

M.ED. IN EDUCATIONAL LEADERSHIP

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:

FALL SEMESTER 2008

CLASSES BEGIN AUGUST 15, 2008

SPRING SEMESTER 2009

CLASSES BEGIN JANUARY 7, 2009

SUMMER SEMESTER 2009

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

- ✓ 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
- ✓ An acceptable admissions test score (over)
- ✓ Three strong letters of recommendation
- ✓ Photocopy of your highest teaching/educator certificate
- ✓ Two years of acceptable teaching experience
- ✓ Statement of leadership philosophy
- ✓ Statement of philosophy of teaching and learning
- ✓ Satisfactory Certificate of Immunization (New Students Only)

Please send all documents 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. Your application status may also be viewed at www.westga.edu/~gradsch/.

IMPORTANT PHONE NUMBERS

Dept of Educational Leadership & Professional Studies
College of Education
Financial Aid
Registrar's Office

678-839-6557 coe.westga.edu/elps/
678-839-6570 coe.westga.edu/
678-839-6421 www.westga.edu/finaid/
678-839-6438 www.westga.edu/~registra/

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

THE IMPORTANCE OF ADMISSIONS TEST SCORES FOR THE MED IN ADMINISTRATION & SUPERVISION

REGULAR ADMISSION

- 2.7 cumulative GPA
- 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 3.5.
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 Graduate School will accept scores for the New MAT taken after October 2004. Regular admission requires a New MAT scaled score of 396-401 (percentile rank of 46-54). The new MAT will not be accepted for admission in Guidance & Counseling or Educational Leadership.** Please see page 3 for more information.
- PRAXIS Test scores will not be accepted for admission.

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 **800** (minimum of **400** Verbal and **400** Quantitative or Analytical sections test taken prior to October 2002). Test taken after this date require verbal, quantitative, and minimum GRE Analytical Writing test 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; 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 570 points. The MAT score must be at least **30**; 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. **The new MAT will not be accepted for admission in Guidance & Counseling or Educational Leadership.**

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 masters degree program. Therefore, individuals attempting to gain admittance to a masters 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 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.

*** 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.**

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.