Application for Admission
Master's and PhD Programs
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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Application Deadline</th>
<th>Entry Terms</th>
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</thead>
<tbody>
<tr>
<td>Master of Arts in Communication</td>
<td>Rolling</td>
<td>Fall, Winter, Spring</td>
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<tr>
<td>Master of Education in Curriculum and Instruction</td>
<td>Rolling</td>
<td>Fall, Winter, Spring, Summer</td>
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<tr>
<td>Master of Fine Arts in Creative Writing</td>
<td>Rolling</td>
<td>Summer and Winter</td>
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<tr>
<td>Masters Programs for Teachers</td>
<td>Rolling</td>
<td>Fall, Winter, Spring, Summer</td>
</tr>
<tr>
<td>Master of Science in Applied Behavior Analysis+</td>
<td>Applications will be reviewed on a rolling basis after February 1</td>
<td>Fall</td>
</tr>
<tr>
<td>PhD in Behavior Analysis</td>
<td>Priority deadline January 15*</td>
<td>Fall</td>
</tr>
<tr>
<td>Master of Business Administration</td>
<td>Rolling</td>
<td>Fall, Winter, Spring, Summer</td>
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<tr>
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<td>Rolling</td>
<td>Fall, Winter, Spring, Summer</td>
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<td>Rolling</td>
<td>Fall, Winter, Spring, Summer</td>
</tr>
<tr>
<td>Masters Programs in Engineering</td>
<td>Rolling</td>
<td>Fall, Winter, Spring, Summer</td>
</tr>
<tr>
<td>PhD in Engineering Management</td>
<td>Applications will be reviewed on a rolling basis after January 15</td>
<td>Fall**, Winter, Spring, Summer</td>
</tr>
</tbody>
</table>

* 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

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<thead>
<tr>
<th>Term</th>
<th>Begins</th>
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<tr>
<td>Fall</td>
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<td>Winter</td>
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<td>Spring</td>
<td>April</td>
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<td>Summer</td>
<td>July</td>
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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 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.
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 a 2A, or an iTEP score of at least a 5.5. A list of additional options that will be considered for purposes of fulfilling the English language requirement can be viewed at www.wne.edu/graduatestudies. Click on International Students. 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
Application for Admission

(Please type or print clearly)

**PLEASE INDICATE WHICH PROGRAM YOU ARE APPLYING TO:**

**COLLEGE OF ARTS AND SCIENCES**
- Master of Arts in Communication
- Master of Arts in English for Teachers
- Master of Arts in Mathematics for Teachers
- Master of Education in Curriculum and Instruction
  - Elementary Concentration
  - Secondary Concentration
- Master of Fine Arts in Creative Writing
- Master of Science in Behavior Analysis
- PhD in Behavior Analysis

**COLLEGE OF BUSINESS**
- Master of Business Administration (MBA)
  - MBA Accounting Concentration
  - MBA Leadership Concentration
- Master of Science in Accounting (MSA)
- MSA Forensic Accounting and Fraud Concentration
- Master of Science in Organizational Leadership (MSOL)
- JD/MBA
- JD/MSA
- JD/MSOL
- PharmD/MBA
- PharmD/MSOL

**COLLEGE OF ENGINEERING**
- Master of Science in Civil Engineering
- Master of Science in Electrical Engineering
  - General Program
  - Mechatronics Concentration
- Master of Science in Engineering Management (MSEM)
- Master of Science in Industrial Engineering
- Master of Science in Mechanical Engineering
  - General Program
  - Mechatronics Concentration
- PhD in Engineering Management
- MSEM/MBA
- JD/MSEM

**PERSONAL INFORMATION**

Name ____________________________________________

Last First Middle Social Security Number

Other names that may appear on educational records __________________________________________

Preferred first name ____________________________________________

Mailing Address

Number Street Apt.

City State Zip Code

Home Telephone ( ) __________________________ Date of Birth ___/___/___

Home Email Address ____________________________________________

Cell Phone Number ( ) __________________________ Work Telephone ( ) __________________________

- Male
- Female

U.S. Veteran Yes No

Please check the appropriate box:

- U.S. Citizen or Permanent Resident
- Other (please explain) ____________________________________________

International Student: Country of Citizenship ____________________________________________

Place of Birth ____________________________________________ Country

Intended plan of study:
- Full-time
- Part-time

Do you intend to enroll in*: Fall (September) Winter (January) Spring (April) Summer (July) __________________________ Year

What is your housing preference?
- Commuter, off-campus
- On-campus

* Please reference chart on page 1 for entry terms.
EDUCATION
List all colleges, universities, graduate, and professional schools attended:

<table>
<thead>
<tr>
<th>College/University</th>
<th>Location</th>
<th>Dates of Attendance</th>
<th>Degree Earned</th>
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</table>

List the names of people who will provide you with letters of recommendation. Letters are not required for MSA applicants with a BSBA in Accounting from Western New England University, or current Western New England University BSBA students applying to the MBA or MSOL programs. Only one letter is required for current Western New England University graduate students who are applying for one of the combined degree programs.

1. Name of recommender
   Title

2. Name of recommender
   Title

3. Name of recommender
   Title

List any other institutions to which you are applying:

MS in Applied Behavior Analysis and PhD in Behavior Analysis candidates only.
List three Western New England University faculty advisors in order of your preference:

1. 
2. 
3. 

From what sources have you learned about Western New England University graduate programs?
Please check all that apply:

- Internet
- Direct Mail
- Print Ads
- TV
- Radio
- Other

- Friend/Relative/Alumnus
- Colleague
- Your Human Resource Department
- I am a Western New England alumnus/a
Have you ever been convicted of a felony (without the record being sealed or expunged)? □ Yes □ No
If you answered “Yes,” please provide an explanation on a separate sheet of paper.

1. I, the undersigned, acknowledge that by signing this application form, I am hereby financially responsible for any and all tuition, fees, and other charges incurred during my enrollment at Western New England University. Furthermore, I understand that any and all payment terms must be satisfied before the beginning of each academic session, and that failure to do so may prevent me from being able to register at Western New England University for future sessions. I also understand that finance charges will accrue on any and all unpaid balances. Lastly, I understand that I will be financially responsible for all costs related to collection of any and all unpaid balances, including but not limited to attorney fees, collection costs, and further interest. I understand that the application fee is not refundable for any reason.

2. I certify that the information above is complete and correct to the best of my knowledge, and that I am the original author of any information that is directly requested of me. I understand that my acceptance and matriculation may be canceled if any information in support of my application is found to be false.

3. This statement pertains only to candidates applying to the Master of Education in Curriculum and Instruction program. I understand that this program does not lead to initial licensure and does not guarantee any level of licensure. Furthermore, I understand that licensure is granted by individual states, and that it is my responsibility to contact my state department of education directly with licensure concerns.

Signature of Applicant  Date

If you are seeking an application fee waiver from a Western New England alumnus/a, please complete the following:

Alumna/Alumnus Name

Signature of Alumna/Alumnus  Graduation Date

OPTIONAL

To meet revised Federal requirements on the collection and reporting of race/ethnicity, please answer the following two statements.

A. I identify myself as Hispanic or Latino, or of Spanish origin: □ Yes □ No

B. I identify myself as belonging to one or more of the following groups (Please check all that apply, if any):
   □ Black/African American/Haitian  □ Asian  □ American Indian/Alaska Native
   □ Native Hawaiian/Other Pacific Islander  □ White

If you answered statement B, please make sure that you also answered statement A.

Is English your primary language? □ Yes □ No, it is ____________________________

Is English the primary language spoken in your home? □ Yes □ No, it is ____________________________

Western New England University is committed to the principle of equal opportunity in education and employment. The University does not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, genetics or disability in admission to, access to, treatment in, or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Assistant Vice President and Director of Human Resources, Western New England University, 1215 Wilbraham Road, Springfield, MA 01119-2684. Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, J.W. McCormack P.O.C.H., Room 222, Boston, MA 02109-4557.
GMAT Waiver Form
For Graduate Business applicants only.

Applicants must complete this form when requesting a waiver of the GMAT requirement. Please check ONE of the following to justify the request:

1. ____ Completion of a graduate degree, master's, or doctorate from an accredited college or university with quantitative coursework (six or more credits) averaging a GPA of 3.0 or higher.

2. ____ Completion of a bachelor's degree from Western New England University or an AACSB accredited program with a GPA of 3.3 or higher. If you attended multiple institutions, your GPA will be based on the cumulative GPA of all institutions attended. The waiver will be granted if you earned your bachelor's no more than five years prior to your application date. If you have taken Western New England University graduate courses as an undergraduate, you must have a minimum “B” or 3.0 in each course in order to be eligible for the waiver.

Currently enrolled Western New England University seniors may apply for the GMAT waiver. To retain the waiver, seniors must maintain an undergraduate GPA of 3.3 and a minimum of “B” or 3.0 in each Western New England graduate course.

3. ____ Completion of a Juris Doctor degree from an ABA accredited program.

4. ____ Currently enrolled in the Western New England University School of Law JD program in good academic standing. Arrange for copy of LSAT report to be sent from the School of Law to the Admissions Office.

5. ____ Master of Science in Organizational Leadership Candidates—Completion of the Western New England University Leadership Certificate Program with a GPA of 3.0 or higher. Consideration for a waiver based on completion of the Leadership Certificate is only available to MSOL applicants.

6. ____ Acceptable Graduate Record Examination (GRE) score.

7. ____ Have passed all sections of the Uniform CPA Exam. Attach copy of score reports.

8. ____ Current professional certification (see list below). Attach documentation of certification.
   Approved professional certifications: Certified Public Accountant (any state), Certified Management Accountant, Certified Network Engineer, Certified Professional Engineer, Certified Integrated Resource Manager, Certified in Production and Inventory Management, Certified Financial Planner, Certified Financial Analyst, Certified in Financial Management, Registered Pharmacist, Project Management Professional, Registered Nurse, Six Sigma Green Belt or higher (two-week course), Fellow of Society of Actuaries.

9. ____ A minimum of four years of professional experience reflected in a résumé and written statement that demonstrates:
   • Career progression toward senior levels of management (Evidence of leadership, supervisory, and decision-making skills)
   • Increasing Budgetary Responsibilities (Not tracking but oversight, planning, and revenue forecasting and resource allocation)

________________________________________
Name (please print)

________________________________________
Signature

____________________________
Date
Recommendation Form

To the Applicant
Please complete the following and ask your recommender to complete the rest of the form.

Name of Applicant: Last First Middle

Please indicate which program you are applying to: ___________________________________________________________

Waiver: Under the provisions of the Family Educational Rights and Privacy Act of 1974, I waive my right of access to this recommendation; Western New England University may consider it to be confidential.

Applicant's Signature

To the Recommender
Thank you for providing an evaluation of the applicant named above. We value your candid and thoughtful assessment of the applicant. Your comments will be reviewed only by persons involved in the admissions process.

Name of Recommender (Last) (First)

Based on your experience, please rate the applicant in the following areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Truly Exceptional Top 2%</th>
<th>Excellent Top 10%</th>
<th>Very Good Top 25%</th>
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In summary I... ☐ enthusiastically recommend
☐ recommend
☐ recommend with some reservations
☐ do not recommend

Please complete the recommendation by filling out the back of this form.
Please comment on your evaluation and provide any additional statements that would be helpful to the Admissions Committee. Include how long and in what capacity you have known the applicant. Use the space below or attach a separate sheet.

Signature of Recommender  Date

Title and Organization

Street Address

City  State  Zip Code

Work Telephone  Email

Please return this recommendation to:
Graduate Admissions
Western New England University
1215 Wilbraham Road
Springfield, MA 01119-2684
Fax: 413-782-1777
Email: study@wne.edu
Recommendation Form

To the Applicant
Please complete the following and ask your recommender to complete the rest of the form.

Name of Applicant: Last First Middle

Please indicate which program you are applying to: _______________________________________________________

Waiver: Under the provisions of the Family Educational Rights and Privacy Act of 1974, I waive my right of access to this recommendation; Western New England University may consider it to be confidential.

Applicant’s Signature

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Signature of Recommender

Date

Title and Organization

Street Address

City

State

Zip Code

Work Telephone

Email

Please return this recommendation to:

Graduate Admissions
Western New England University
1215 Wilbraham Road
Springfield, MA 01119-2684
Fax: 413-782-1777
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Recommendation Form

To the Applicant
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Name of Applicant: Last First Middle

Please indicate which program you are applying to:

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□ do not recommend

Please complete the recommendation by filling out the back of this form.
Please comment on your evaluation and provide any additional statements that would be helpful to the Admissions Committee. Include how long and in what capacity you have known the applicant. Use the space below or attach a separate sheet.

Signature of Recommender ______________________________ Date ________________

Title and Organization

Street Address

City ________________ State ________________ Zip Code ________________

Work Telephone ______________________________ Email ______________________________

Please return this recommendation to:

Graduate Admissions
Western New England University
1215 Wilbraham Road
Springfield, MA 01119-2684
Fax: 413-782-1777
Email: study@wne.edu