



NAVIGATING THE APPLICATION & ADMISSION PROCESS

Department of Education

Master of Arts in Teaching Program

Post-Baccalaureate Teacher Education Program (LicensureOnly)

STAGE ONE: COMPLETING YOUR APPLICATION FILE

What happens in this stage: Our office handles your application file. When your file is complete, it is submitted to the Director of the M.A.T. Program and your interview will be scheduled.

Primary contact for this stage:

Department of Education

Christian Brothers University
650 East Parkway South – Box 101
Memphis, TN 38104
GraduateEducation@cbu.edu
phone 901-321-4350 / fax 901-321-3299

STAGE TWO: REVIEW OF YOUR APPLICATION FILE BY DoE

What happens in this stage: Upon completion, several individuals from the Department of Education conduct a preliminary review of your file, including the Administrative Assistant, Licensing Officer, and Program Director. Preliminary reviews are conducted in the week before and after an application deadline.

Primary contacts in this stage:

Administrative Assistant
Department of Education
Christian Brothers University
650 East Parkway South – Box 101
Memphis, TN 38104
GraduateEducation@cbu.edu
phone 901-321-4350 / fax 901-321-3299

STAGE THREE: INTERVIEW

After the preliminary review, an interview is scheduled with the Program Director by the Administrative Assistant. Interviews are typically conducted once a semester in the two weeks following an application deadline.

Primary contact in this stage:

Administrative Assistant (**see above**)

STAGE FOUR: ADMISSION DECISION

Within 10 business days of your interview, you will receive an email from Graduate Education Administrative Assistant regarding your acceptance or denial in our program. This email will be sent to the address on the application form and will include orientation information and the next step in the admissions process.

Primary contacts in this stage:

Administrative Assistant