

## **Mathematics Department Procedures for Graduate Admission**

Admission to the Department of Mathematics' MS and MA Programs is predicated on the following criteria:

1. An overall undergraduate Grade Point Average that meets the Graduate College minimum of 2.75;
2. As evidenced by transcripts, an undergraduate background in Mathematics beyond Calculus, Linear Algebra and Differential Equations or substantially equivalent courses in mathematically-based areas such as Physics or Engineering. In unusual cases, where an applicant does not strictly meet the "background" requirement, but shows evidence of being successful in a technical mathematics program, he or she may be admitted or may be required to take 12 hours of Masters courses with grades of B or better in each course before being admitted.

***The Mathematics Department does not require letters of recommendation or the GRE.***

The actual procedure used to consider applicants is as follows:

1. The Administrative Coordinator is notified that new application materials are available online. The Admin Coordinator downloads and prints the materials and gives them to the Graduate Program Director.
2. The Graduate Program Director reviews the applications and transcripts to see if the criteria above are met. If so, then the applicant is accepted for the appropriate program. If not, the applicant is either rejected or advised that he or she can be admitted if he or she starts as non-degree and takes 12 hours of Mathematics courses with B's or better in each course. Rejection typically occurs if the applicant does not meet the Graduate College minimum GPA or the applicant has no (or almost no) background in Mathematics.
3. The Graduate Program Director notes the appropriate action on the applicant's physical file and returns the file to the Admin Coordinator, who then prepares the appropriate letter for the applicant and informs Graduate Admissions of the decision.

### *Criteria for Graduate Assistantships*

Decisions regarding awarding of tuition waivers and graduate stipends are made based on a combination of the following:

1. grade point averages;
2. quality of mathematically rigorous undergraduate program;
3. ability to work for the department successfully in the Math Learning Center or (possibly) with faculty.

All funding decisions are contingent on the amount of funding available. Duties for graduate assistantships typically consist of working 10 hours a week for a tuition waiver and an additional 10 hours a week for a stipend in our Mathematics Learning Center.