**College of Graduate Studies**
**Admission Checklist**

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**SPECIALIST OF EDUCATION IN CURRICULUM AND INSTRUCTION (EDUCATIONAL LEADERSHIP)**

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**DR. JIMHUFFMAN, PROGRAM DIRECTOR**
College of Education Building, 314  
615-898-2331  
jim.huffman@mtsu.edu

**DR. MARVING PEYTON, OFF-CAMPUS COORDINATOR**
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**FELISIA GRINER, GRADUATE ANALYST**
College of Graduate Studies  
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615-898-2218  
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**ALL APPLICANTS MUST SUBMIT THE FOLLOWING TO GRADUATE STUDIES:**

- Online application and appropriate application fee ([http://www.mtsu.edu/graduate/apply.shtml](http://www.mtsu.edu/graduate/apply.shtml))

- Official transcript of all colleges, universities (including business and technical schools). If the transcripts are issued from an international (non-U.S.) institution, a course-by-course analysis is required. Original non-U.S. transcripts should be submitted directly to the evaluation service. See the College of Graduate Studies International Students webpage at [http://www.mtsu.edu/graduate/international.shtml](http://www.mtsu.edu/graduate/international.shtml) for more information.

- Official Test Scores of Graduate Record Examination (GRE) OR Miller Analogies Test (MAT) OR Principles of Learning and Teaching II (PRAXIS II) OR a copy of the teaching license

- Valid teaching license (may be waived under special circumstances)

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International applicants should also visit the College of Graduate Studies International Student webpage for additional requirements ([http://www.mtsu.edu/graduate/international.shtml](http://www.mtsu.edu/graduate/international.shtml))

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**MAILING ADDRESS:**
- College of Graduate Studies  
  MTSU Box 42
- Middle Tennessee State University  
  Murfreesboro, TN 37132

**MTSU SCHOOL CODE FOR TESTS**
- GRE – 1466
- Praxis – 1466
- TOEFL – 1466

**GMAT:**
- ACTG – 6ZK-KJ-63
- INFS – 6ZK-KJ-37
- MBA (Full-time) – 6ZK-KJ-25
- MBA (Part-time) – 6ZK-KJ-52

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**PHYSICAL LOCATION:**
- College of Graduate Studies  
  Sam H. Ingram Building, Main Floor  
  2269 Middle Tennessee Blvd.  
  Murfreesboro, TN 37132

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