



MASTER OF EDUCATION (MED)

Proof of the following should be submitted to the Graduate School at least 20 days prior to the beginning of the semester 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)
- ✓ One official transcript from each college or university attended
- ✓ 2.7 cumulative GPA for Art Education*, Business Education, Early Childhood Education, French, Middle Grades Education, Reading Education, Secondary Education, Spanish, and Special Education majors
- ✓ An acceptable admissions test score (over)
- ✓ Three strong [letters of recommendation](#)
- ✓ 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).

If you are seeking a masters degree in Business Education and do not have a T-4 certificate in any area, you will need to submit a satisfactory PRAXIS I or GACE Basic Skills Test score or proof of exemption to the Office of Field Experiences in the College of Education before you are eligible to be admitted to the teacher education program. [Applicants seeking a master's degree in Special Education must submit this information directly to the Graduate School at the time of application.](#) For more information about Initial and Add-On Certification programs, please contact the College of Education at 678-839-6570 or see coe.westga.edu/.

* The Department of Art is not accepting applications to the MED program in Art Education at this time. For more information, please contact the department.

IMPORTANT PHONE NUMBERS

Dept of Art – Art Education	678-839-6521	www.westga.edu/~artdept/
Dept of Management – 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		
❖ Reading Education		
❖ Secondary Education		
Dept of Foreign Langs. & Literature – French & Spanish	678-839-6515	www.westga.edu/~forlang/
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	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.

Revised: 03/25/2009

THE IMPORTANCE OF ADMISSIONS TEST SCORES FOR MED DEGREE PROGRAMS

REGULAR ADMISSION

- 2.7 cumulative GPA for Art Education, Business Education, Early Childhood Education, French, Middle Grades Education, Reading, Secondary Education, Spanish and Special Education majors
- An official GRE test score of at least 800 (minimum 400 Verbal score and minimum 400 Quantitative or Analytical score - whichever score is higher of the two sections on tests taken before October 2002. Tests taken after October 2002 require verbal, quantitative, and minimum GRE analytical writing test score of 3.5.) Please visit the Graduate School's web site for more information. OR
- A Miller Analogies Test (MAT) score of at least 44 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 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 396-401 (percentile rank of 46-54). See page 3 for more information.
- PRAXIS Test or GACE scores will not be accepted for admission, but 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.

PROVISIONAL ADMISSION

The undergraduate grade point average multiplied by 100 and added to the individual's verbal and quantitative or analytical scores of the GRE must equal a minimum of 1000 points. The score on the GRE can be no lower than 700 (minimum of 350 Verbal and 350 Quantitative or Analytical sections test taken prior to October 2002). Test taken after this date require Verbal, Quantitative, and minimum GRE Analytical Writing score of 3.0. The GPA cannot be lower than 2.7 as calculated on the last 60 hours of course work. Provisional admission status cannot be changed to "Regular" until the student has completed at least 9 hours of graduate course work with grades of B or better (the Department of Curriculum & Instruction requires at least a 3.3 GPA for Early Childhood Education and Reading majors); or until the student has completed other requirements set forth by the department in which admission is being sought. OR

The Miller Analogies Test score (scores received PRIOR to June 1996 only). Out-of-state test scores from October 1990 – August 1991 will not be accepted) multiplied by 10 and added to the individual's undergraduate grade point average and multiplied by 100 must equal a minimum of 560 points. The MAT score must be at least 27; and the GPA cannot be lower than 2.7 as calculated on the last 60 hours of course work. Criteria for meeting provisional admission using MAT scores for tests taken from October 2004 and later have been established by the Graduate School. If your MAT score does not meet regular admission standards, the Graduate School will determine by previously established criteria if it meets the Graduate School minimum for consideration for provisional admission.

Meeting the criteria for provisional admission status is no guarantee for admission. Provisional admission is ultimately subject to departmental approval and the Dean of the Graduate School.

IMPORTANT NOTICE

Please understand that no more than 9 semester hours taken as a post-baccalaureate or non-degree status may subsequently be applied toward a master's degree program. Therefore, individuals attempting to gain admittance to a master's degree program should make every effort to take the GRE as soon as possible.

ADMISSION REQUIREMENTS FOR PROSPECTIVE STUDENTS SEEKING ADMISSION TO THE COLLEGE OF EDUCATION AND GRADUATE SCHOOL

For admission into the College of Education and Graduate School, a prospective student must meet minimal GPA and GRE test score requirements in addition to meeting other specified criteria. The Graduate School calculates the GPA on all undergraduate course work attempted. If this GPA does not meet the department minimum GPA, the Graduate School recalculates the GPA on the basis of the last 60 hours (or its equivalent) of undergraduate and/or graduate course work completed. All courses taken during the term in which the 60th credit hour is completed shall be included in the calculation.

No prospective student may be admitted to the Graduate School to take any course without the approval of the appropriate department in the College of Education. This means that every prospective student must be recommended for admission into a degree or non-degree program before being admitted to the Graduate School. Each department must approve every student for regular or provisional admission into a program of study before any graduate courses in the College of Education may be taken. Any student admitted provisionally must receive specific requirements from the department which, when successfully completed, will result in "Regular" admission into the degree program. Any applicant denied admission can appeal such a decision. However, no prospective student will be considered for appeal with less than a 2.5 GPA on the last 60 hours of course work attempted.

The University of West Georgia offers a number of Specialist in Education (EDS) degree programs. A separate application is required for admission into these programs. Please call the Graduate School Office at 678-839-6419 or consult our web site for additional 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 the new MAT, see 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:

GRADUATE PROGRAM	MASTERS	SPECIALIST
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
Professional 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.