

Graduate & Professional Studies Pre-Admission Instructions

GATEWAY AND BACHELOR PROGRAMS

(For personal tracking purposes, please check/date when completed)

- _____ **APPLICATION** - Submit a completed application to the Greeneville or Knoxville Graduate & Professional Studies Office (or) apply on-line at www.tusculum.edu.
- _____ **OFFICIAL TRANSCRIPTS** - Students must submit transcript request forms for each accredited institution previously attended. If you have less than 12 college-level semester hours, an official high school transcript must also be requested.
- _____ **TWO RECOMMENDATION FORMS** - Select two individuals (non-family) to complete the standardized forms. This form is also available on-line at www.tusculum.edu.
- _____ **FINANCIAL AID** - For quicker service, you may apply on-line at www.fafsa.ed.gov. See enclosure for details.
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GRADUATE PROGRAMS

Complete the above-listed items in addition to the following:

- _____ **GRADUATE TEST SCORES** - An official copy of test scores should be sent from the Educational Testing Service directly to Tusculum College.
- Master of Arts, Education (3 concentrations)
 - K-12 (GRE, MAT, NTE OR PRAXIS TEST REQUIRED)
 - Organizational Training and Education (NO GRADUATE TEST REQUIRED)
 - Human Resource Development (NO GRADUATE TEST REQUIRED)
 - Master of Arts, Organizational Management (NO GRADUATE TEST REQUIRED)
- _____ **WRITING SAMPLE** - Prepare and submit a 300-word writing sample
- _____ **RESUME** - All applicants (except K-12 applicants) must submit a current resume

Submit all admissions materials as quickly as possible!
Failure to submit admissions materials in a timely manner may result in a delay of acceptance, registration and financial aid.