



MASTER OF ARTS, SCIENCE, MUSIC & PUBLIC ADMINISTRATION

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:

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| FALL SEMESTER 2010 | CLASSES BEGIN AUGUST 12, 2010 |
| SPRING SEMESTER 2011 | CLASSES BEGIN JANUARY 5, 2011 |
| SUMMER SEMESTER 2011 | CLASSES BEGIN MAY 16, 2011 (SESSION I), JUNE 6, 2011 (SESSIONS II & III), & JULY 1, 2011 (SESSION IV) |

- ✓ Completed [application](#) for admission to the UWG Graduate School
- ✓ Non-refundable \$30.00 application fee (one time only).
- ✓ One official transcript from each college or university attended
- ✓ Satisfactory [Certificate of Immunization](#) (if you are a new student)
- ✓ 2.5 cumulative undergraduate GPA (4.0 scale). The Department of History requires a cumulative undergraduate GPA of 2.75
- ✓ An acceptable entrance examination score ([GRE](#)). (See page 2).
- ✓ Three [letters of recommendation](#) from individuals knowledgeable of your professional and academic abilities
- ✓ An interview with departmental faculty may be required by some departments. Interview dates and times to be arranged by respective departments.
- ✓ [Academic Honor Form](#)

* NOTE: Applicants who intend to apply to one of the non-degree certificate programs in History (i.e., Public History and/or Museum Studies) should submit the same application materials required for those seeking the MA in History, with the exception of official GRE scores. GRE scores are not required for admission to non-degree certificate programs. Applicants must have earned a graduate degree in history or a very closely related field (e.g. art history, archaeology, and etc.) that is equivalent to a masters degree in History.

NARRATIVE STATEMENTS REQUIRED

MA – HISTORY – Applicants to the History program must submit a 1-2 page essay stating your reasons for seeking a MA in History or MA in Public History. In addition, the Department of History requires a writing sample (minimum 4 pages). The writing sample must be scholarly in nature (e.g., research paper, essay, professional or creative writing). Please contact Dr. Keith Pacholl at 678-839-6508 or kpacholl@westga.edu should you need more information.

*** Graduate programs in Biology, Music, Public Administration, Rural & Small Town Planning do not require a narrative statement as a requirement for admission.**

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 days for processing your application. CHECK YOUR APPLICATION STATUS online by clicking on [HOW TO APPLY](#) (Item #9).

IMPORTANT PHONE NUMBERS

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|---|--------------|---|
| Department of Biology | 678-839-6547 | www.westga.edu/biology/ |
| Department of History | 678-839-6508 | www.westga.edu/~history/ |
| Department of Music | 678-839-6516 | www.westga.edu/music/ |
| Department of Political Science/Planning (MPA & MS in Rural & Small Town Planning) | 678-839-6504 | www.westga.edu/polisci/ |
| Graduate School | 678-839-6419 | 678-839-5949 (FAX) gradsch@westga.edu |
| Financial Aid | 678-839-6421 | www.westga.edu/finaid/ |
| Registrar | 678-839-6438 | www.westga.edu/registrar/ |

For more information about the College of Arts & Sciences, please visit online at www.westga.edu/coas/. The Graduate School's web page (www.westga.edu/~gradsch/) has links to all graduate programs.

THE IMPORTANCE OF ADMISSION TEST SCORES

All individuals applying for admissions to graduate programs at the University of West Georgia must take the appropriate test. For graduate programs in the Arts & Sciences, prospective students must submit an official GRE score.

REGULAR ADMISSION

- 2.5 grade point average on all undergraduate work
- A GRE score of at least **800** (minimum of **400** Verbal score and a minimum of **400** Quantitative score). The Department of History will accept 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 scores submitted before October 2002). Test scores submitted after October 2002 require Verbal, Quantitative, and GRE Analytical Writing test score of 3.5 for all programs.
- **The Department of Music does not require test scores.**

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

PROVISIONAL ADMISSION

Applicants applying to a masters degree program in the arts and sciences or education with less than the required GPA and GRE scores may be considered for provisional admission. They must submit official GRE test scores and must also have a grade point average of at least 2.2. In no event may the grade point average be less than 2.2. Programs may have higher grade point average and/or test score requirements. Applicants may also be admitted provisionally for reasons other than, or in addition to, grade point average and GRE test scores. **Meeting departmental test score and grade point average requirements is no guarantee of admission. Provisional admission is ultimately subject to departmental approval and the Dean of the Graduate School.** These criteria do not apply to applicants to Education Specialists or doctoral programs.

ADMISSION TEST INFORMATION

Computer-based testing for the Graduate Record Examination (GRE) is available throughout the year by calling 1-800-GRE-CALL or visiting online at <http://www.gre.org/gentest.html>. If you need more information, please call the Graduate School Office at 678-839-6419.

IMPORTANT NOTICE

As your admissions letter states, no more than 9 hours taken as a post baccalaureate or non-degree student may subsequently be applied to a degree. In most situations, students will not be allowed to take the full 9 hours; therefore, students attempting to gain admittance to a degree program should make every effort to take the appropriate admissions test as soon as possible.

Graduate degree programs in Applied Computer Science, Criminology, English, Mathematics, Psychology, and Sociology are also offered at the University of West Georgia. For more information about these programs, please contact the Graduate School Office at 678-839-6419 or gradsch@westga.edu; or consult our web site at www.westga.edu/~gradsch/.