

# MASTER OF EDUCATION (MED)

**The College of Education has reorganized and departmental names and locations have 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 you plan to enroll:

<b>SUMMER SEMESTER 2011</b>	CLASSES BEGIN MAY 16, 2011 (SESSION I), JUNE 6, 2011 (SESSIONS II & III), & JULY 1, 2011 (SESSION IV)
<b>FALL SEMESTER 2011</b>	CLASSES BEGIN AUGUST 22, 2011
<b>SPRING SEMESTER 2012</b>	CLASSES BEGIN JANUARY 9, 2012

- ✓ 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 (DEACTIVATED)**, Business Education, Early Childhood Education, **French (DEACTIVATED)**, Middle Grades Education, **Physical Education (DEACTIVATED)**, Reading Education, Secondary Education, **Spanish (DEACTIVATED)**, 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) - **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).

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/](http://coe.westga.edu/).

**\* DEACTIVATED** – The Departments of Leadership & Applied Instruction (MED in French Teacher Education and MED in Spanish Teacher Education) and Art (MED in Art Education) are not accepting applications at this time. For more information, please contact the department.

## IMPORTANT PHONE NUMBERS

Department of Art – Art Education	678-839-6521	<a href="http://www.westga.edu/~artdept/">www.westga.edu/~artdept/</a>
Dept of Marketing & Real Estate – Business Education	678-839-5041	<a href="http://www.westga.edu/~mgmtbus/bused/bused-main.htm">www.westga.edu/~mgmtbus/bused/bused-main.htm</a>
Dept of Early Learning & Childhood Education - Early Childhood Education	678-839-6559	<a href="http://www.westga.edu/coeelce/">www.westga.edu/coeelce/</a>
Department of Leadership & Applied Instruction - French Education - Middle Grades Education - Secondary Education - Spanish Education - Health & Physical Education	678-839-6557	<a href="http://www.westga.edu/coelai/">www.westga.edu/coelai/</a>
Dept of Collaborative Support & Intervention - Reading Education - Special Education	678-839-6567	<a href="http://www.westga.edu/coecsi/">www.westga.edu/coecsi/</a>
Graduate School	678-839-6419	678-839-5949 (FAX) <a href="mailto:gradsch@westga.edu">gradsch@westga.edu</a>
College of Education	678-839-6570	<a href="http://coe.westga.edu/">coe.westga.edu/</a>
Financial Aid	678-839-6421	<a href="http://www.westga.edu/finaid/">www.westga.edu/finaid/</a>
Registrar	678-839-6438	<a href="http://www.westga.edu/registrar/">www.westga.edu/registrar/</a>

# 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.

**Effective January 2011, MAT or GRE scores are no longer required for Middle Grades Education and Secondary Education masters program applicants.**

- 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

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.

Provisional admission status cannot be changed to "Regular" until the student has completed at least 9 hours of graduate course work in the field of study 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.

## 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 60<sup>th</sup> 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.

\* 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](http://www.gre.org/gentest.html); for the new MAT, see [www.milleranalogies.com](http://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:

<b>GRADUATE PROGRAM</b>	<b>MASTERS</b>	<b>SPECIALIST</b>
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.