

Early Entry Graduate APPLICATION

Apply online at explore.westfield.ma.edu



IMPORTANT DATES

FEBRUARY 15 OF JUNIOR YEAR

- CRIMINAL JUSTICE 4+1
- EARLY ENTRY MASTER OF PUBLIC ADMINISTRATION
- EDUCATION ACCELERATED DUAL DEGREE

The College of Graduate and Continuing Education

at Westfield State University is proud to offer a variety of graduate and licensure programs designed to accommodate the personal and professional needs of today's busy student. With no difference between our in- and out-of-state tuition, Westfield State University is a great option for students all over the Northeast!

We share the values of the modern adult learner. Our high quality programs are affordable, flexible, and rewarding. We welcome the opportunity to tell you more about our programs, division, and university and also to guide you through the admission process. We encourage you to work with our outreach specialists who are here to answer your questions.

Westfield
STATE UNIVERSITY
COLLEGE OF
Graduate &
Continuing Education

THE ADMISSION PROCESS

The purpose of graduate education at Westfield State University is to allow the student to develop as a scholar capable of original thinking and research in a professional career. A graduate degree represents more than a completion of a prescribed number of courses. It indicates that the student has performed successfully in a field of professional study and has developed specialized skills, independent judgment and scholarship necessary to be a Master in his or her respective discipline.

Applicants' qualifications are reviewed by individual departments as well as by the Dean of Graduate and Continuing Education. Criteria used in weighing each application include: undergraduate grade point average, professional training, references, standardized test scores (if applicable), as well as the individual's narrative statement on professional goals and reasons for desiring graduate education.

The College of Graduate and Continuing Education strongly recommends that you work with an outreach specialist during the application process. Please contact (413) 572-8020 to be connected to an outreach specialist. Applicants may also contact the Assistant Director of CGCE Admissions with questions at (413) 572-8022. More information about our programs, the university, and the application process, can be found at gobacknow.com.

APPLICATION INSTRUCTIONS FOR CRIMINAL JUSTICE 4+1 AND EARLY ENTRY MPA

The application to a graduate degree program at Westfield State University requires the following:

- Completed application (*\$50 application fee is waived*)
- For Westfield State current students and alumni, transcripts will be obtained by Admissions
- Letters of professional or academic reference (*three references required for CJ4+1 and two references required for Early Entry MPA*)
- Narrative statement

APPLICATION INSTRUCTIONS FOR EDUCATION ACCELERATED DUAL DEGREE

- Documentation of GPA and MTEL requirements (*submitted with statement of eligibility in sophomore year*)
- Completed application (*\$50 application fee is waived*)
- Letters of professional reference (*Please use the supplied forms and solicit two references. Reference one is for someone familiar with your work with students or youth. This could include summer work, classroom volunteer experience, or other employment involving youth. Reference two is for someone familiar with your academic potential. This reference should come from a Westfield State faculty member not in the Education Department.*)
- Narrative statement
 - Each question should be addressed in a clear and concise fashion in one page or less, list the question at the top of the page, and follow traditional conventions (12 pt font, double spaced, standard margins).
 - 1. Why are you interested in this program and how will participation in this program support your professional goals?
 - 2. We are looking to build a diverse cohort, so please address what unique aspects, perspectives, or experiences you will bring to the program.

Applications are due to the College of Graduate and Continuing Education office by February 15. Decisions will be made by March 1.

APPLICATION INSTRUCTIONS FOR INTERNATIONAL STUDENTS

International Students are also required to provide the following:

- Official English translations and a credential evaluation of all post-secondary transcripts or college transcripts (Do not need high school)
- An official copy of passing scores for the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) English Test
- Bank-notarized Certification of Finances form
- A photocopy of applicant's current visa

International applicants may obtain a credential evaluation of documents from: Center for Educational Documentation, Inc., PO Box 170116, Boston, MA 02117, (617) 338-7171, cedevaluations.com

Term Start: Summer

Year: _____

1. Student ID #: _____

2. Name _____
Last First Middle

Other name(s) under which records may be found: _____

3. Permanent Address _____
Street City State Zip Code

4. Present Mailing Address _____
P.O. Box / Street City State Zip Code

5. Email Address: _____

6. Telephone: Mobile _____ Ext. _____ Home _____

7. Date of Birth: ____ / ____ / ____

Voluntary Information

Social Security Number

Ethnicity: ____ Hispanic or Latino ____ Not Hispanic or Latino

Race: *Please check all that apply.* ____ American Indian or ____ Black or African ____ Native Hawaiian ____ White
Alaskan Native American or other Pacific
____ Asian ____ Cape Verdean Islander

Gender: ____ Female ____ Male ____ Non-binary

Are you or have you ever been a member of the U.S. Armed Forces?
Yes ____ No ____ (If you answered yes, your application fee is waived).

Citizenship *(The following information is used to comply with requirements of the Immigration and Naturalization Service)*

- UNITED STATES** **PERMANENT RESIDENT ALIEN REGISTRATION**
NUMBER Enclose copies of Alien Registration Card
(both sides) and/or Visa Documentation **INTERNATIONAL** (Non-Resident Alien) VISA TYPE Specify country and Visa type;
Enclose copies of VISA documentation. Transfer applicants also enclose copy of
current I-20. Country and Visa type: _____

PLEASE PROVIDE YOUR HOME COUNTRY ADDRESS:

8. Will you be applying for Financial Aid?: ____Yes ____No

9. Undergraduate Major _____ Minor _____

10. ____ Full-time (greater than nine credits per semester) or ____ Part-time (nine or fewer credits per semester)

11. Honors or other special recognition of high scholarship or professional endeavors (honor societies, leadership roles in community organizations, publications, etc.)

12. Program (please check one)

Criminal Justice 4+1 Early Entry Master of Public Administration Education Accelerated Dual Degree

13. Disciplinary and Criminal Information

Have you ever been placed on probation or suspended for disciplinary reasons? Yes No

In the case of transfer students, have you ever been refused admission to a college or university for disciplinary reasons? Yes No

If you answered yes to either question, enclose an explanation on a separate sheet. The college's dean of students, or the high school guidance counselor, as appropriate, also must submit a letter of explanation. Your application will be considered incomplete without this information.

Have you ever been convicted of a felony? Yes No

If you answered yes, enclose on a separate sheet an explanation of the circumstances leading to criminal conviction. Your application will be considered incomplete without this information.

14. REFERENCES: List references.

1. _____

Name	Position	Address
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2. _____

Name	Position	Address
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3. _____

Name	Position	Address
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**Students may not resubmit references from another program, although you may request references from the same individuals.*

15. Please complete and attach a narrative statement.

16. Please Note: All Criminal Justice majors and licensure candidates must submit proof of immunization including Hepatitis B.

THIS COMPLETED APPLICATION MAY BE SUBMITTED TO:

Westfield State University
GRADUATE AND CONTINUING EDUCATION
ATTN: ADMISSIONS
HORACE MANN CENTER
577 WESTERN AVE
PO BOX 1630
WESTFIELD, MA 01086-1630

All application materials are the property of Graduate and Continuing Education and cannot be returned to you or submitted to other parties for any other use.

I certify that I have read and understood the general admission information on this application and that the information in this application is true and complete to the best of my knowledge.

Signature Date

Westfield State University maintains and promotes a policy of non-discrimination on the basis of race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, marital status, genetic information or veteran status.

**THIS PAGE HAS BEEN
INTENTIONALLY LEFT BLANK**

PLEASE SEND Graduate and Continuing Education
REFERENCE FORM TO Westfield State University, Attn: CGCE Admissions
577 Western Ave PO Box 1630 Westfield, MA 01086-1630

To be filled out by applicant *Please type or print.*

Applicant's Name: _____
Last First Middle

Federal law enables the applicant to have access to this recommendation unless the candidate voluntarily waives this right.
I waive my right of access to this recommendation and consent to its remaining confidential to me.

Signature _____ Date _____

NAME & ADDRESS OF REFERENCE

Name

Street Address or P.O. Box

City State Zip

REFERENCE FOR ADMISSION TO:

Program/Concentration

To be filled out by the reference *Please type or print.*

Your name was given as one who could provide a professional estimate of the applicant's ability to pursue this program. We will greatly appreciate your estimate of the applicant's aptitude for graduate study and promise of professional success. Westfield State University is committed to a policy of non-discrimination and affirmative action in its educational programs, activities and employment practices. It is the policy of Westfield State University not to discriminate on the basis of race, sex, color, national origin, age, religion or disability. Please complete the information requested below and return to our office. Thank you for your cooperation.

1. In what capacity (professional, academic, other) and for how long have you known the applicant? Explain:

2. Please complete the rating scale by placing checkmarks in the appropriate locations. Compare with others you have known:

	No Basis for Evaluation	Below Average	Average	Above Average	Outstanding
Character & Personal Integrity					
Professional Attitude					
Scholarship					
Competence as an Educator					
Ability to Work with Others					
Self-confidence					
Professional Growth Potential					
Oral and Written Expression					
Leadership Potential					

3. Please add or attach comments that will assist the university in evaluating the applicant.

Date

Signature

Position

Address

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Federal law enables the applicant to have access to this recommendation unless the candidate voluntarily waives this right.
I waive my right of access to this recommendation and consent to its remaining confidential to me.

Signature Date

To be filled out by reference *Please return form to student in a sealed envelope.*

Name of reference: _____
Last First

Title: _____ Relationship to applicant: _____

How long have you known the applicant: _____

We appreciate your taking the time to comment on the student whose name appears above and is applying to the Accelerated Dual Degree program. At Westfield State University, we believe that, in addition to content knowledge and communication skills, there are certain traits or dispositions that characterize a successful teacher. The following document addresses some of the dispositions and characteristics we are looking for in participants in the Accelerated Dual Degree program.

Please rate WSU teacher candidate using following coding scheme for each standard: **3**—applicant demonstrates this indicator, **2**—applicant has potential to meet this indicator, **NA**—No opportunity to observe. An applicant does not need to demonstrate all aspects of an item to obtain a 3.

	3	2	NA
Communicates effectively with members of the learning or job community, possibly including University faculty, students/youth, parents, administrators, and other staff.			
Responds appropriately to, and is receptive to, varied perspectives represented in diverse environments.			
Exhibits the necessary interpersonal competencies to function effectively with students and families, and to function collaboratively as part of a professional team.			
Maintains composure and concentrates in distracting situations while ensuring safety.			
Demonstrates proficiency in critical thinking, cognitive flexibility, and executive function skills.			
Arrives on time for professional commitments, including classes and job sites.			
Seeks assistance and follows supervision in a timely manner, and accepts and responds appropriately to constructive feedback from supervisors.			
Demonstrates attitudes of integrity, responsibility, and acceptance.			
Shows respect for self and others.			
Projects an image of professionalism.			

PLEASE FILL OUT BOTH SIDES OF REFERENCE FORM.

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Please provide a brief statement (1-2 sentences) on the following question.

Admission to the Accelerated Dual Degree program is very competitive and we are looking for diverse perspectives, experiences, and qualities to enrich each cohort. Please indicate what this applicant will bring to the program.

Do you recommend this person for admission to the Accelerated Dual Degree Program knowing that participants will begin graduate level work after their junior year.

Yes, without reservations Yes, with given assistance in the following area(s): No

Writing Skills

Reading Skills

Oral Communication

Other: _____

PLEASE FILL OUT BOTH SIDES OF REFERENCE FORM.

Nestled in the scenic Pioneer Valley, Westfield State University is within commuting distance of Springfield, Worcester, Boston, the Berkshires, northern Connecticut, eastern New York, and southern Vermont and New Hampshire.



Westfield State University

Graduate and Continuing Education

577 Western Avenue, P.O. Box 1630 • Westfield, MA 01086-1630

(t) (413) 572-8020 • (f) (413) 572-5227 • (tty/tdd) (413) 572-5250

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