Waiver of GRE Score Requirements
Master of Arts in Higher Education Administration
Sam Houston State University

In order to obtain the Waiver of the GRE Score Requirement, applicants must have either a) an awarded graduate degree from an accredited institution of higher education, or b) an overall undergraduate GPA of at least 3.0 and at least three years of full time administrative experience in an institution of higher education within the past 7 years.

Along with official transcripts, applicants must have a human resources official submit an employment verification letter documenting the applicants’ title, Standard Occupation Code System hiring codes for their position, the length of time they have been employed, and whether the employment has been full time. Letters from multiple institutions can be sent to add up to 3 years of full time experience as long as these years of experience are not concurrently occurring. All years of experience must be completed consecutively and within the past seven years. Applicants with part-time employment, less than 3 years of full time administrative employment, or whose positions are not coded as administrators (i.e. clerical, temporary, facilities, or faculty codes) need not apply for the GRE Waiver and require GRE scores for their applications to be complete. Years of part-time employment may not be added together to be considered for this GRE Score Waiver.

Human Resources/Employment verification staff should document the applicants’ full time status, length of time in this position, and their Standard Occupation Code from the Bureau of Labor Statistics/ Integrated Postsecondary Education Data System.

Mail letters to:
Dr. Peggy Holzweiss
Assistant Professor and Coordinator of Higher Education Administration
Dept. of Educational Leadership and Counseling
Sam Houston State University
Campus Box 2119
Huntsville, TX 77341-2119.

They may also fax the letter to Dr. Holzweiss at 936.294.3886 or email it to highered@shsu.edu.

Direct questions about the employment verification process to Dr. Peggy Holzweiss at 936.294.3886 or highered@shsu.edu.