

Attached is a document with the changes to the English Department's Graduate Studies application process. I agree that these changes fall within the parameters for an Executive Action. I hope time remains for these to go through CGS this semester so the department can move forward with recruitment materials in a timely manner.

Please do not hesitate to contact me if you have need of additional information.

Sincerely,

Patty

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MA Program in English Proposed Changes to Catalog Copy of Admission Requirements

Current policy: Admission Requirements

(<http://castle.eiu.edu/english/student/gradover.htm>)

Requirements for admission to degree candidacy include:

- a bachelor's degree from an accredited four-year college or university;
- a minimum grade point average (GPA) of 2.75 on a 4.0 scale;
- a documented score on the General Test of the Graduate Record Examination.

Proposed revision clarifies 3 items: letters of recommendation, personal statement, and writing sample.

These items should be sent directly to THE GRADUATE SCHOOL:

- transcript showing award of a bachelor's degree from an accredited four-year college or university;
- a minimum grade point average (GPA) of 2.75 on a 4.0 scale;

- a documented score on the General Test of the Graduate Record Examination.

These items should be sent directly to the Graduate Coordinator of English.

- ☐ Two Letters of Recommendation: Provide each letter writer with a copy of the Letter of Recommendation Form. Letter writers should mail letters directly to the Graduate Coordinator of English.
- ☐ Personal Statement: Submit a statement of 500-750 words that explains your reasons for undertaking graduate study, your academic preparation, your interests and goals.
- ☐ Writing Sample: Send a sample of critical writing that shows us your ability to think and write critically on one of the following: 1) a subject related to English; 2) the academic interests you intend to pursue in graduate school; 3) an area of study in which you have research and writing experience. Your sample should be at least 5 pages long and no more than 20.
- ☐ Optional: Curriculum Vitae or resume attached to the personal statement.

Current Policy, Admissions Requirements for Graduate Assistants

(<http://castle.eiu.edu/english/student/gradchecklist.htm>):

The following documents must be on file with the Graduate School to insure eligibility for an assistantship.

- ☐ Complete Application for Admission : An application for admission as a degree seeking candidate must be on file at the Graduate School. A complete application includes (1) the application form (available at http://www.eiu.edu/~graduate/prospective_students/admissions.php); (2) official transcripts reflecting completion of a bachelor's degree from a regionally accredited four-year college or university and a GPA of 2.75 on a 4.0 scale; (3) GRE General Test score.
- ☐ Completed Graduate Assistantship Application: Apply for a graduate assistantship in the English Department at this web address: <http://www.eiu.edu/~graduate/assistantships/assistantships.php>
- ☐ International Applications: International students must have official test scores (TOFEL and GRE, GMAT, or MAT – as specified on the Graduate Admission Application), a completed financial affidavit, and complete transcripts on file before an assistantship will be offered.

These items should be sent directly to the Graduate Coordinator of English.

- Two Letters of Recommendation: Provide each letter writer with a copy of the Letter of Recommendation Form. Letter writers should mail letters directly to the Graduate Coordinator of English.
- Personal Statement: Submit a statement of 300-500 words that explains your reasons for undertaking graduate study, your academic interests, and your qualifications for a graduate assistantship.
- Curriculum Vitae or Resume: Please attach this document to the personal statement.
- Writing Sample: Send a 5-10 page sample of scholarly or creative writing.

Proposed revision is almost identical in substance, but now makes the 3.0 GPA requirement more visible and revises the language describing some of the required materials:

- Minimum undergraduate GPA of 3.0
- Two Letters of Recommendation: Provide each letter writer with a copy of the Letter of Recommendation Form. Letter writers should mail letters directly to the Graduate Coordinator of English.
- Personal Statement: Submit a statement of 500-750 words that explains your reasons for undertaking graduate study, your academic interests, and your qualifications for a graduate assistantship.
- Curriculum Vitae or Resume: Please attach this document to the personal statement.
- Writing Sample: Send a sample of critical writing that shows us your ability to think and write critically on one of the following: 1) a subject related to English; 2) the academic interests you intend to pursue in graduate school; 3) an area of study in which you have research and writing experience. Your sample should be at least 5 pages long and no more than 20.