS degree programs is REGULAR. An applicant denied admission to an EDS program may appeal such a decision, in writing, to the Dean of the Graduate School. The appeals process requires a letter from the department supporting the appeal and justification for support. A second GRE test score may be required for applicants whose scores fall below regular admission standards to our masters degree programs (i.e., 400 Verbal section and 400 Quantitative or Analytical section) before an appeal will be considered. A second MAT score may be required for applicants whose scores fall below minimum requirements (i.e., 44 on old MAT; scaled score of 396-401 on new MAT). Please note that all programs do not accept the MAT. Please see page 3 for more information.

* For information about Graduate Record Examination (GRE) testing sites and registration dates, please call 1-800-GRE-CALL; or visit online at www.gre.org/gentest.html. For information on the New Millers Analogies Test please visit online at www.milleranalogies.com.

Graduate School Policies with Regard to the Acceptance of Miller Analogies Test Scores

The Graduate School of the University of West Georgia will accept scores from the Miller Analogies Test (MAT) pursuant to the following policies **(PLEASE DO NOT CONFUSE THE MAT WITH THE GMAT. MAT SCORES ARE NOT ACCEPTED FOR ADMISSION INTO GRADUATE PROGRAMS IN BUSINESS ADMINISTRATION AND PROFESSIONAL ACCOUNTING)**:

- Scores from tests taken **prior to** June 1996 **EXCEPT** for out-of-state scores from the MAT taken from October 1990 - August 1991. Scores from tests taken between October 1990 and August 1991 are not acceptable for graduate admission at UWG.
- The Graduate School will accept scores from the MAT taken after October 2004.

Faculty of some departments have not yet decided whether they will accept scores from the new MAT for admission to their programs. However, the MAT is being accepted for admission into the following programs:

<u>GRADUATE PROGRAM</u>	<u>MASTERS</u>	<u>SPECIALIST</u>
Art Education (P-12)	X	NA
Business Education	X	X
Early Childhood Education (P-5)	X	X
Educational Leadership & Prof Studies	NO	NO
French (P-12)	X	NA
Guidance & Counseling	NO	NO
Media	X	X
Middle Grades Education (4-8)	X	X
Physical Education	X	NO
Reading Education	X	NA
Secondary Education - English	X	X
Secondary Education - Mathematics	X	X
Secondary Education - Science	X	X
Secondary Education - Social Science	X	X
Special Ed – Curriculum & Instruction	NA	X
Special Education – General or Adapted Curr.	X	NA
Special Education – Leadership	NA	X
Spanish (P-12)	X	NA
Speech-Language Pathology	NO	NA
Music Education	X	NA
Music Performance	X	NA
Master of Science in Nursing	X	NA

The University/Institution Code for the University of West Georgia for the MAT is 2376.

The Ed.D. Program in School Improvement will not accept the MAT. Only the GRE will be accepted for admission.

GRADUATE SCHOOL MINIMUM SCORES

	<u>Scaled Score</u>	<u>Percentile Rank</u>
Masters Degree	396-401	46-54
Specialist Degrees	400-405	53-60

*Please note that programs may require higher standards than Graduate School minimums. At this time none of the programs have indicated an increase in standards. All have accepted Graduate School minimums.