





*Is it time
for a new
direction?*



*How can I
advance in
my career?*



*Should I
fill out this
application?*

Westfield
Founded 1838

DIVISION OF GRADUATE AND CONTINUING EDUCATION

**UNDERGRADUATE
APPLICATION**

FOR THE THINKING PERSON

8. A. Date of High School Graduation _____

Name of School _____

_____ City State

B. Date of Completion of G.E.D. Certificate _____

NOTE: HAVE COMPLETE RECORDS OF HIGH SCHOOL WORK FORWARDED OR A COPY OF G.E.D. CERTIFICATE FORWARDED ALONG WITH ANY PREVIOUS COLLEGE TRANSCRIPTS.

9. Highest degree held at planned entrance date _____

10. Colleges and Universities or Post-secondary Schools attended (list most recent first).
If you attended Westfield State College, indicate whether you were a Day Division or Continuing Education student.

Name City State Dates Attended

Name City State Dates Attended

Name City State Dates Attended

Name City State Dates Attended

Information needed to complete your application for admission:

A. Major Programs

Please enter the three- or four-letter code that corresponds to your intended program of study: _____

ART	Art	ECON	Economics	MUSC	Music
BIOL	Biology	ELED**	Elementary Education	POLS	Political Science
BUSM	Business Management	ENGL	English	PSYC	Psychology
BUSO	Business Management Online Completion	ENVS	Environmental Science	SOCY	Sociology
CHEM	Physical Science—Chemistry	GARP	Geography and Regional Planning	SOCW	Social Work
CIS	Computer Information Systems	GNSC	Physical Science—General Science	SPED**	Special Education
				SNCH**	- Moderate, PreK-8
				SNAD**	- Moderate, 5-12
				SNIN**	- Severe (all levels)
COMM	Communication	HIST	History	THEA	Theatre Arts
COMS	Computer Science	LIBA	Liberal Studies	UND	Undeclared Status
CRJU	Criminal Justice	MATH	Mathematics	VOC	Vocational Education
ECED**	Early Childhood Education	MOVS	Movement Science, Sport, and Leisure Studies		

* Degree can be completed fully in the Evening Division

(Please refer to the Westfield State Bulletin for approved majors)

**Applicants to ECED, ELED, or SPED (all tracks) must also choose a liberal arts and sciences major.

If ECED, ELED, or SPED program, please enter a liberal arts and sciences major: _____

B. Secondary and Middle School Licensure

Applicants who wish to complete a teacher licensure program in a subject area at the secondary or middle school level must check one:

Secondary Middle School Both

C. 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.

D. Graduation Honors (awarded for first bachelor's degrees only)

Transfer students, please note: Students must have completed a minimum of 60 credit hours at Westfield State College to be eligible for graduation honors. For purposes of determining honors eligibility, a cumulative quality point average is calculated on all courses accepted in transfer, as well as on all Westfield State College courses.

OFFICIAL TRANSCRIPTS FROM EACH SCHOOL LISTED IN SECTION 10 MUST BE SENT DIRECTLY FROM THE SCHOOL OR COLLEGE IN A SEALED ENVELOPE TO:

WESTFIELD STATE COLLEGE
DIVISION OF GRADUATE AND CONTINUING EDUCATION
ATTN: ADMISSIONS
WESTFIELD, MA 01086

All application materials are the property of the Division of Graduate and Continuing Education and can not 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

THE ADMISSION PROCESS

The Division of Graduate and Continuing Education offers courses leading to all undergraduate degrees awarded at Westfield State College. Not all courses in every program are available during the evening hours. In some cases, it may be necessary for students to enroll in courses in the Day Division. The same standards and policies for admission used by the Day Division apply to Continuing Education applicants.

APPLICATION

Application to the Undergraduate Degree Program at Westfield State College must consist of the following:

- Application and \$30.00 fee (nonrefundable)
- **Official** transcripts of education from accredited institutions
- High school transcripts and S.A.T. results, if available, or a copy of the G.E.D. certificate. Official transcripts with college seals and in sealed envelopes are to be forwarded to the Division of Graduate and Continuing Education for those transferring credits from either community, state or private colleges or postsecondary schools. If you attended more than one college, submit one transcript for each institution.
- International applicants (where applicable) must provide **Official** English translations and a Credential Evaluation of all secondary and post secondary transcripts, an official copy of the Test of English as a Foreign Language (TOEFL) with passing score, bank-notarized Certification of Finances Form, and a photocopy of the applicant's current visa.
- International applicants may obtain a credential evaluation of documents from:

Center for Educational Documentation, Inc.
PO Box 231126, Boston, MA 02123-1126
(617) 338-7171 (Applicants are responsible for processing fee.)
- All Massachusetts residents must submit a Proof of Residency form.

VETERANS BENEFITS

Veterans who qualify for the Massachusetts waiver of tuition or Federal educational benefits must provide the necessary document (DD214) to receive the benefit and **must matriculate** into a degree program to continue to receive the benefit. Westfield State College Veterans Affairs staff will verify the veteran's application status as necessary during the registration period. The DD 214 must be provided by the veteran to the certifying official at Westfield State College, located in Ely Campus Center, room 146, phone (413) 572-5446. The Veterans are responsible for all fees associated with the Westfield State College course work.

ACCEPTANCE

Once an application is complete, it is forwarded to the appropriate department for review and recommendation. The Dean of the Division of Graduate and Continuing Education then reviews the application and department recommendation and determines acceptance into the program. Transfer students must have a cumulative grade point average of 2.3 on a 4.0 scale. A maximum of 90 credits may be accepted in transfer from an accredited four-year school and not more than the equivalent of the Associate Degree (60 credits) may be accepted in transfer from two-year community or junior colleges. All degree programs require 120 credits; a minimum of 30 must be completed at Westfield State College. Students must matriculate prior to the completion of the last 30 credits needed for graduation.

ADMISSION APPLICATION CHECKLIST

- A check or money order for \$30.00 payable to Westfield State College is enclosed.
- Official transcripts from each school listed have been sent directly from the school or college in a sealed envelope, or will be forwarded.
- Submitted Proof of Residency (Massachusetts residents only).



Division of Graduate and Continuing Education
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P.O. Box 1630
Westfield, MA 01086-1630

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