

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:

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
SUMMER SEMESTER 2010	CLASSES BEGIN MAY 17, 2010 (SESSION I), JUNE 7, 2010 (SESSIONS II & III), & JULY 2, 2010 (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](#) or [MAT](#)*). *Music majors ONLY (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](#)

You can check your application status online at www.westga.edu/~gradsch/ by clicking on **HOW TO APPLY**.

* 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 of the above documents directly to the **Graduate School, University of West Georgia, Carrollton, GA 30118-4160**. Inquiries related to your application status or admission test information should be directed to the Graduate School by calling 678-839-6419. Fax number, 678-839-5949. **Your application status may also be viewed at www.westga.edu/~gradsch/.**

IMPORTANT PHONE NUMBERS

Department of Biology	678-839-6547	http://www.westga.edu/biology/
Department of History	678-839-6508	http://www.westga.edu/~history/
Department of Music	678-839-6516	http://www.westga.edu/~musicdpt/
Department of Political Science/Planning (MPA & MS in Rural & Small Town Planning)	678-839-6504	http://www.westga.edu/polisci/
Financial Aid	678-839-6421	http://www.westga.edu/finaid/
Registrar	678-839-6438	http://www.westga.edu/~registra/

For more information about the College of Arts & Sciences, please visit online at <http://www.as.westga.edu/>. The Graduate School's web page (<http://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.
- **The Department of Music will accept the New MAT score.** Regular admission requires a New MAT scaled score of 396-401 (percentile rank of 46-54). Test scores for the MAT will only be accepted if taken after October 1, 2004. Please see page 3 for more information. **The Departments of Biology, Computer Science, English, History, Political Science & Planning, Psychology, and Sociology & Criminology will not accept the new Miller Analogies Test.**

*** 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 with less than the required GPA and GRE scores may be considered for provisional admission if the undergraduate grade point average multiplied by 100 and added to the student's verbal and quantitative scores on the GRE Test equals a minimum of 1000. In no event may the grade point average be less than 2.2 or the score on any portion of the GRE be less than 350. A minimum GRE Analytical Writing test score of 3.0 is also required. 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 status is no guarantee of admission. Provisional admission is ultimately subject to departmental approval and the Dean of the Graduate School. Only the Departments of Music and Nursing accept the Miller Analogies Test (MAT).

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>; for the new MAT access <http://harcourtassessment.com/haiweb/Cultures/en-US/dotCom/milleranalogies.com.htm>. 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, Biology, English, Nursing, 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/. For more information about graduate degrees offered in the College of Arts & Sciences, please visit online at <http://www.as.westga.edu/>.

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.