



ENGLISH WRITING CONCENTRATION *GRADUATE PROGRAM ADMISSIONS PROCEDURE*

(Please keep these instructions for reference)

For formal admission to the English – Writing Concentration graduate degree program, applicants must meet the minimum GPA requirements and submit the required admission materials. Please send all admission materials to the Center for Educational and Professional Advancement, Mount Mary College, 2900 N. Menomonee River Parkway, Milwaukee, WI 53222-4597. Students may apply at any time during the year for the semester following application.

1. **Minimum 3.0 undergraduate grade point average (GPA)** on a 4-point scale; students with strong materials otherwise may be admitted on a probationary status with a GPA of 2.75. Students who show promise but whose writing demonstrates the need for some undergraduate writing coursework, may be admitted on a provisional status until they have completed the required courses.
2. **Graduate application** (please complete all pages).
3. **\$35 application fee** (non-refundable) - please make check or money order payable to Mount Mary College. Application fee is waived for Mount Mary College alumnae.
4. **Transcripts** – Official transcripts detailing previous academic study from all universities or colleges attended, embossed with the school seal, must be sent directly from the issuing institution to the Center for Educational and Professional Advancement. Applicants with course work in progress toward the fulfillment of a degree are required to submit an official final transcript verifying receipt of their degree after completing the course work. For prior credit to be considered for transfer, official graduate transcripts must be submitted as part of this application. Transcripts submitted after admission will not be considered for transfer of prior credit.
Applicants who previously attended Mount Mary College need not request Mount Mary transcripts but are required to furnish transcripts from other schools they attended, if applicable.
5. **Writing Sample:**
 - a. For students focusing primarily on creative writing, the writing sample should include at least one work of fiction or three or more poems. To provide an adequate collection, students focusing on creative writing may also include samples of academic and/or professional writing.
 - b. Students focusing primarily on professional writing should include academic or professional works (2-3 documents totaling 2500 words or more), such as business reports, memos, feature stories, scientific or medical writing, newsletters, proposals, brochures, software documentation, grant proposals, legal briefs, or research studies on technical or business topics.
Note: If you have questions or concerns about the writing sample, please contact Dr. Kristi Siegel at 414-258-4810, ext. 287, or email at siegelkr@wi.rr.com.
6. **Résumé** – please outline your educational and professional experience.
7. **Autobiographical statement** – write a 2-3 page statement about the following: 1) a statement of your interests in writing and how you came to have those interests, 2) what your goals and ambitions in the field of writing are, and 3) how the program to which you are applying can help you achieve those goals. Please take some time planning and writing the essay; the quality of your writing and thought will be assessed.
8. **Three letters of recommendation** – please provide letters from teachers/professors familiar with your work, employers familiar with your professionalism, writers, etc. Recommendation letters are to be sent directly to the Center for Educational and Professional Advancement.

Although classes may be taken while the application is under consideration, formal acceptance to degree study is determined by the specific Program Director and/or Admissions Committee. A letter stating the final decision on the application for degree study will be sent by the Center for Educational and Professional Advancement Office.

Non-Degree Admission: To be admitted as a non-degree candidate, please submit two copies of the application, an official transcript showing proof of a bachelor's degree and completion of prerequisite work, and the \$35 non-refundable fee (\$75 for international students).

***International Graduate Student Admission:** Please contact the Center for Educational and Professional Advancement at (414) 256-1252 or gradinfo@mtmary.edu for complete admission requirements.