

**Admission to Graduate Programs**  
**The School of Technology**  
**Effective Spring 2007**

The following admission practice pertains to the applicants to the graduate programs in Technology, including Master of Science in Technology degree, and graduate certificate programs.

**A. If you are new to the graduate programs, please follow these steps:**

1. Submit your application to the graduate school.

The following is the link for the domestic graduate application at EIU:

<https://www.applytograd.eiu.edu/>

The application form for international applicants is available at:

<http://www.eiu.edu/%7Einterntl/>

The following materials are required by the graduate school and the international programs office:

- Academic transcripts from all institutions (with English translations),
- Proof of bachelor's degree from an accredited institution.

The international programs office requires test score of TOEFL in addition to the above documents. Please refer to the web site of the international programs office for more details. (<http://www.eiu.edu/%7Einterntl/>)

Please make sure your email and mailing addresses on the application form are legible and valid.

2. After you submit your application, please provide the following materials to the graduate programs in Technology:

- Recommendation Form:  
Two standard recommendation forms from individuals who can attest to the applicant's potential graduate level academic performance are required. The forms are to be sealed and signed by the original reference. Photocopy is not acceptable.

The recommendation forms shall be mailed to:

Graduate Programs  
School of Technology  
600 E Lincoln Ave.

Eastern Illinois University  
Charleston, IL 61920  
USA

- Applicant Essay including Statement of Goals:  
Applicants are required to submit an application essay, which should include their academic background, related work experience, personal and professional goals, and reasons to pursue graduate studies in Technology.
- A brief resume showing relevant experience to the field of Technology.

The above essay and resume can be either mailed to the above address or emailed to: Ms. Laurie Smith at [lsmith4@eiu.edu](mailto:lsmith4@eiu.edu).

3. The graduate programs office will contact the applicant through email for an interview if the applicant lives in the vicinity. Thus, please make sure your email addresses on your application form is valid.
4. The official admission decision will be communicated to the applicant either by the graduate school or the international programs office. Please make sure your email and mailing address on the application form are legible and valid.

**B. If you are already in the graduate program(s) and like to add either the MS degree or any graduate certificate program(s) to your study, please submit the form of “Change of Status” to the graduate school. In the form, you simply indicate which program you like to add. The form is available at <http://www.eiu.edu/%7Egraduate/statuschange.htm>**

**Here is what happens to your application:**

1. The graduate school or international programs office will admit the students to the graduate school, based upon the minimum requirements by the university. Please note that admission to the graduate school does not warranty for an automatic admission to the graduate programs in Technology.
2. After the applicant has been admitted to the graduate school at EIU, the application materials will be forwarded to the graduate programs in Technology.
3. After the application is received and all additional required documents are complete, the package will be required by an admission committee in Technology.
4. The applicant will be interviewed after the committee review with the graduate coordinator.
5. A decision on admission will be made after the interview meeting.

6. The graduate school or international program office will communicate with the applicant regarding the decision.

### **Important Contacts:**

Admission for domestic students:

Ms. Debbie Black

(217)581-6043

Email: [dablack@eiu.edu](mailto:dablack@eiu.edu)

Admission for international students (including F-1 visa materials):

Marilyn Thomas

(217)581-2322

Email: [msthomas@eiu.edu](mailto:msthomas@eiu.edu)

Graduate programs in Technology (for inquiry and decision appeal):

Dr. Peter Ping Liu

(217)581-6267

Email: [pliu@eiu.edu](mailto:pliu@eiu.edu)

Laurie Smith, Secretary

(217)581-8526 (only part time, available in the mornings)

Email: [lsmith4@eiu.edu](mailto:lsmith4@eiu.edu)

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### **Original Approved Policy:**

The following describes the policy and procedure for admission to the graduate programs in Technology:

- a. Admission to the Graduate School: To be eligible for degree or certificate programs in Technology, applicants must meet all of the requirements for admission to the Graduate School.
- b. Applicants must demonstrate significant relevant educational background and/or work experience in Technology Management, Training and Development, Career and Technical Education, and Computer Technology.
- c. Minimum Undergraduate GPA Requirements:
  - i. **Meeting the minimum GPA requirements only will not suffice for admission.**
  - ii. Applicants must have a minimum of 2.75 undergraduate GPA, to receive full admission to the graduate degree and/or certificate programs.

- iii. Applicants with GPA between 2.50 and 2.75 may receive provisional admission if the applicants have met the above conditions under (a) and (b), with recommendation from the admission subcommittee.
  - iv. Applicants with GPA less than 2.50 will not be admitted to the degree or certificate programs. Applicants may appeal to the Graduate Committee that may grant provisional admission to candidates who have GPA less than 2.50 but have demonstrated potential for success in the graduate programs and have met other conditions specified above (a) and (b).
- e. Recommendation Form:  
Two standard recommendation forms from individuals who can attest to the applicant's potential graduate level academic performance are required.
- f. Applicant Essay including Statement of Goals:  
Applicants are required to submit an application essay, which should include their academic background, related work experience, personal and professional goals, and reasons to pursue graduate studies in Technology.
- g. The following materials are required to complete the application for admission:
- Academic transcripts from all institutions (with English translations),
  - Proof of bachelor's degree from an accredited institution,
  - Two (2) standard recommendation forms,
  - Application essay, and
  - An interview with the Graduate Coordinator is required for all applicants. International applicants should communicate with the Graduate Coordinator regarding acceptable alternatives to the interview.
- h. Application Deadline:  
The deadline for submitting applications for **international students** is:
- Fall – March 1<sup>st</sup>
  - Spring – September 1<sup>st</sup>
- The deadline for submitting applications for **domestic students** is:
- Fall – April 1<sup>st</sup>
  - Spring – October 1<sup>st</sup>
  - Summer – March 1<sup>st</sup>
- i. Review for Admission:
- All applicants will be reviewed by an admission subcommittee.
  - The admission subcommittee will consist of the graduate coordinator and two faculty in the areas of Technology Management, Training and Development, Career and Technical Education, and Computer Technology, based upon the applicant's background.
  - The admission subcommittee may recommend math and/or writing course requirements to be completed during the first semester.

- The admission subcommittee may recommend additional course work for completion of the graduate degree (undergraduate deficiency).

**Approved:** The School of Technology Graduate Committee, Sept. 7, 2006

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