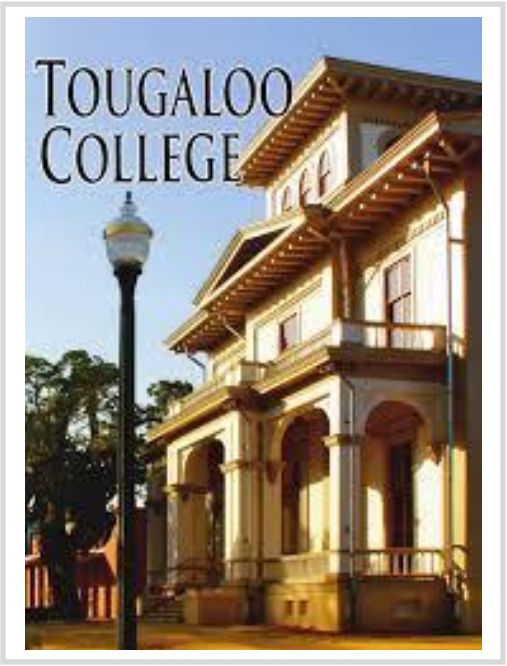
TOUGALOO
1869
COLLEGE



Graduate Program

Application for Admission

Graduate Program
Division of Education, Supervision and Instruction
Tougaloo College
500 West County Line Road
Tougaloo, MS 39174
601-977-7744
education@tougaloo.edu

SOCIAL SECURITY NUMBER: _____
EMAIL ADDRESS: _____
TC ID#: _____
(Assigned by TC)

TOUGALOO COLLEGE

500 West County Line Road
Tougaloo, Mississippi 39174

Graduate Program
Application for Admission

Office Use Only
Fee Amount: _____ **Date:** _____
☐**Check** ☐**Credit Card**
GPA: _____
Comments: _____

SECTION A: PERSONAL INFORMATION

_____ _____
Last Name First Name Middle Name Native Language

Former Last Name (if any): _____ **Date of Birth:** _____
Month Day Year

Citizenship:
☐U.S. Citizen
☐Non-Citizen
_____
Country
_____
Citizenship

Permanent Home Address:

_____
Street Address

_____
City State Zip Code

_____
County Country

Ethnicity (reporting purposes only)
☐American Indian/Alaskan Native
☐Asian
☐Black/African American
☐Native Hawaiian/Pacific Islander
☐White
☐Other _____

Gender: ☐Male ☐Female

Telephone Numbers: Home: _____ Work: _____ Mobile: _____

Will you apply for federal student aid? ☐Yes **(The code for Tougaloo College is 002439)** ☐No

Have you served in the U.S. Armed Forces? ☐Yes ☐No Branch _____

Do you require special accommodations? ☐Yes ☐No

Person(s) to contact in the case of emergency:
Last Name: _____ First Name: _____ Phone: _____
Last Name: _____ First Name: _____ Phone: _____

SECTION B: ADMISSION INFORMATION

ADMISSION REQUESTED FOR: **Year:** _____

Semester: ☐ Fall (August-December) ☐ Spring (January–May)
☐ Summer (June – July)

Degree seeking: ☐Master of Arts in Child Development
☐Master of Arts in Child Development Fifth-Year Program*
(Currently enrolled Tougaloo College students only)
☐ Master of Arts in Teaching

Status: ☐Full-time (9 credit hours)
☐Part-time (Less than 6 credit hours)

Please note that this is not a distant learning program. You must enroll in three (3) credit hours per term, a total of 9 credit hours. You must also attend all meetings and professional development training meetings prescribed by your faculty.

Have you ever applied to Tougaloo College? ☐**No** ☐**Yes**

Did you enroll? ☐**No** ☐**Yes**

Last date of attendance: _____

Did you graduate? ☐**No** ☐**Yes**

Year of graduation_____

Major:

_____

Degree:

SECTION C: ACADEMIC STUDY INFORMATION

List in chronological order (most recent first) all colleges and universities attended. Transcripts must be provided for each institution.

Institution	Mailing Address	Dates Attended	Degree Received	Cumulative GPA

If you have worked on a research project, either for your first degree or subsequently, please describe your work below. Your account of your work should be intelligible to anyone who is not a specialist in your field. If you have no such research experiences, leave this space blank. A blank entry will not impact your admission status.

List any scholarships, awards, prizes or other distinctions obtained (list only the most important).

If you have made applications to other institutions this year, provide details below:

Program of Study/Research	Institution	Department	State/Country

SECTION D: ASSESSMENT INFORMATION (Master of Arts in Teaching only):

CORE EXAM SCORES: Writing ☐ Reading ☐ Math ☐

PRAXIS II Specialty Area Exam Score ☐

Are you willing to register for the semi-annual Beginning Teachers Professional Support and Assessment group meetings? ☐Yes ☐No

SECTION E: EMPLOYMENT HISTORY (list in chronological order the last five years)

From	To	Position Held	Employer	Mailing Address

SECTION F: PERSONAL REFERENCE FORM

Please submit the personal reference form of three individuals (teachers, professors, supervisors, etc.) who can attest to your scholastic abilities, research and scholarly work. Please complete and sign each reference form prior to submitting to the referrer.

SECTION G: STATEMENT AND SIGNATURE

I hereby affirm that all information supplied is complete and accurate. It is my understanding that I shall not be considered for admission to Tougaloo College until I have submitted all credentials specified. I further agree to inform the Graduate Program of any change in my plans to attend Tougaloo College. I understand that withholding of information requested or giving false information may make me ineligible for admission and enrollment.

Signature: _____ **Date:** _____

Tougaloo College is committed to the policy of providing educational opportunities to all qualified students regardless of their economic or social status and will not discriminate on the basis of race, color, sex, creed, sexual orientation, disability, veteran status, age or national origin.

Tougaloo College
Graduate Program Personal Reference Instructions

To the Applicant:
Please ask an associate, supervisor, former instructor or advisor to complete this Personal Reference Form. This person should be able to evaluate your potential for graduate-level study and scholarly research. Print or type your name and the name of the person to whom you are submitting the Personal Reference Form.

_____
Applicant Last Name/Surname First Name Middle Name

Applicant for Admission to: _____
Degree Program

Referrer's Name _____
Last Name/Surname First Name Middle Name

Relationship to Applicant: ☐Teacher/Professor ☐Employer/Supervisor ☐Other _____

To the Referrer:
The above-named person is applying for admission to the Division of Education, Supervision and Instruction Graduate Program at Tougaloo College. Please complete the Personal Reference Form. The information supplied in this form will be used only for the purpose of assessing the applicant's qualifications for admission.

Please return this personal reference form and letter of recommendation (if applicable) to:

Graduate Program Admission
Division of Education, Supervision and Instruction
Tougaloo College
500 West County Line Road
Tougaloo, MS 39174

Important Information for the Applicant and the Referrer:

Under the Family Educational Rights and Privacy Act of 1974, students enrolled at Tougaloo College have access to their admission records, including personal reference forms and letters of recommendation. However, students may waive their right to see a personal reference form or letter of recommendation, whereupon such documents will be held in confidence. If the applicant has not signed a waiver, it is assumed that the personal reference form or letter of recommendation is submitted with the referrer's understanding that the applicant, once registered at Tougaloo College, may request to see these documents. The alternative selected will not affect consideration of the application for admission.

If you wish to waive your right to examine the personal reference form and/or letter of recommendation, please sign here:

Signature of Applicant: _____ Date: _____

Tougaloo College
Graduate Program Personal Reference Form

1. Please carefully assess the applicant in the following areas. In making your assessment, compare the applicant to other individuals you have known who have similar levels of experience and education.

	Superior	Good	Average	Poor	Unknown
Intellectual ability	☐	☐	☐	☐	☐
Ability to analyze a problem and formulate a solution	☐	☐	☐	☐	☐
Competence in applicant's general field	☐	☐	☐	☐	☐
Self-reliance	☐	☐	☐	☐	☐
Leadership	☐	☐	☐	☐	☐
Creativity/Innovation	☐	☐	☐	☐	☐
Motivation	☐	☐	☐	☐	☐
Self-discipline	☐	☐	☐	☐	☐
Cooperativeness	☐	☐	☐	☐	☐
Oral communication skills	☐	☐	☐	☐	☐
Written communication skills	☐	☐	☐	☐	☐
Initiative	☐	☐	☐	☐	☐
Reliability	☐	☐	☐	☐	☐

2. Please comment on the applicant's main strengths and promise as a graduate student at Tougaloo College.

3. Please state if you know any reason why this candidate should not be admitted.

4. Recommendation for admission:
   ☐Strongly Recommend ☐Recommend ☐Recommend with Reservations ☐Do not Recommend

_____ _____
Recommender's Signature Name (print) Date

_____ _____
Position Institution/Employer

_____ _____
Telephone Email FAX

Please return this reference form to: Division of Education, Supervision and Instruction • Graduate Program Admission
Tougaloo College • 500 West County Line Road • Tougaloo, MS 39174

Graduate Program Admission Guidelines

Thank you for your interest in Tougaloo College!
The application should be filled out carefully and completely. Show "N/A" (not applicable) when appropriate. If the application is submitted with essential information that is missing, processing will be delayed until such information is received. An applicant applying to the Graduate Program may require an interview. Domestic applicants are recommended to submit their application 30 days before the department/program deadline. International applicants should apply at least 60 days in advance.

GRADUATE PROGRAM ADMISSION DEADLINES

Fall Deadline: June 1
Spring Deadline: October 1
Summer Deadline: April 1

GENERAL ADMISSION REQUIREMENTS

Any applicant who holds a bachelor's degree from an accredited college or university and has earned a 3.0 cumulative grade point average may apply for admission to the Graduate Program. Although the Graduate Program coordinates the admission process and establishes minimum requirements for admission, additional requirements vary by degree program. Satisfying minimal standards does not guarantee admission into the Graduate Program.

Domestic Applicants

Admission requirements include:

- $50 nonrefundable application fee.
- Official transcripts of all college-level work. **Fax copies will not be accepted.** Applicants who fail to submit final transcripts will not be permitted to register.
- Three personal reference forms from persons qualified to appraise scholastic aptitude and personal and professional potential.

International Applicants

Admission requirements include:

- $65 nonrefundable application fee.
- In addition to meeting the domestic admission requirements, international applicants must submit additional documents that verify degree conferral, a financial statement form, official bank statement, an official TOEFL score (students from countries where English is not the native language), and a current copy of your passport.

GRADUATE PROGRAM ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements, applicants must meet the following program requirements:

Master of Arts in Child Development Degree Requirements	
• Submission of an official transcript from a regionally/nationally accredited institution of higher learning. • Successful completion of a bachelor's degree in child development or related field, including at least 12 quarter units or eight semester units in substantial upper division early childhood education and/or child development work from a regionally/nationally accredited institution of higher learning. • Cumulative grade point average of at least a 3.00 in the last 60 semester units completed.	• Submission of a 1,200 to 1,500 word written personal statement detailing relevant experience that has prepared the applicant for work in early childhood or child development graduate studies. • Professional resume or curriculum vitae. • Three confidential personal reference forms, of which one must be an academic reference, from persons qualified to emphasize your level of preparation for graduate study in child development.
***Master of Arts in Child Development Fifth Year Program Admission Requirements**	
• Submission of an official transcript from a regionally/nationally accredited institution of higher learning. • Senior-level undergraduate Tougaloo College students who have completed all requirements for degree coursework for a Bachelor of Arts degree in Child Development. • Cumulative 3.25 grade point average. • Must be within six hours of graduation. • Restricted to a minimum of six hours of graduate work.	• Submission of a 1,200 to 1,500 word written personal statement detailing relevant experience that has prepared the applicant for work in early childhood or child development graduate studies. • Professional resume or curriculum vitae. • Three confidential personal reference forms, of which one must be an academic reference, from persons qualified to emphasize your level of preparation for graduate study in child development.
Master of Arts in Teaching Degree Requirements	
• Submission of an official transcript from a regionally/nationally accredited institution of higher learning. • Have completed required undergraduate/graduate courses with 12 credits each in English, mathematics, science, and	• Submission of a 1,200 to 1,500 word written personal statement detailing the applicant's motivation for becoming a teacher; relevant experience that has prepared the applicant to work with children in grades 4-6 or 7-12, and the importance of helping children to succeed in school.

social science, with six credits in fine arts for the chosen Elementary Education (4-6) certification; or • Have completed required undergraduate/graduate courses with 30 credits coursework in the subject (content) areas chosen for Secondary Education certification. • Three confidential personal reference forms accompanied with a letter of recommendation dated within the last six months from persons qualified to emphasize the applicant's level of commitment to working with children and/or adolescents, effectiveness as a teacher, and the ability to interact with candidates in an educational setting. • Complete the Division of Education Pre-Candidate Questionnaire.	• Minimum cumulative grade point average of 2.80 or higher in undergraduate coursework and 3.0 for graduate coursework in the academic discipline/content area. • Submit passing scores at the state required level on the PRAXIS I Core Academic Skills for Educators. • Submit passing scores at the state required level on the PRAXIS II Specialty Area Test. Candidate must demonstrate satisfactory performance on the PRAXIS II content knowledge test in the appropriate content area(s) prior to being admitted into the MAT Program. • Satisfactory completion of an interview

COMPLETE APPLICATION AND SUBMIT ALL REQUIRED DOCUMENTS

Graduate Program
Division of Education, Supervision and Instruction
Tougaloo College
500 West County Line Road
Tougaloo, MS 39174
Email: education@tougaloo.edu

PAY APPLICATION FEE

- The application fee will not be waived, deferred, or refunded for any reason. The application fee must be paid before the application will be processed.
- The initial application fee is valid for no more than one (1) year from the term of the initial application. If an applicant waits longer than one (1) year, it will be necessary to reapply and pay the application fee again.

APPLICATION REVIEW PROCESS

- Once the Division of Education receives the application, the applicant will receive a confirmation e-mail.
- The Graduate Program is required by federal law to maintain the confidentiality of both the information submitted in support of your application and your application's status.
- The Graduate Program admissions team will not begin to review your application until it is complete. If your program has an application deadline, you must submit all required application materials before that deadline. The application alone is not enough to meet required deadlines. The file is complete after the required fee, application, and other required documents are received. All documents submitted to Tougaloo College become its property and will not be released to students or other institutions. Admission applications and transcripts are destroyed after one year for students who do not enroll.
- The Office of Enrollment Services will do a final review of all application materials to determine that the applicant meets the general and program admission requirements. If the applicant meets all admission criteria, the Office of Enrollment Services will notify the applicant.
- The Office of Enrollment Service will submit the official Letter of Acceptance to the applicant.
- Please review the information about financing your graduate education.

FINANCING YOUR GRADUATE EDUCATION

Determining how to finance your education may be a critical factor in your decision to apply to graduate school. Graduate PLUS loans are federal loans that graduate or professional degree students and parents of dependent undergraduate students can use to help pay education expenses. To receive a Direct PLUS Loan, you must be a graduate or professional degree student enrolled at least half-time at an eligible school in a program leading to a degree or certificate, and meet the general eligibility requirements for federal student aid.

Things to Keep In Mind

- Apply for Federal assistance by completing the **Free Application for Federal Assistance (FAFSA)** at https:://fafsa.ed.gov/. Be sure to list Tougaloo College as the college to receive the results of your evaluation. **The code number for Tougaloo College is 002439.** Graduate students are considered independent, so parent information should not be included on your FAFSA.
- Submit your FAFSA by the priority deadline, January 15, 2015 (Spring) or July 15, 2015 (Fall), to ensure timely processing and the best financial aid package.
- File the FAFSA even if you are not sure you will need or want any aid from the Financial Aid Office. You can decide later whether to accept aid for which you are eligible.
- If you miss the priority deadline, submit your FAFSA as soon as possible.
- Only U.S. citizens and Permanent Residents may apply for Federal funds administered by the Financial Aid Office.

Need assistance? Call us. We can help you.

Call the Division of Education, Supervision and Instruction at 601-977-7744.

Optional: How did you learn about Tougaloo College? ☐Alumni ☐Faculty/Staff ☐Radio ☐Television