

The following should be submitted to the appropriate UWG office at least 20 days prior to the beginning of the semester you plan to enroll*:

University Requirements:

1. Complete an [application](#) for graduate admission;
2. Non-refundable \$40.00 application fee;
3. One official transcript from each college or university attended;
4. [Certificate of Immunization](#) must be sent directly to the Office of Student Health Services (Only applicable to new students);

Department Requirements:

5. 2.5 cumulative undergraduate GPA on a 4.0 scale
6. Three letters of recommendation
7. Submit a statement of purpose that includes reasons for seeking a certificate in Data Management and Evaluation Methods
8. Students who have successfully been admitted to an MA or PhD program in the College of Social Sciences **only** have to submit an application form.

Please send **ALL materials** (except Certificate of Immunization) to:
Office of Graduate and International Admissions
University of West Georgia
Aycock Hall, Room 127
Carrollton, GA 30118

Check your Application Status online by clicking [here](#).

Important Contact Information:

Department of Sociology	http://www.westga.edu/sociology/	678-839-5199
College of Social Sciences	http://www.westga.edu/coss/	678-839-5170/678-839-5171 (FAX)
Admissions Office	www.westga.edu/admiss/	678-839-5600
Financial Aid	www.westga.edu/finaid/	678-839-6421
Registrar	www.westga.edu/registrar/	678-839-6438

The Graduate Director for the Data Analysis and Evaluation Methods certificate is Dr. Winston Tripp. You may contact Dr. Tripp at wtripp@westga.edu.

IMPORTANT: Students enrolled in the data analysis and evaluation methods program may use certificate courses toward the completion of MA degrees in Sociology or Criminology. Since both departments regularly teach these courses, no additional courses are required to support the certificate program. Both majors allow six credits outside of the department to count toward the major and an additional three with DGS approval. Also, students seeking the certificate in conjunction with other MA degree programs in the college of Social Sciences must consult their graduate advisors to ensure that they are on track to meet degree requirements.

(Revised 01/14/16)