



SPECIALIST IN EDUCATION (EDS)

The College of Education has reorganized and departmental names and locations have been changed. Please see the College of Education web site for updates.

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 2011	CLASSES BEGIN MAY 16, 2011 (SESSION I), JUNE 6, 2011 (SESSION II & SESSION III), and JULY 1, 2011 (SESSION IV)
FALL SEMESTER 2011	CLASSES BEGIN AUGUST 12, 2011
SPRING SEMESTER 2012	CLASSES BEGIN JANUARY 9, 2012

- ✓ 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 \(DEACTIVATED\)*](#), Early Childhood Education, [Middle Grades Education \(DEACTIVATED\)*](#), [Physical Education \(DEACTIVATED\)*](#), and [Secondary Education \(DEACTIVATED\)*](#) 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) - **This form should be submitted directly to the Department of Health Services. Please DO NOT submit the Certificate of Immunization form to the Graduate School Office. For more information, contact Health Services at 678-839-6452.**
- ✓ [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 30118-4160. Please allow 7-10 business days to process your application. CHECK YOUR APPLICATION STATUS online by clicking on [HOW TO APPLY](#) (Item #9).

***DEACTIVATED** – The Department of Leadership & Applied Instruction and the Department of Marketing & Real Estate will not accept applications to their Education Specialist (EDS) programs ([applies only to those programs listed above](#)) at this time. For more information, please contact the respective department.

IMPORTANT PHONE NUMBERS

Dept of Marketing & Real Estate – Business Education	678-839-5041	www.westga.edu/~mgmtbus/bused/bused-main.htm
Dept of Early Learning & Childhood Education - Early Childhood Education	678-839-6559	www.westga.edu/coeelce/
Department of Leadership & Applied Instruction - Middle Grades Education - Secondary Education - Health & Physical Education	678-839-6557	www.westga.edu/coelai/
Dept of Collaborative Support & Intervention - Special Education	678-839-6567	www.westga.edu/coecsi/
Graduate School	678-839-6419	678-839-5949 (FAX) gradsch@westga.edu
College of Education	678-839-6570	coe.westga.edu/
Financial Aid	678-839-6421	www.westga.edu/finaid/
Registrar	678-839-6438	www.westga.edu/registrar/

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 (**DEACTIVATED**), Early Childhood Education, Middle Grades Education (**DEACTIVATED**), Physical Education (**DEACTIVATED**), and Secondary Education (**DEACTIVATED**) 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.

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)	PROGRAM DEACTIVATED	NA
Business Education	X	PROGRAM DEACTIVATED
Early Childhood Education (P-5)	X	X
Educational Leadership & Prof Studies	PROGRAM DEACTIVATED	NO
French (P-12)	PROGRAM DEACTIVATED	NA
Professional Counseling	NO	NO
Media	X	X
Middle Grades Education (4-8)	TEST NOT REQUIRED	PROGRAM DEACTIVATED
Physical Education	PROGRAM DEACTIVATED	PROGRAM DEACTIVATED
Reading Education	X	NA
Secondary Education - English	TEST NOT REQUIRED	PROGRAM DEACTIVATED
Secondary Education - Mathematics	TEST NOT REQUIRED	PROGRAM DEACTIVATED
Secondary Education - Science	TEST NOT REQUIRED	PROGRAM DEACTIVATED
Secondary Education - Social Science	TEST NOT REQUIRED	PROGRAM DEACTIVATED
Special Education	NA	X
Special Education – General or Adapted Curriculum	X	NA
Spanish (P-12)	PROGRAM DEACTIVATED	NA
Speech-Language Pathology	NO	NA
Music Education	TEST NOT REQUIRED	NA
Music Performance	TEST NOT REQUIRED	NA
Master of Science in Nursing	TEST NOT REQUIRED	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.