

# ADMISSION-GRADUATE

## ADMISSION STANDARDS

### Postbaccalaureate Licensure Program

Students seeking admission to a postbaccalaureate initial licensure program must hold a bachelor's degree from an accredited four-year institution of acceptable standing.

Applicants must meet the following criteria in order to be admitted by the College of Graduate Studies and College of Education and Allied Studies:

- A 2.8 undergraduate GPA.
- Three appropriate letters of recommendation. At least one letter of recommendation should be an academic reference from a professor.
- A qualifying score on the Communication and Literacy Skills portion of the Massachusetts Tests for Educator Licensure® (MTEL).
- Official transcripts of undergraduate and graduate course work.

Graduates of Bridgewater State University and persons who have taken nondegree credit at the university may attach a copy of their transcript printed from InfoBear. All BSU transcripts will be verified.

Please note that admission decisions to postbaccalaureate programs are made on a rolling basis when applications are submitted within a reasonable time frame prior to the start of an academic semester.

Candidates who are applying for licenses in fields in which they did not major are subject to a review of their course backgrounds in the license areas; additional courses may be required in the content areas.

### Accelerated Postbaccalaureate Licensure Program (APB)

Students seeking admission to the accelerated postbaccalaureate initial licensure program must hold a bachelor's degree from an accredited four-year institution of acceptable standing. Candidates for the APB program will be admitted by the College of Graduate Studies based upon the recommendation of the APB coordinator and the College of Education and Allied Studies. The coordinator will base the admission recommendation on the candidate's potential to be an effective teacher based upon multiple indicators including, but not limited to, the following:

- A 2.8 undergraduate GPA.
- Content competence demonstrated by a passing score on the subject matter test portion of the Massachusetts Tests for Educator Licensure® (MTEL).

Note: Candidates who are applying for a license are subject to a review of their course background in the license area; additional content courses may be required to be completed prior to the practicum.

- A qualifying score on the Communication and Literacy Skills portion of the Massachusetts Tests for Educator Licensure® (MTEL).
- Résumé.
- Experience with youth at the licensure level.
- Official transcripts of undergraduate and graduate course work.

As part of the admission process, each candidate's transcripts will be reviewed by the APB program coordinator in collaboration with the appropriate departmental graduate coordinator for relevant content area coursework. A list of required topics has been determined by the specialized professional associations. The result of this review may require courses be taken in the content area in addition to the 15 core APA education credits.

Applicants to the Accelerated Postbaccalaureate (APB) licensure program should refer to the "Secondary Education and Professional Programs" section of this catalog for admission criteria.

### Master of Arts in Teaching (MAT)

Students seeking admission to the Master of Arts in Teaching degree program must hold a bachelor's degree from an accredited four-year institution of acceptable standing. The MAT program is designed for high school and middle school teachers who have an initial license and are seeking a professional license in the Commonwealth of Massachusetts. Applicants must meet the following criteria in order to be admitted by the College of Graduate Studies

- A 2.75 undergraduate GPA based upon four years of course work or a 3.0 undergraduate GPA based upon course work completed during the junior and senior years.
- Some programs require a composite score of 900 on the quantitative and verbal parts of the GRE General Test.
- An initial teaching license.

- Three appropriate letters of recommendation (at least two letters of recommendation should be from professors and the third letter of recommendation could be from a professional employer).
- Applicants not holding a bachelor's degree in the content area being pursued for the MAT are subject to a transcript review by the academic department to determine whether additional content course work will be required as program prerequisites.

## Master's Degree Programs

Please note that a number of graduate programs (including counseling, criminal justice, psychology, public administration, social work and certain education programs) have additional admission requirements, which are outlined in the appropriate departmental sections of this catalog.

Students seeking admission to a program leading to a master's degree must hold a bachelor's degree from an accredited four-year institution of acceptable standing. (College seniors may be admitted to graduate programs contingent on receipt of conferred undergraduate degree). Master's degree applicants must meet the following criteria in order to receive a "clear admit" (full graduate student status):

- A 2.75 undergraduate GPA based upon four years of course work or a 3.0 undergraduate GPA based upon course work completed in the junior and senior years.
- A 2.8 undergraduate GPA based upon four years of course work or a 3.0 undergraduate GPA based upon course work completed in the junior and senior years for programs leading to initial licensure.
- Most programs require a composite score of 900 on the quantitative and verbal parts of the GRE General Test. Please consult the appropriate departmental section of the catalog.
- A rating of 1 (on part IV) on three letters of recommendation (1 being the highest rating on the scale). At least two letters of recommendation should be academic references from professors and the third letter of recommendation could be from a professional employer.
- Candidates for education programs leading to initial licensure need to provide a qualifying score on the Communication and Literacy Skills portion of the Massachusetts Tests for Educator Licensure® (MTEL). Some programs may require additional MTEL® test(s). Please refer to the appropriate departmental section of this catalog.

Applicants who do not meet the "clear admit" status will be considered for a "conditional acceptance" if they meet the following criteria:

- A 2.5 undergraduate GPA based upon four years of course work or a 2.75 undergraduate GPA based upon course work completed during the junior and senior years.
- A composite score of 600 to 899 on the quantitative and verbal parts of the GRE General Test.
- A rating of at least 2 (on part IV) on three letters of recommendation (1 being the highest rating on the scale). At least two letters of recommendation should be academic references from professors and the third letter of recommendation could be from a professional employer.
- Candidates for education programs leading to initial licensure need to provide a qualifying score on the Communication and Literacy Skills portion of the Massachusetts Tests for Educator Licensure® (MTEL). Some programs may require additional MTEL® test(s). Please refer to the appropriate departmental section of this catalog.
- There is no "conditional acceptance" status for applicants seeking admission to the MEd degree program in elementary education leading to initial licensure.

Conditions that must be met to move from conditional to full graduate student status include:

- Students must meet with their advisers who will recommend three graduate courses that must be taken at Bridgewater State University after conditional admission to the program.
- Students must attain a GPA of at least 3.0 after completion of the three required courses.

If students attain a GPA of at least 3.0 after completing the courses, they will be moved to full graduate student status. If students do not earn a GPA of at least 3.0 after completing the courses, they will be subject to academic dismissal.

## CAGS and Postmaster's Licensure Programs

Students seeking admission to a postmaster's program must hold a master's degree from an accredited institution and must meet the following criteria in order to be admitted by the College of Graduate Studies:

- A graduate GPA of 3.0.
- Three appropriate letters of recommendation (at least two letters of recommendation should be from professors and the third letter of recommendation could be from a professional employer).
- Candidates for education programs leading to initial licensure need to provide qualifying scores on the Communication and Literacy Skills portion of the Massachusetts Tests for Educator Licensure® (MTEL).

Please refer to the appropriate departmental section of this catalog for additional information.

## Application Procedures

For most programs, the College of Graduate Studies admits students for the fall and spring semesters and summer sessions of each year. An application is not complete unless all of the appropriate documents have been received by the College of Graduate Studies on or before the appropriate, proposed application deadline:

Dec. 1	Accelerated postbaccalaureate spring semester admission
Jan. 25	Social Work fall semester admission – Advanced standing, full time and part time
Feb. 1	Summer session admission
Feb. 1	Counselor Education fall semester admission
March 15	Psychology fall semester admission
April 1	Fall semester admission
April 1	Accelerated postbaccalaureate summer semester admission
July 15	Accelerated postbaccalaureate fall semester admission
Oct. 1	Spring semester admission
Oct. 1	Counselor Education spring semester admission

Certificate and postbaccalaureate programs have “rolling admission,” accepting applications at any time, within a reasonable time frame prior to the start of an academic semester or session.

Applicants who have questions regarding graduate application procedures and deadlines should contact the College of Graduate Studies at [graduatestudies@bridgew.edu](mailto:graduatestudies@bridgew.edu) or at 508.531.1300. It is the responsibility of graduate students to make certain that all application documents are received on time. Applicants should indicate a specific degree or licensure program (and also the area of study) when they request application forms.

Certain programs require a formal interview with the graduate program coordinator. Please consult the department requirements presented in this catalog.

Applicants to a graduate program should make certain that the material listed below is on file in the College of Graduate Studies.

Application forms with fee payments and all other correspondence and application material should be sent to:

Bridgewater State University  
College of Graduate Studies  
Maxwell Library - Room 019  
Bridgewater, MA 02325

Students are encouraged to apply online to expedite their application. Apply online at [www.bridgew.edu/cogs](http://www.bridgew.edu/cogs). An application is not complete unless all of the appropriate documents listed below have been received by the College of Graduate Studies.

- 1. Graduate application form and application fee**

Graduate students should send the completed application form and application fee of \$50 to the College of Graduate Studies to begin the admissions application process. Checks for the application fee should be made payable to Bridgewater State University.

- 2. Official transcripts of all undergraduate and graduate course work**

Official transcripts must be sent directly to the College of Graduate Studies and must bear the seal and/or stamp of the issuing college or university. Copies of transcripts and transcripts marked “Issued to Student” are not acceptable. Applicants who have attended more than one undergraduate institution and/or graduate school should arrange to have transcripts of ALL course work, including grade results, from each school attended sent directly to the College of Graduate Studies. Graduates of Bridgewater State University and persons who have taken nondegree credit at the university may attach a copy of their transcript printed from InfoBear. All BSU transcripts will be verified.

Applicants who have successfully completed graduate courses, as well as those who hold a degree(s) in addition to the baccalaureate, must fulfill all application requirements as set forth in the university catalog. The successful completion of graduate courses prior to application shall not obligate the academic department or the College of Graduate Studies to recommend an applicant for acceptance.

- 3. Letters of recommendation**

Three letters of recommendation are required for all programs, with the exception of the APB program, which requires no letters of recommendation.

Candidates for the master’s degree in counselor education should consult that program’s section of this catalog for specific instruction about letters of recommendation.

Forms for recommendations are available from the College of Graduate Studies. In general, only letters of recommendation submitted on these forms and sent by the reference directly to the College of Graduate Studies will be accepted. These letters provide an estimate of applicants’ abilities to successfully pursue programs in their proposed fields or concentrations. For MAT and MEd applicants, at least two letters must be from faculty who have taught the applicants at the collegiate level (undergraduate or graduate). The third letter may be from appropriate employers or school administrators for whom the applicants have taught. For MA and MS applicants, at least two letters must be from people who have taught the applicants in the appropriate areas of concentration. The third MA and MS letter may be from faculty members who have taught the applicants at the collegiate level or from appropriate employers or school administrators for whom the applicants have taught.

4. **Graduate Record Examination (GRE)**

For those programs requiring the GRE as an admission requirement, students are required to submit the results of the General Test. Applicants must arrange to have their official score report sent directly from the Educational Testing Service to the College of Graduate Studies. Bridgewater State University's CEEB code is 3517. Photocopies and scores submitted by applicants are not acceptable. Information relative to the GRE may be obtained from the College of Graduate Studies or [www.gre.org](http://www.gre.org). Students who have earned a master's degree are exempt from the GRE requirement.

5. **Graduate Management Admission Test (GMAT)**

Master of Business Administration and Master of Science in Accountancy applicants are required to submit GMAT scores. Applicants must arrange to have an official score report sent directly from the Educational Testing Service to the College of Graduate Studies. Bridgewater State University's CEEB code is 3517. Photocopies and scores submitted by applicants are not acceptable. Information pertaining to the GMAT may be obtained from the College of Graduate Studies or [www.mba.com](http://www.mba.com). Students who have earned a master's degree are exempt from the GMAT requirement.

6. **Test of English as a Foreign Language (TOEFL)**

All applicants from countries where English is not the official language also must provide scores from the TOEFL or IELTS examinations. Ordinarily, only students with appropriate scores on TOEFL or IELTS will be considered for admission.

7. **Massachusetts Tests for Educator Licensure® (MTEL)**

Applicants must provide a qualifying score on the Communication and Literacy Skills portion of the Massachusetts Tests for Educator Licensure® (MTEL) as a graduate admission requirement if applying to one of the following education programs:

- Postbaccalaureate and Accelerated Postbaccalaureate (APB) initial teacher licensure programs. (Applicants to the Accelerated Postbaccalaureate (APB) program must also submit a qualifying score on the appropriate MTEL® subject matter test.)
- MEd and CAGS programs leading to initial administrator licensure
- All MEd programs leading to initial teacher licensure
- MEd, Postmaster's and CAGS programs leading to initial support specialist licensure; e.g., school counselor, reading specialist

Note: Some programs may require additional MTEL® test(s). Please refer to the appropriate departmental section of this catalog.

8. **Additional departmental requirements**

There may also be special departmental requirements relative to the application, such as an interview. Such requirements, if any, are to be found under each department's description of its graduate program(s) in this catalog.

### **International Student Admission Requirements**

Students applying for admission to a Bridgewater State University graduate program, who plan to come into this country on an F-1 Visa, will need to include the following documents with the application and application fee:

- **Affidavit of financial support** (\$21,971.00)
- **Certified bank/financial statement** attesting to the fact that funds are available specifically for educational expenses. The statement must show sufficient funding for one year of college-related costs and living expenses. Presently, the university estimates this amount to be approximately \$21,971 (subject to change).
- **Test of English as a Foreign Language (TOEFL) Score or International English Language Testing System (IELTS)** (if necessary, in accordance with English language skills). Students for whom English is a second language will be required to submit an official copy of results either from the TOEFL or IELTS, unless they have at least two years' experience in an American college or university. Students must receive an appropriate score on either the TOEFL or IELTS.
- **GRE or GMAT Scores** (dependent upon program)
- **Transcripts** – All transcripts must be evaluated and translated showing equivalence of U. S. baccalaureate degree by an agency such as the Center for Educational Documentation, Boston, MA ([www.cedevaluations.com](http://www.cedevaluations.com)); World Education Services, Inc., New York, NY ([www.wes.org](http://www.wes.org)); or another reputable agency.
- **Three Letters of Recommendation** – At least two letters of recommendation should be academic references from professors and the third letter of recommendation could be from a professional employer.
- **Immunization Requirement** – Documentation of immunization must be completed prior to the start of classes. A Bridgewater State University Health and Counseling form must be completed by Aug. 1 and is available at [www.bridgew.edu/healthservices](http://www.bridgew.edu/healthservices).
- **Insurance (medical)** – provided by the university
- **SEVIS Transfer Eligibility Verification Form**

It is strongly suggested that international students submit a completed application at least one month prior to the deadline in order to have sufficient time to receive an Initial I-20 form needed to apply for an F-1 Visa.

### **Admission Decisions**

#### **Action by the Academic Department**

All completed applications are sent by the College of Graduate Studies to the academic department in which applicants propose to concentrate. After reviewing these applications, departments make admission recommendations to the College of Graduate Studies.

#### **Action by the Educator Licensure Office**

All completed applications of applicants seeking licensure are sent to the Educator Licensure Office in the College of Education and Allied Studies. After reviewing these applications, decisions are given to the College of Graduate Studies.

**Action by the College of Graduate Studies**

The College of Graduate Studies, after reviewing the recommendations of the academic department and, if applicable, the Educator Licensure Office, notifies applicants of the action taken.

**Change of Program**

Any request to change from one graduate program to another must be made prior to the deadline for receiving completed applications. All requests are subject to departmental approval. Students wishing to change programs must complete the change of program form.

Students seeking to change their program must review the admission requirements in this catalog as additional application materials may be requested by the College of Graduate Studies. Appropriate credits earned prior to a program change may be transferred to the new graduate program with the approval of the new adviser and graduate program coordinator. The form can be found at [www.bridgew.edu/cogs](http://www.bridgew.edu/cogs).

**Graduate Advisers and Graduate Program Planning**

Graduate students who are accepted are assigned advisers in the students' area of study. Students in several programs are required to enroll in the program planning course GRPP 501 Graduate Program Planning (one graduate credit) as part of the minimum credit requirements in their program. Students should consult specific program requirements to see if this course is required. Students should work closely with their adviser in selecting courses and reviewing degree requirements.

Students' academic and professional backgrounds and objectives are considered during the planning and development of a coherent program of graduate study. Graduate students who have been accepted into a master's degree or CAGS program should enroll under the direction of their advisers immediately after acceptance by the College of Graduate Studies and prior to enrolling in any additional courses. For details, graduate students should contact their advisers.

All accepted graduate students will receive copies of the Graduate Program Proposal form from the College of Graduate Studies. Students are required to have a completed copy of this form sent to the College of Graduate Studies when applying to graduate. The form can be found at [www.bridgew.edu/graduation](http://www.bridgew.edu/graduation).