

Graduate Study at Western New England University

Students interested in graduate study must submit an application for admission and provide all required documentation for their intended program of study. In order to register for a course(s) as a degree-seeking student, you must be accepted to the University. Applicants for most programs can be considered for permission to register for a course(s) while his/her application is pending. Upon receiving permission to register, you can take up to six graduate credits under tentative status.* You will be considered tentative status until your application is complete and an official admission decision is issued. Financial aid is not available to students classified as tentative status. If your application is completed, and you are officially accepted into your program prior to the end of the term, you may be considered for federal and University financial aid at that time.

* Tentative status is not an option for international candidates.

When to Apply for Admission

Western New England University has a rolling admission policy, not a set admission deadline, which gives students greater flexibility in applying. Admission decisions are typically released within two to three weeks of your application being complete. The University urges prospective students to apply as early as possible in relation to the anticipated start date.

Program	Application Deadline	Entry Terms
Master of Arts in Communication	Rolling	Fall, Winter, Spring
Master of Education in Curriculum and Instruction	Rolling	Fall, Winter, Spring, Summer
Master of Fine Arts in Creative Writing	Rolling	Summer and Winter
Masters Programs for Teachers	Rolling Spring, Summer	Fall, Winter,
Master of Science in Applied Behavior Analysis+	Applications will be reviewed on a rolling basis after February 1	Fall
PhD in Behavior Analysis	Priority deadline January 15*	Fall
Master of Business Administration	Rolling	Fall, Winter, Spring, Summer
Master of Science in Accounting	Rolling	Fall, Winter, Spring, Summer
Master of Science in Organizational Leadership	Rolling	Fall, Winter, Spring, Summer
Master of Science in Sport Leadership and Coaching	Rolling	Fall, Winter, Spring, Summer
Masters Programs in Engineering	Rolling	Fall, Winter, Spring, Summer
PhD in Engineering Management	Applications will be reviewed on a rolling basis after January 15	Fall**, Winter, Spring, Summer

* Applications received after the specified deadline will be considered on a case-by-case basis.

** Full-time candidates for the PhD in Engineering Management program typically begin their studies in the fall. Candidates interested in beginning during another graduate term will be considered on a case-by-case basis.

+ Candidates for the MS in Applied Behavior Analysis will also be required to secure employment with the New England Center for Children. Additional information can be found at: www.necc.org.

Academic Calendar— Graduate Programs

Term	Begins
Fall	September
Winter	January
Spring	April
Summer	July

Financial Aid

(U.S. Citizens and Permanent Residents)

In order to be eligible for financial aid, students must have final approval into a degree program and be enrolled in at least three credit hours per term. Visit the Financial Aid page of our website to learn about available aid and scholarships offered specifically for graduate students at www.wne.edu/graduatestudies.

To file a Free Application for Federal Student Aid (FAFSA), visit www.fafsa.ed.gov. Western New England University's Title IV code is 002226.

The Office of Student Administrative Services handles financial aid matters for all students. The office can be reached at 413-796-2080, or by fax at 413-796-2081.

Payment Plans

Our Office of Student Administrative Services offers flexible payment options for self-paying students, those who qualify for employer reimbursement extension plans, or company or government direct payment plans. An employer reimbursement form can be downloaded from www.wne.edu/graduatestudies (click on *Form Finder* link).

Campus Housing

Housing is available on campus for full-time students, but is not guaranteed. Please be advised that accommodations are not available for family members to live on campus. For additional information, contact the Office of Residence Life at 413-782-1317 or visit www.wne.edu/residencelife.

Application for Admission

Application Checklists

COLLEGE OF ARTS AND SCIENCES

Master of Arts in Communication

- A completed Application for Admission with a nonrefundable \$30 application fee. This fee can be waived if a Western New England alumnus/a signs the application.
- An official transcript sent directly to the Admissions Office from all institutions attended as an undergraduate or graduate student. Your own copy is not acceptable.
- Three Recommendation Forms sent directly to the Admissions Office by the evaluators.
- A current résumé.
- A personal essay of at least 500 words articulating your reasons for pursuing graduate study in communication.

Master of Arts in English for Teachers

Master of Arts in Mathematics for Teachers

Master of Education in Curriculum and Instruction

- A completed Application for Admission with a nonrefundable \$30 application fee. This fee can be waived if a Western New England alumnus/a signs the application.
- An official transcript sent directly to the Admissions Office from all institutions attended as an undergraduate or graduate student. Your own copy is not acceptable.
- At least two Recommendation Forms with letters sent directly to the Admissions Office by the evaluators, one of which must be from a supervisor.
- A current résumé.
- Typed one-page, single-spaced personal statement explaining your reasons for pursuing this graduate degree and how the degree will help you attain your personal goals.

Master of Fine Arts in Creative Writing

- A completed Application for Admission with a nonrefundable \$30 application fee. This fee can be waived if a Western New England alumnus/a signs the application.
- An official transcript from all institutions attended as an undergraduate or graduate student. Your own copy is not acceptable.
- A fiction writing sample. The writing sample should be at least 10-15 pages, typed, single-sided, and double-spaced.
- A typed personal narrative (up to 500 words) that describes the tradition of fiction that inspires your work.
- Two Recommendation Forms sent directly to the Admissions Office.

Master of Science in Applied Behavior Analysis

- A completed Application for Admission with a nonrefundable \$30 application fee. This fee can be waived if a Western New England alumnus/a signs the application.
- An official transcript sent directly to the Admissions Office from all institutions attended as an undergraduate or graduate student. Your own copy is not acceptable.
- At least three Recommendation Forms with letters sent directly to the Admissions Office by the evaluators; letters should be academic and/or professional references.
- Current curriculum vitae.
- Typed, two- to three-page, single-spaced personal statement explaining your reasons for pursuing this graduate degree and how the degree will help you attain your personal goals.
- An official score report for the GRE taken no more than five years prior to your application date. The institutional code for Western New England University is 3962.
- A list of three Western New England University faculty advisors in order of your preference.

PhD in Behavior Analysis

- A completed Application for Admission with a nonrefundable \$30 application fee. This fee can be waived if a Western New England alumnus/a signs the application.
- An official transcript sent directly to the Admissions Office from all institutions attended as an undergraduate or graduate student. Your own copy is not acceptable.
- At least three Recommendation Forms with letters sent directly to the Admissions Office by the evaluators; letters should be academic and/or professional references.
- A current curriculum vitae.
- Typed two- to three-page, single-spaced personal statement explaining your reasons for pursuing this graduate degree and how the degree will help you attain your personal goals.
- An official score report for the GRE taken no more than five years prior to your application date. The institutional code for Western New England University is 3962.
- Documentation of BCBA® certification or master's degree in Behavior Analysis.
- A list of three Western New England University faculty advisors in order of your preference.

COLLEGE OF BUSINESS

Master of Business Administration

Master of Science in Accounting

Master of Science in Organizational Leadership

Master of Science in Sport Leadership and Coaching

- A completed Application for Admission with a nonrefundable \$30 application fee. This fee can be waived if a Western New England alumnus/a signs the application.
- An official transcript from all institutions attended as an undergraduate or graduate student. Your own copy is not acceptable.
- Two Recommendation Forms with letters sent directly to the Admissions Office by the evaluators.
- Current résumé.
- An official score report for the GMAT or GRE taken no more than five years prior to your application date. If you are requesting a waiver, please reference the GMAT waiver form on page 8.
- Please provide essay responses to the following questions. Limit each response to 500 words. Use at least 11-point font and 1.5 spacing. If you are applying to a combined degree program, you will only need to provide a response to question "a."
 - a. What strengths will you bring to the graduate program and how will they help you succeed in graduate business study? Discuss any circumstances that you feel account for any perceived weaknesses in your application.
 - b. How will a graduate business degree from Western New England University help you enhance your career and attain your goals?

COLLEGE OF ENGINEERING

Master of Science in Civil Engineering

Master of Science in Electrical Engineering

Master of Science in Engineering Management

Master of Science in Industrial Engineering

Master of Science in Mechanical Engineering

- A completed Application for Admission with a nonrefundable \$30 application fee. This fee can be waived if a Western New England alumnus/a signs the application.
- An official transcript sent directly to the Admissions Office from all institutions attended as an undergraduate or graduate student. Your own copy is not acceptable.
- Two Recommendation Forms sent directly to the Admissions Office by the evaluators.
- Current résumé.

PhD in Engineering Management

- A completed Application for Admission with a nonrefundable \$30 application fee. This fee can be waived if a Western New England alumnus/a signs the application.
- An official transcript sent directly to the Admissions Office from all institutions attended as an undergraduate or graduate student. Your own copy is not acceptable.
- Two Recommendation Forms sent directly to the Admissions Office by the evaluators.
- An official score report for the GRE taken no more than five years prior to your application. The institutional code for Western New England University is 3962.

International Students

In addition to the application materials stated in the application checklists, international candidates will be required to provide the following:

- 1) **Evidence of English proficiency.** This can be done through a number of assessments, including completion of the **TOEFL** with a total score of at least 79 Internet-based points (213 computer-based or 550 paper-based), an **IELTS** score of at least a 6.5, **EIKEN** score of at least 2A, or an **iTEP** score of at least a 5.5. Options not listed will be considered on a case-by-case basis. Permanent residents who have completed their postsecondary education outside of the U.S. with instruction in a language other than English may be required to demonstrate proficiency in English.
- 2) **Financial Documentation**
 - a) Affidavit of Support
 - b) An official bank letter provided by your bank stating that you or your financial sponsor (your family, government, agency, etc.) has sufficient funds to support your education while you are enrolled at Western New England University. The bank letter should bear the bank's seal on the bank's official stationery. All financial documents must be in U.S. currency. Financial documents received in currency other than U.S. dollars will delay the application process. A bank letter does not need to indicate the bank account balance. However, specific amounts must be listed in U.S. currency. A bank letter must be current (received by the Admissions Office within six months of issue).

Application Materials

Send all application materials to:

Graduate Admissions
Western New England University
1215 Wilbraham Road
Springfield, MA 01119-2684

Application forms and non-academic documents can be submitted via fax or email to:

Fax: 413-782-1777

Email: study@wne.edu