

Master of Arts in Teaching (MAT)

Applicants to the Master of Arts in Teaching with a GPA lower than 2.5. The submission of both a **Portfolio of Evidence** and the **Exceptional Admit Petition** are required. Both, must contain *ALL* of the following requirements, in an electronic (PDF) formatted file submitted to your Enrollment Coach.

Portfolio of Evidence: demonstrating adequate preparation for graduate studies

- ✓ **Writing samples** that show graduate level communication and analytical skills (at least two). For example, a graded paper for a prior course, a publication, or some other peer-reviewed writing sample.
- ✓ A **detailed resume** showing professional development and achievements, awards, and/or professional recognition.
- ✓ **Letters of reference**, at least two, beyond what was submitted for admission, from persons who can attest to the applicant's ability to do graduate-level work. For example, recommendation(s) from a faculty person (not a neighbor or friend). A letter from a work supervisor is acceptable, but it should not be the only letter submitted.
- ✓ A **letter of explanation** detailing the reasons the applicant believes he/she is a good candidate for graduate study in the discipline requested. For example, why the GPA was below the expected standard.

Exceptional Admit:

- ✓ Petition for Exceptional Admission form.
- ✓ Letter from candidate specifying exceptional admission criteria and how those criteria have been met. The student should also address why they feel they are capable of graduate-level work.
- ✓ Passing score on CBEST or one of the CTC approved basic skills exams and one of the approved graduate admission examinations specified below:
 - GRE, MAT, CSET (passage of all subtest of the appropriate subject matter exam). Passing scores can be found in the catalog.
 - Graduate Record Examination (GRE): achieve the required minimum scores on two out of the three subsections. The minimum acceptable score for the Quantitative section is 141. The minimum acceptable score for the Verbal section is 150. The minimum acceptable score for the Analytic Writing is 4.5.
 - Miller Analogies Test (MAT): achieve a minimum scaled score of 403.
 - California Subject Examinations for Teachers (CSET): Successfully pass the subtests of the appropriate California Subject Examinations for Teachers (CSET). Please email the Teacher Accreditation Department at credentialalerts@umassglobal.edu if there are questions about which CSET is required for your credential program.
- ✓ Three current letters of reference attesting to the candidate's ability to complete graduate coursework (cannot be older than two years).

Graduate Exam Taken: You must submit official evidence of passing scores with this petition

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APPLICATION INFORMATION

Student ID:

Name:

Last

First

Academic Program:

Campus:

Email Address:

Phone:

Please allow two to three weeks for review

GRADUATE ADMISSION COMMITTEE (GAC)

The **Graduate Admission Committee (GAC)** may contact the applicant if clarification is needed on any submitted documents. If the portfolio meets substantive approval of the GAC committee, a decision will be made. The decision of the GAC Committee will be final.

- The portfolio **MUST** be complete before submitting to the Enrollment Coach. If it is not complete, it will not meet the approval of the committee
- Be sure to keep copies of your portfolio, as they will not be returned
- You will be notified by letter of the decision of your **Application for Portfolio of Evidence**

AUTHORIZATION

By submitting the *Application for Portfolio Evaluation* for admission, I certify that I am the individual identified on this form. I have read and understand the requirements listed above for the submission of my Portfolio. If the Portfolio is not complete or not in the required PDF format, this will delay the admission decision. I authorize my Enrollment Coach to process this form.

Applicant Signature: _____ **Date:** _____

Note: Digital signature is acceptable if form is submitted via the email address listed on your application for admission