**Department of Recording Industry**

**Admission to Candidacy Appeal Application**

**(Use for Fall 2018 and later appeals)**

Beginning in the of Fall 2018, candidacy appeals are to be submitted electronically.

Please follow all instructions – including naming conventions and submission approaches.

**NAME THIS FORM AS:**

LastName\_FirstName\_Candidacy\_Appeal Example: Jones\_David\_Candidacy\_Appeal

**SAVE THIS FORM AND ALL SUBMISSIONS** in Microsoft Word (.doc), Rich Text Format (.rtf), Plain Text Format (.txt) or PDF.

If you are submitting scans/snapshots, you can use .jpg or .png formats.

DO NOT save any documents in the Pages format (.pages).

**YOUR INFORMATION:**

Type your answers next to the appropriate item.

Name (Last, First, Middle Initial):

M#:

Local Address:

City, State, Zip:

Best Contact Telephone Number:

MTSU Email Address:

Term you applied for candidacy (Include semester and year. ex. Fall 2018):

Which candidacy did you apply for (Place an X after the name):

Audio Production:

Music Business:

Commercial Songwriting:

**REQUIRED ITEMS TO SUBMIT:**

1. Candidacy Appeal application (this form)
2. Current MTSU transcript. Print an unofficial copy from Pipeline by navigating:
	* Transcript with Name and MTSU ID
	* Transcript Level (All Levels). Transcript Type (Advising-Unofficial Transcript).
	* Select “Click here to Print Unofficial Transcript (Chrome and FireFox Only)”
	* In the PRINT window, you should be able to select “Open PDF in Preview” (Mac)
	* Once opened, you should be able to File > “Export as PDF…”
	* If you have difficulty, you can print and then scan/copy/photograph the documents.
	* Name the file: LastName\_FirstName\_Transcript Example: Jones\_David\_Transcript
3. Personal Essay
	* Name the file: LastName\_FirstName\_Essay Example: Jones\_David\_Essay

**OPTIONAL ITEMS YOU CAN SUBMIT (These are optional):**

1. No more than three (3)letters of recommendation (not from RIM faculty)
	* If you receive these written or printed, scan/copy/photograph them.
	* Name the file(s): LastName\_FirstName\_LOR (if more than one, designate as LOR1, LOR2, LOR3)
2. A link to no more than one (1)creative work for the committee’s consideration.
	* Post your creative work to a cloud server (OneDrive, Google Drive, Dropbox, etc.).
	* Include a description of the creative work and your participation AT THE END of your Personal Essay.
	* Include a **SHAREABLE LINK** to the creative work after your description of it. Committee members should be able to copy and paste the link into a web browser window and have it access the intended file WITHOUT needing to sign up for or log in to the cloud service.

**STATEMENT OF UNDERSTANDING:**

“I understand that the recommendation of the Candidacy Appeals Committee is final. I further understand that the committee members are under no obligation to meet with students after the recommendation process has been completed.”

**APPLICANT’S NAME and DATE**:

 **Typing your name above indicates that you understand and accept this statement.**

**WRITING YOUR PERSONAL ESSAY:**

Of all the elements that make up your appeal, the personal essay is perhaps the most important. Therefore, it is recommended that you spend time crafting a thoughtful, persuasive and compelling argument as to why the committee should recommend approval of your appeal.

The personal statement MUST be no less than ONE and no more than THREE typed double-spaced pages. (Scanned, handwritten letters will not be read under any circumstances). Please use a standard font and size (e.g. 12-point Times New Roman).

When drafting your essay, please keep these points in mind:

1. What were the circumstances that prevented you from attaining candidacy? For example, was there a sudden illness or crisis that kept you away from school or significantly impaired your ability to complete your work?
2. Did you start off your collegiate career poorly (low performance in your freshman year, for instance) which has negatively impacted your inclusive GAP but have since shown a marked improvement over a number of semesters?
3. Avoid clichés such as: “I realize my grades are low, but if I get candidacy I’ll work really hard,” or, “Music is my life, and I can’t imagine doing anything else.”
4. Don’t be hostile or blame faculty: Remember this is a faculty committee. Accusing a professor of conspiring to ruin your academic career is not a wise tactic.
5. Don’t blame the educational process: MTSU is a four-year, comprehensive, public university. Don’t argue that you would have done better if you didn’t have to take general studies classes. That’s not an approach to higher education that the committee applauds.

**NOTE:** DON’T SEND IN A ROUGH DRAFT!Write, read and rewrite. Poorly written essays loaded with misspellings, grammatical mistakes and general incoherence will be considered a reflection of your aptitude, sincerity, desire and overall commitment to the program.

**WHEN YOU ARE READY TO SUBMIT YOUR APPLICATION…**

From your MTSU email account, draft a new email addressed to the Coordinator of the Recording Industry Department, Mrs. Tina Chevalier:

Tina.Chevalier@mtsu.edu

Use the Subject heading: Candidacy Appeals: LastName, FirstName. (Example: Candidacy Appeals: Jones, David)

Include an appropriately worded message such as:

Hello Mrs. Chevalier,

Attached, please find my Candidacy Appeals Application materials (application, transcript, personal essay, 2 letters of recommendation). Should you have any issues with the attachments, please let me know. Thank you for your time and consideration.

Attach the necessary documentation (at a minimum: Application, Transcript, Personal Essay).

AT THE LATEST, you will be contacted regarding a decision by the Friday before the semester starts.