

## **Admissions Policy for Graduate MIT Programs**

The following criteria for admission, based on applicant grade point average (GPA), required test scores, and any other supporting materials, represent the **minimal** admissions standards for applicants seeking entry to post-baccalaureate programs (i.e., master's degree, educational specialist degree, add-on certification) with the Department of Media and Instructional Technology (MIT) in the College of Education. Acceptance by the graduate school into the University of West Georgia **does not** guarantee admission into a particular MIT program. Applicants must meet the MIT program admission requirements in addition to the Graduate Schools admission requirements. In addition, MIT may reject otherwise-qualified applicants due to space limitations; therefore, meeting minimal GPA and test score criteria are no guarantee of admission.

**Admission into Master's-level Programs (M.Ed. of Media, both school library media and instructional technology emphasis).** For regular admission, the applicant must possess a cumulative grade point average (GPA) of at least 2.7 on a 4.0 scale on the last 60 hours of work taken at all colleges/universities. If the applicant already has another graduate degree or has taken 9 or more hours of graduate level courses with a GPA of 2.7 or higher, that GPA may be given greater consideration over the cumulative undergraduate GPA or the combined average. **Additionally**, the applicant must also meet the following criteria for regular admission:

1. a minimum combined score of least 800 - minimum 350 Verbal score and minimum 350 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 analytical writing test score of 3.5;  
or  
a minimum score of 396-401 on the Miller Analogies Test (MAT). Tests taken between October, 1990 – August, 1991 will not be accepted. MAT scores of at least **44** received prior to June 1996 may also be accepted. MAT scores received between June, 1996 – October, 2004 will not be accepted. Scores for the New MAT taken after October 1, 2004 will be accepted. Regular admission requires a New MAT scaled score of 396-401.
2. a minimum of 3 letters of recommendation (form available online at <http://www.westga.edu/%7Egradsch/forms/printable/LOR.pdf>); and
3. completion of all paperwork and any other requirements for regular admission deemed necessary by the Graduate School.

**Non-degree Status Master's Seeking Applicant.** Applicants who have not taken the GRE or MAT will be allowed to enroll as a non-degree status master's-seeking applicant for one 3-hour course pending receipt of acceptable GRE or MAT scores and formal admission into the program, provided they have submitted all other application documents and, provided they meet the cumulative GPA requirement for admission into Master's-level Programs in Media.

**Admission into Ed.S. in Media (with emphasis in Instructional Technology).** For regular admission, the applicant must possess a master's degree and cumulative graduate grade point average (GPA) of at least 3.0 on a 4.0 scale on work taken at all colleges/universities. Additionally, the applicant must also meet the following criteria for regular admission:

1. A minimum combined score of 900 (verbal + quantitative) on the Graduate Record Exam (GRE) with at minimum score of 400 in each of the verbal and 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 analytical writing test score of 3.5;  
  
or  
  
a minimum score of 400-405 on the Miller Analogies Test (MAT). Tests taken between October, 1990 – August, 1991 will not be accepted. MAT scores of at least **48** received prior to June 1996 may also be accepted. MAT scores received between June, 1996 – October, 2004 will not be accepted. Scores for the New MAT taken after October 1, 2004 will be accepted. Admission requires a New MAT scaled score of 396-401.
2. no grade lower than a “C” in any graduate-level course, and no more than one “C” in graduate-level courses;
3. a minimum of 3 letters of recommendation (form available online at <http://www.westga.edu/%7Egradsch/forms/printable/LOR.pdf>); and

4. completion of all paperwork and any other requirements for regular admission deemed necessary by the Graduate School.

**Admission into Ed.S. in Media (with emphasis in School Library Media).**

For regular admission, the applicant must possess a master's degree and be eligible for certification in school library media and have a cumulative graduate grade point average (GPA) of at least 3.0 on a 4.0 scale on work taken at all colleges/universities.

Additionally, the applicant must also meet the following criteria for regular admission:

1. A minimum combined score of 900 (verbal + quantitative) on the Graduate Record Exam (GRE) with at minimum score of 400 in each of the verbal and 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 analytical writing test score of 3.5;  
  
or  
  
a minimum score of 400-405 on the Miller Analogies Test (MAT). Tests taken between October, 1990 – August, 1991 will not be accepted. MAT scores of at least **48** received prior to June 1996 may also be accepted. MAT scores received between June, 1996 – October, 2004 will not be accepted. Scores for the New MAT taken after October 1, 2004 will be accepted. Admission requires a New MAT scaled score of 396-401.
2. no grade lower than a “C” in any graduate-level course, and no more than one “C” in graduate-level courses;

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3. a minimum of 3 letters of recommendation (form available online at <http://www.westga.edu/%7Egradsch/forms/printable/LOR.pdf>); and
4. completion of all paperwork and any other requirements for regular admission deemed necessary by the Graduate School.

**Admission for Non-degree/Certification (Add-on in School Library Media**

**Certification or Initial Certification).** For non-degree/certification admission for add-on certification, the applicant must have earned a master's degree from an accredited institution, hold teacher certification, and possess a cumulative graduate grade point average (GPA) of at least 3.0 on a 4.0 scale on all graduate work taken at all colleges/universities. For initial certification, the applicant must have earned a master's degree from an accredited institution and possess a cumulative GPA of at least 3.0 on a 4.0 scale on all graduate work taken at all colleges-universities. Additionally, the applicant must also meet the following criteria for regular admission:

1. a minimum combined score of least 800 - minimum 350 Verbal score and minimum 350 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 analytical writing test score of 3.5;  
or  
a minimum score of 396-401 on the Miller Analogies Test (MAT). Tests taken between October, 1990 – August, 1991 will not be accepted. MAT scores of at least 44 received prior to June 1996 may also be accepted. MAT scores received

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between June, 1996 – October, 2004 will not be accepted. Scores for the New MAT taken after October 1, 2004 will be accepted. Regular admission requires a New MAT scaled score of 396-401.

2. a minimum of 3 letters of recommendation (form available online at <http://www.westga.edu/%7Egradsch/forms/printable/LOR.pdf>); and
3. completion of all paperwork and any other requirements for regular admission deemed necessary by the Graduate School.

**Appeals for Admission (for all degrees and programs).** Applicants failing to meet one or more of the standards required for regular admission will be notified in writing by the Graduate School if they are eligible to appeal for admission to the program. An applicant failing to meet one or more of the standards required for regular admission **may** be eligible for admission under the following specific conditions:

1. An applicant who meets the required GPA for regular admission into his or her particular program but has not met the GRE/MAT minimums may appeal for admission to the program **if** he or she has taken the GRE and/or the MAT **at least 2 times** and still not met the minimum score requirement. The applicant may take the exams in any combination (e.g., GRE twice, MAT twice, or GRE once and MAT once) and is encouraged to work through preparatory materials/classes before retaking the exam. **No appeals** will be considered until the applicant has taken at least two exams.
2. An applicant who meets the required GRE/MAT score for regular admission into his or her particular program but has not met the minimum required GPA, may

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appeal for admission to the program **if** his or her cumulative grade point average on work taken at all colleges/universities is **between 2.5 and 2.69**. Applicants with cumulative GPAs **below 2.5** are **not** considered eligible for appeal. An applicant with a GPA lower than 2.5 is encouraged to explore other educational opportunities to improve their GPA and reapply at a later date.

There is **no** provisional or conditional admission to MIT programs for applicants with GRE/MAT scores or GPAs below the minimum required. An applicant who meets **neither** the required GRE/MAT score for regular admission into his or her particular program (regardless of number of times the exam has been taken) **nor** the minimum required GPA, **will not** be considered for appeal until one of the above two conditions is met.

An applicant meeting one of the two conditions stated above may appeal for regular admission into her/his chosen program. The requirements for the appeals process are contained in the next section.

### **The Appeals Process**

Applicants meeting one of the two stated conditions above may appeal to the Graduate School for regular admission into their selected program. The appeals process must be completed in a timely fashion and consists of the following:

1. **Notification of Eligibility to Submit an Appeal:** Applicant will receive notification from the Graduate School indicating his or her eligibility to submit an appeal.

2. **Letter of Appeal:** An applicant must write a letter requesting an appeal within 10 business days after receipt of notice that admission has been denied. The letter should be addressed to the Dean of the Graduate School and should explain how the reasons stated in the denial of admission are not indicative of the applicant's potential to be successful in the chosen program. The letter may include any additional supporting material that the applicant deems necessary to make his or her case.
3. **Letters of Recommendation:** The applicant must submit **3 additional, professional** letters of recommendation emphasizing the applicant's scholarly potential along with the letter of appeal. These need to be actual letters—not the "letter of recommendation" form used by the Graduate School. Where appropriate, the same individuals who filled out the earlier form letters for regular admission to the program may also write the appeals letters. However, the initial form letters **will not** be considered for the appeals process.

Once the applicant has satisfactorily submitted the above to the Graduate School, and the MIT Department has been notified by the Graduate School of the appeal, the MIT department will notify the applicant of upcoming appeals dates. After the applicant has selected an appeals date, he or she must contact the MIT Department staff assistant to register for the appeals meeting by calling 678-839-6558 at least three business days before the desired appeals date. Appeals meetings take place 2 times during fall and spring semesters, and once during summer semester. **No additional** appeals meetings or “emergency” appeals will be considered for any applicant who fails to register for one of

the available dates. If an applicant misses a particular date, he or she will need to attend the next available appeals date. Under no circumstance will an applicant be admitted to the program or be allowed to register for classes without an appeals meeting. For specific appeals meeting dates, please visit <http://coe.westga.edu/mit/appeals>.

### **The Appeals Meeting**

The appeals meeting will consist of the following:

1. **Writing Sample:** The applicant will produce a **timed, on-site** writing sample based on a prompt provided by the department at the time of the meeting. The applicant should plan to arrive at the appeals meeting ½ hour earlier than the scheduled appointment time to complete this writing exercise. At the applicant's request, this requirement may be waived, provided the applicant produces documentation of a score of **3 or higher** on the **analytical writing** portion of the GRE. No other documentation of writing ability will be accepted.
2. **Applicant-prepared presentation:** The applicant will produce a **10-minute multimedia professional** presentation that addresses the applicant's strengths, weaknesses, opportunities and threats (SWOT) in relationship to successful completion of the chosen program. In addition to the SWOT analysis, the applicant should identify his or her personal, professional, and technological goals for the chosen program and illustrate a plan for achieving those goals.
3. **Faculty follow-up:** Discussion about program expectations and the applicant presentation will conclude the appeals meeting.

## **Applications, Appeals, and Admissions Timeline**

The department has established dates for each semester by which all applications, appeals, and admissions must be completed.

1. **Applications and Admissions:** The basic application file (application form, transcripts, test scores, letters of recommendation) must be complete by the date established by the graduate school or the last day of class of the semester preceding the requested semester of admission, whichever is later. Admission decisions on these applications will be completed by the MIT Department a minimum of two weeks prior to the department orientation for the semester of admission. If an applicant does not meet the admission requirements and elects to pursue an appeal after the last appeals meeting of the semester, the appeals and admission decision will take place the following semester.

Note: While immunization and honesty statement forms are not required for initial admissions review, they must be received and on file before a student will be allowed to register.

2. **Appeals:** The first admission appeals meeting during fall semester (for spring matriculation) and spring semester (for summer matriculation) will be scheduled the week before early registration for the next semester begins. The second (and last) appeals meeting during fall and spring semesters will be scheduled during the week of exams. The appeals meeting during summer semester (for fall matriculation) will be scheduled during the last week of the College of Education summer session.

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Specific dates for applications, admission decisions, and appeals are posted on the department website <http://coe.westga.edu/mit>.