

# ADMISSION-GRADUATE

## ADMISSION STANDARDS

### Postbaccalaureate Licensure Program

Postbaccalaureate initial licensure programs are available in the following areas:

- Early Childhood Education
- Educational Leadership
- Elementary Education
- Health
- Instructional Technology
- Physical Education
- Special Education

Students seeking admission to one of these postbaccalaureate initial licensure programs 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 sealed 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)

An accelerated postbaccalaureate licensure program is available in the following designated high school, middle school and PreK-12 subject areas:

- Biology
- Chemistry
- Dance
- Earth Sciences
- English
- History
- Mathematics
- Music
- Physics
- Spanish
- Theater
- Visual Arts

Students seeking admission to one of these accelerated postbaccalaureate initial licensure programs 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 sealed 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 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.

NOTE: Initial licensure for these APB subject areas is also available through an undergraduate postbaccalaureate program, designed for students who have completed all or most of an educator licensure program with the primary exception of student teaching. Please contact the department chairperson of the Secondary Education and Professional Programs department for more information regarding this option.

### 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. Students who took the GRE exam after August 2011 will require a combined score of 290 using the new grading scale.
- 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):

- GPA requirements vary by program.
- Most programs require a composite score of 900 on the quantitative and verbal parts of the GRE General Test. If you took the GRE exam after August 2011, most programs require a score of 150 on each section. Please consult the appropriate program section of the catalog.
- Acceptable rating of letters of recommendation.
- 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 may be considered for a "conditional acceptance".

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 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:

- An acceptable GPA
- 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.

Priority application deadlines include:

### FALL ADMISSION

- July 15 Accelerated Postbaccalaureate programs
- Jan. 25 Master of Social Work (fall entry only)
- Feb. 1 Counselor Education Programs
- April 1 Master of Arts in Psychology (fall entry only)
- April 1 All other programs

### SPRING ADMISSION

- Dec. 1 Accelerated Postbaccalaureate programs
- Oct. 1 Certificate of Advanced Graduate Study (CAGS) in Reading (spring entry every other year only)
- Oct. 1 All other programs

### SUMMER SESSION

- April 1 Accelerated Postbaccalaureate programs
- Feb. 1 Master of Science in Athletic Training (summer entry only)
- Feb. 1 Other select programs

### ROLLING ADMISSION

Graduate certificate, postbaccalaureate and LEAD programs

Applicants who have questions regarding graduate application procedures and deadlines should contact the Graduate Admission Office 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.

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

Graduate Admission Office  
Bridgewater State University  
Maxwell Library - Room 019  
Bridgewater, MA 02325

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

- 1. Graduate application form and application fee**  
Graduate students should send the completed application form and application fee of \$50 to the Graduate Admission Office to begin the application process. Checks for the application fee should be made payable to Bridgewater State University.
- 2. Official sealed transcripts of all undergraduate and graduate course work**  
Official sealed transcripts must be sent directly to the Graduate Admission Office 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. 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.
- 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.

Recommendation forms for each graduate program are available for download on the graduate admission website. These letters provide an estimate of applicants' abilities to successfully pursue programs in their proposed fields or concentrations. Please consult program sections for any additional instructions.

- 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 Graduate Admission Office. Bridgewater State University's CEEB code is 3517. Photocopies and scores submitted by applicants are not acceptable. Students who have earned a master's degree may be 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 testing service to the Graduate Admission Office. Bridgewater State University's CEEB code is 3517. Photocopies and scores submitted by applicants are not acceptable. Students who have earned a master's degree may be exempt from the GMAT requirement.

6. **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.

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.
- 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, resume or personal statement. 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**
- **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 \$22,781 (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 an 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 priority deadline in order to have sufficient time to receive an Initial I-20 form that is needed to apply for an F-1 Visa.

## **Admission Decisions**

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

All completed applications are sent by the Graduate Admission Office to the academic departments. After reviewing these applications, departments make admission recommendations to the Graduate Admission Office.

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

All completed applications 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 Graduate Admission Office.

**Action by the College of Graduate Studies**

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

**Transfer Credit**

Transfer credit at the graduate level is defined by the College of Graduate Studies as appropriate graduate credit taken at an accredited institution other than Bridgewater State University prior to or after acceptance to a Bridgewater State University graduate program. Prior to matriculation, students can enroll in up to 6 credits in programs with thirty nine or fewer credits. In programs requiring forty or more graduate credits, students may enroll in up to 9 graduate credits. This policy allows interested graduate students to sample a BSU academic program before making a full commitment to graduate study.

Students are encouraged to contact the appropriate graduate program coordinator of choice.

No more than six graduate credits, taken both prior to and after acceptance, can be transferred from other graduate schools. Students should make every attempt to enroll in Bridgewater State University graduate courses. These credits include any credits earned in courses in which students are enrolled at the time of acceptance. It does not include prerequisites. Program exceptions are noted in the appropriate department sections of this catalog.

Approval of transfer credit is subject to the following conditions: 1) that not more than six credits being transferred are from an accredited institution other than Bridgewater State University; 2) that a grade of "B" or better has been earned in all courses being transferred; 3) that courses being transferred have not been used to fulfill the requirements of another degree and 4) that graduate transfer credits may not be more than six years old at the time program requirements are completed.

All courses to be used as transfer credit in a graduate program must have the approval of the students' advisers and graduate program coordinators prior to submitting for final approval to the College of Graduate Studies. Transfer credits should be properly recorded on the students' Graduate Program Proposal forms. An official transcript of courses taken at another institution must be on file in the Graduate Admission Office.

**Continuation or Interruption of Course Registration**

Graduate students have 6 years to complete their degree programs. Should graduate students not enroll in courses during the fall or spring semesters, students will be considered inactive. If students are deemed inactive and wish to register for courses, they must complete a reinstatement form available at [www.bridgew.edu/COGS/forms.cfm](http://www.bridgew.edu/COGS/forms.cfm). This policy is designed to ensure appropriate academic advising and counseling for all graduate students enrolled in degree programs as well as nondegree students.