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## GRADUATE AND CONTINUING EDUCATION

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The Office of Graduate and Continuing Education is responsible for the administration of all undergraduate and graduate courses and programs offered in the evening (after 4 PM), offered off-campus, and offered during the summer.

Students taking undergraduate courses during the evening (after 4 PM) will be governed by all policies and procedures related to the degree or program area of study for which they apply and are subsequently accepted. Please see the undergraduate section of this catalog for specific registration, program and course information. Nonmatriculated students may take individual courses for their own personal and professional growth and enrichment.

The Office of Graduate and Continuing Education at Bridgewater State College provides leadership, coordination and support for all academic departments engaged in graduate instruction. The graduate dean, the graduate faculty and the Graduate Education Council are responsible for the maintenance of appropriate standards for graduate degrees and certificates.

The primary objective of Bridgewater's graduate programs is to increase to an advanced level each graduate student's individual understanding of and competence in a designated field of study. By extending the student's area of knowledge, research skills and creative talents, the graduate programs of the college aim to increase the individual's ability to pursue and contribute to a satisfying career.

The Office of Graduate and Continuing Education is located in the Maxwell Library, ground floor, Park Avenue entrance. The office is open Monday through Friday from 9 AM to 5 PM. The office is open evenings when classes are in session. Contact the Office of Graduate and Continuing Education for evening hours at (508) 531-1300 or (508) 531-1261.

Persons interested in pursuing a master's degree, certificate of advanced graduate study (CAGS) or post baccalaureate licensure program on either a full-time or part-time basis should request appropriate application materials from the Office of Graduate and Continuing Education. Students are responsible for being aware of the general policies, procedures and requirements for graduate courses and programs outlined in the following pages prior to enrolling in courses carrying graduate credit.

For additional information relative to a specific undergraduate or graduate program, students should contact the appropriate department chairperson or graduate program coordinator in the department involved.

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## GRADUATE PROGRAMS

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### MASTER OF ARTS (M.A.)

Programs leading to the degree of Master of Arts are offered in the following areas:

English  
Psychology

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### MASTER OF ARTS IN TEACHING (M.A.T.)

Programs leading to the degree of Master of Arts in Teaching are offered in the following areas:

Biology  
Creative Arts  
English  
History  
Mathematics  
Physical Sciences  
Physics

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### MASTER OF EDUCATION (M.ED.)

Programs leading to the degree of Master of Education are offered in the following areas:

Counseling  
Early Childhood Education  
Educational Leadership  
Elementary Education  
Health Promotion  
Instructional Technology  
Reading  
Special Education

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## MASTER OF PUBLIC ADMINISTRATION (M.P.A.)

The Master of Public Administration degree offers concentrations in the following areas:

- Financial and Personnel Administration
- Municipal and Regional Development and Management
- Nonprofit and Human Services Administration
- Public Safety Administration

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## MASTER OF SCIENCE (M.S.)

Programs leading to the degree of Master of Science are offered in the following areas:

- Computer Science
- Criminal Justice
- Physical Education

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## MASTER OF SCIENCE IN MANAGEMENT (M.S.M.)

The Master of Science in Management degree offers concentrations in the following areas:

- Accounting
- Marketing
- Organizational Development
- Technology Management

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## CERTIFICATE OF ADVANCED GRADUATE STUDY (C.A.G.S.)

A program leading to the CAGS in Education is offered in the following areas:

- Educational Leadership
- Reading
- Mental Health Counseling

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## DOCTOR OF EDUCATION (ED.D.)

A collaborative CAGS/Ed.D. program is offered in the areas of Educational Leadership and Reading with the University of Massachusetts-Lowell.

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## POST BACCALAUREATE LICENSURE PROGRAMS

Post baccalaureate licensure programs leading to initial licensure are offered in the following areas:

- Early Childhood Education
- Educational Leadership (LEAD)
- Elementary Education

- Health (Health, Family and Consumer Sciences)
- Physical Education
- Secondary Education (Middle School/High School/PreK-12 Specialist)
- Special Education

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## POST MASTER'S LICENSURE PROGRAMS

Post master's licensure programs are offered in the following areas:

- School Guidance Counseling
- Instructional Technology

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## PROGRAMS FOR EDUCATIONAL PERSONNEL

All candidates for Massachusetts Educator Licensure are advised to check with their individual education departments or the School of Education and Allied Studies offices regarding proposed regulations changes which may have an impact on their licensure program.

Programs designed to lead to the licensure of educational personnel are available to qualified persons who have earned a bachelor's degree and who are interested in one of the licenses listed.

To be eligible, individuals must be officially admitted by the Graduate Admissions Office and the School of Education and Allied Studies to an appropriate post baccalaureate or post master's licensure program or to an appropriate Master of Arts in Teaching or Master of Education program. All of the programs listed have been approved by the Massachusetts Department of Education and include automatic licensure in a number of states, which have reciprocity agreements with Massachusetts.

Specific information regarding such programs is provided in this catalog under the School of Education and Allied Studies and appropriate departmental descriptions. For additional details regarding licensure program procedures and requirements, students should contact the appropriate program coordinator.

### Licenses Offered:

1. Early Childhood (PreK-2)
2. Elementary (1-6)
3. Teacher of Visual Art (Pre-K-8)
4. Teacher of Visual Art (5-12)
5. Teacher of Biology (5-8)
6. Teacher of Biology (8-12)

7. Teacher of Chemistry (5-8)
8. Teacher of Chemistry (8-12)
9. Teacher of Earth Science (5-8)
10. Teacher of Earth Science (8-12)
11. Teacher of Physics (5-8)
12. Teacher of Physics (8-12)
13. Teacher of Dance (all)
14. Teacher of Theatre (all)
15. Teacher of English (5-8)
16. Teacher of English (8-12)
17. Teacher of Foreign Language – Spanish (5-12)
18. Teacher of History (5-8)
19. Teacher of History (8-12)
20. Teacher of Mathematics (5-8)
21. Teacher of Mathematics (8-12)
22. Teacher of Music (all)
23. Teacher of Physical Education (PreK-8)
24. Teacher of Physical Education (5-12)
25. Teacher of Health/Family and Consumer Sciences (all)
26. Reading Specialist (all)
27. Teacher of Students with Moderate Disabilities (PreK-8)
28. Teacher of Students with Moderate Disabilities (5-12)
29. Teacher of Students with Severe Disabilities (all)
30. Instructional Technology Specialist (all)
31. School Guidance Counselor (PreK-8)
32. School Guidance Counselor (5-12)
33. Administrator of Special Education (all)
34. School Business Administrator (all)
35. Supervisor/Director (all)
36. School Principal/Assistant Principal (PreK-6)
37. School Principal/Assistant Principal (5-9)
38. School Principal/Assistant Principal (9-12)
39. Superintendent/Assistant Superintendent (all)

Note: All graduate students seeking licensure and enrolling in upper-level courses in the School of Education and Allied Studies must be officially accepted by the Office of Graduate and Continuing Education and the School of Education and Allied Studies.

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## CONTINUING EDUCATION

### CERTIFICATE PROGRAMS

Both undergraduate and graduate certificate programs are available for students who are interested in obtaining certain basic skills and competencies in a particular area of study. Admission to graduate certificate programs is limited to students who have an earned

baccalaureate degree. Courses completed in both undergraduate and graduate certificate programs may be applied to degree programs as long as they satisfy certain transfer guidelines.

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## UNDERGRADUATE CERTIFICATE PROGRAMS

Accounting  
Finance  
Management  
Marketing Management  
Operation Management

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## GRADUATE CERTIFICATE PROGRAMS

Graduate certificate programs are offered in the following areas:

Accounting  
Finance  
Geotechnology  
Information Systems Management  
Instructional Technology  
Management  
Marketing Management

For application materials and information on Certificate Programs contact the Office of Graduate and Continuing Education at (508) 531-1300.

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## GRADUATE ADMISSIONS

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### ADMISSION STANDARDS

#### POST BACCALAUREATE LICENSURE PROGRAMS

Students seeking admission to a post baccalaureate initial licensure program must hold a bachelor's degree from a four-year institution of acceptable standing.

Applicants to the Accelerated Post Baccalaureate (APB) licensure program should refer to the Secondary Education and Professional Programs section of this catalog for admission criteria. Applicants to other post baccalaureate programs must meet the following criteria in order to be admitted by the Graduate Admissions Office:

1. a 2.8 undergraduate GPA
2. three appropriate letters of recommendation
3. a qualifying score on the Communication and Literacy Skills portion of the Massachusetts Test for Educator Licensure (MTEL™).

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## MASTER'S DEGREE PROGRAMS

Please note that certain graduate programs (for example, counseling, psychology and public administration) have additional admissions requirements, which are outlined in the appropriate departmental section of the catalog.

Students seeking admission to a program leading to a master's degree must hold a bachelor's degree from a four-year institution of acceptable standing. (College seniors may be admitted on a conditional basis, pending receipt of their degree.) Master's degree applicants (excluding Master of Science in Management candidates) must meet the following criteria in order to receive a "clear admit" (full graduate student status):

1. A 2.75 undergraduate GPA based upon four years of work or a 3.0 undergraduate GPA based upon work completed during the junior and senior years.
2. A composite score of 900 on the quantitative and verbal parts of the GRE General Test.
3. A rating of 1 (on part IV) on the three letters of recommendation (with 1 being the highest rating on the scale). At least two of the recommendations should be from professors and the third letter of recommendation could be from a professional employer.
4. 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™).

Applicants who do not meet the "Clear Admit" status will be granted a "Conditional Acceptance" if they meet the following criteria:

1. A 2.5 undergraduate GPA based upon four years of work or a 2.75 undergraduate GPA based upon work completed during the junior and senior years.
2. A composite score of 600–899 on the quantitative and verbal parts of the GRE General Test.
3. A rating of at least 2 on the three letters of recommendation (with 1 being the highest rating on the scale). At least two of the recommendations should be from professors and the third letter of recommendation could be from a professional employer.

4. 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™).

Conditions that must be met to move from conditional to full graduate student status:

1. In those programs in which it is required, the student must enroll in GP 501 Graduate Program Planning and meet with his or her adviser who will recommend three graduate courses that must be taken at Bridgewater State College.
2. The student must attain a GPA of at least 3.0 after completion of the three required courses.

If a student attains a GPA of at least 3.0 after completing the courses, he or she will be moved to full graduate student status. If a student does not earn a GPA of at least 3.0 after completing the courses, he or she will automatically be dismissed.

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## CAGS AND POST MASTER'S LICENSURE PROGRAMS

Students seeking admission to a post master's licensure program must hold a master's degree from an accredited institution and must meet the following criteria in order to be admitted to the Graduate School:

1. 3.0 graduate GPA
2. three appropriate letters of recommendation.
3. a qualifying score on the Communication and Literacy Skills portion of the Massachusetts Tests for Educator Licensure (MTEL™) is required of candidates for education programs leading to initial licensure.

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## APPLICATION PROCEDURES

The Graduate Office presently admits students during the fall, spring and summer semesters of each year. An application is not complete unless all of the appropriate documents indicated below have been received by the Graduate Admissions Office on or before the appropriate application deadline:

October 1 for November admission  
 December 1 for February admission  
 March 1 for May admission  
 June 1 for August admission

Applicants who have questions regarding graduate application procedures and deadlines should contact the Graduate Admissions Office. Telephone (508) 531-2490.

It is the responsibility of the student 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. Any student who has filed material for admission to a given graduate program or area of study, and subsequently decides to apply for admission to another program or area of study, should consult the paragraph on “*Changes in Program*” in this section of the catalog.

Certain programs require a formal interview with the program coordinator. Please consult the department requirements presented in this catalog.

Applicants to the graduate program should make certain that the material listed below is on file in the Graduate Admissions Office. Application forms with fee payments and all other correspondence and application material should be sent to the Graduate Admissions Office, Bridgewater State College, Bridgewater, Massachusetts 02325.

**1. Graduate application form and application fee of \$50. (The application fee for the Accelerated Post Baccalaureate (APB) licensure program is \$100.)**

Application forms may be obtained from the Graduate Admissions Office. Checks for the \$50.00 Graduate Admissions application fee should be made payable to *Bridgewater State College* and submitted to the Graduate Office along with the program application form.

Students may also apply online utilizing Bridgewater State College’s Electronic Graduate Application Form at [www.bridgew.edu](http://www.bridgew.edu).

**2. An official copy of all undergraduate and graduate transcripts.**

Official transcripts must be sent directly to the Graduate Admissions Office and must bear the seal of the college. Applicants who have attended more than one undergraduate college and/or graduate school should arrange to have transcripts of all course work, including grade results, sent directly

to the Graduate Office. Graduates of Bridgewater State College and persons who have taken nondegree credit at the college should request the Registrar’s Office to send transcripts to the Graduate Admissions Office.

Applicants who have successfully completed graduate courses, as well as those who hold a degree(s) in addition to the baccalaureate, must fulfill all application requirements as set forth in this catalog. The successful completion of graduate courses prior to application shall not obligate the academic department or the Graduate Admissions Office to recommend an applicant for acceptance.

**3. Letters of recommendation.**

Three letters of recommendation are required for all programs with the exception of the Master of Science in Management which requires two recommendations.

Candidates for the M.Ed. in Counseling Program should consult that program’s section of this catalog for specific instruction with regard to recommendations.

Forms for recommendations are available at the Graduate Admissions Office. In general, only letters of recommendation submitted on these forms and sent by the reference directly to the Graduate Office will be accepted. These letters provide an estimate of the applicant’s ability to pursue successfully a program in the proposed field or concentration. For M.A.T. and M.Ed. applicants at least two letters must be from the faculty who have taught the applicant at the collegiate level (undergraduate or graduate). The third letter may be from an appropriate employer or school administrator for whom the applicant has taught. For M.A. and M.S. applicants at least two letters must be from persons who have taught the applicant in the appropriate area of concentration. The third M.A. letter may be from any faculty member who has taught the applicant at the collegiate level or from an appropriate employer or school administrator for whom the applicant has taught.

Candidates for the M.Ed. in Counseling should consult the Counseling section of this catalog for specific admission instructions regarding letters of recommendation

**4. Graduate Record Examination — Master’s Degree candidates, School of Arts and Sciences, and School of Education and Allied Studies.**

Master’s degree applicants to the School of Arts and Sciences and the School of Education and Allied Studies are required to submit the results of the GRE General Test. Applicants must arrange to have their official score report sent directly from the Educational Testing Service to the Graduate Admissions Office. Bridgewater State College’s CEEB code is **R3517**. Photocopies and scores submitted by the applicant are not acceptable. Information relative to the Graduate Record Examination may be obtained from the Graduate Admission Office or online at [www.GRE.org](http://www.GRE.org).

Applicants may register for the GRE at Bridgewater State College’s Testing Center. For additional information or to schedule a test, call (508) 531-1780. Students who have an earned master’s degree are exempt from the GRE requirement.

**5. Graduate Management Admission Test (GMAT).**

Master of Science in Management applicants are required to submit GMAT scores. Applicants must arrange to have an official score report sent directly from the Educational Testing Service. Bridgewater State College’s college CEEB code is **R3517**. Photocopies and scores submitted by the applicant are not acceptable. Information pertaining to the GMAT may be obtained from the Graduate Admissions Office or online at [www.GMAT.org](http://www.GMAT.org).

Candidates may take the examination at Bridgewater State College’s Testing Center. For information or to schedule a test, call (508) 531-1780.

**6. Test of English as a Foreign Language (TOEFL).**

All applicants from countries where English is not the official language must also provide scores from TOEFL examination. Ordinarily, only students with TOEFL scores of 213 (computer-based total) or better will be considered for admission.

Candidates may take the examination at Bridgewater State College’s Testing Center. For information or to schedule a test, call (508) 531-1780.

**7. Massachusetts Tests for Educator Licensure™ (Communication and Literacy Skills portion).**

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:

- all post baccalaureate initial teacher licensure programs (Applicants to the Accelerated Post Baccalaureate (APB) licensure program must also submit a qualifying score on the appropriate MTEL subject test);
- all M.Ed. and CAGS programs leading to initial administrator licensure;
- all M.Ed., post master’s and CAGS programs leading to initial support service licensure; e.g. instructional technology specialist, school guidance counselor.

**8. Additional departmental requirements.**

There may also be special departmental requirements relative to the application, such as an interview. Such requirements, if any, are to be found under each department’s description of its graduate program(s).

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**ACTION BY THE DEPARTMENT**

All completed applications are sent to the academic department in which the applicant proposes to concentrate. After reviewing these applications, departments make recommendations to the Graduate Admissions Office.

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**ACTION BY THE GRADUATE ADMISSIONS OFFICE**

The Graduate Admissions Office, after reviewing the recommendations of the academic department, notifies the applicant of the action taken.

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**GRADUATE ADVISERS AND PROGRAM PLANNING**

Each graduate student who is accepted is assigned an adviser(s) in the student’s area of study. Students in a number of programs are required to enroll in the following program planning course, in addition to completing minimum credit requirements in their program. Students should consult specific program requirements to see if this course is required.

**GP 501 Graduate Program Planning 1 graduate credit**

The planning and development of a coherent program of graduate study appropriate to the student's academic and professional background and objectives. Graduate students who have been accepted into a master's degree or CAGS program should enroll under the direction of their adviser(s) immediately after acceptance by the Graduate Admissions Office and prior to enrolling in any additional courses. For details, students should contact their adviser.

All accepted students will receive from the Graduate Admissions Office copies of the form *Graduate Program Proposal*. Students are required to have a completed copy of this form sent to the Graduate Office when applying to graduate.

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**CHANGE IN PROGRAM**

Any request to change from one graduate program to another must be made prior to the deadline for receiving completed applications as indicated in the college calendar. Students wishing to change programs should request the Graduate Admissions Office in writing to review their file to determine what additional material needs to be submitted. Appropriate credits earned prior to a program change may be transferred to the new graduate program with the approval of the new adviser.

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**GENERAL POLICIES AND PROCEDURES**

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Students are responsible for all information given in the latest edition of the catalog. Students who have questions regarding the graduate regulations presented in this catalog should contact the Office of Graduate and Continuing Education.

Graduate students who experience problems pertaining to graduate policies, including academic performance, program requirements or other academic issues, may petition to have the matter considered through the Office of Graduate and Continuing Education's established review process:

1. Submit a written appeal to the course instructor if the issue is course-related or to the academic adviser if the matter is program related.
2. If unresolved, submit a written appeal to the department graduate program coordinator.

3. If unresolved, submit a written appeal to the dean of Graduate and Continuing Education.
4. The dean of Graduate and Continuing Education will submit graduate student petitions to the Graduate Education Council for review. (The Graduate Education Council is comprised of representatives from the college's graduate faculty, administrators and graduate student body.)

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**GRADING SYSTEM**

Graduate course achievement will be rated A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), C- (1.7), F (0), W (Withdrawn), IN (Incomplete) or AU (Audit).

The following courses are graded on a P (Pass)/F (Fail) basis:

- GP 501 Graduate Program Planning
- ED 534 Clinical Experience
- SA 681 CAGS Extern
- SA 682 CAGS Extern II
- PO 506 Public Administration Module

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**CHANGE OF GRADE**

If a student believes that a mistake was made in the original grade recorded for a course, the student may petition the instructor for a change of grade no later than the last day of final exams in the academic semester following that in which the grade was recorded. A change of grade will not be considered after this time.

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**ACADEMIC PROBATION**

Any matriculated or non-matriculated graduate student whose cumulative GPA falls below 3.0 will be notified that he or she is on probation.

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**ACADEMIC DISMISSAL**

Any matriculated or non-matriculated graduate student who has a cumulative GPA below 3.0 for more than two semesters is subject to academic dismissal.

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**ACADEMIC AVERAGE FOR GRADUATE DEGREES**

In the courses which a graduate student offers to satisfy degree requirements the minimum standard for satisfactory work is a 3.0 average.

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## SATISFACTORY OR REASONABLE PROGRESS

Graduate students must make satisfactory or reasonable progress toward completion of a degree program within the college's statute of limitations. A student who is not making such progress is subject to separation from the program.

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## STATUTE OF LIMITATIONS—PROGRAM AND COURSES

All graduate program requirements, including the comprehensive examination, must be completed within six years of the date of the student's acceptance. In addition, no graduate course offered for master's degree or CAGS credit may be more than six years old at the time program requirements are completed.

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## COURSE LOADS

Full-time graduate study for master's degree and CAGS students is defined, for academic purposes only, as being enrolled in nine or more graduate credits in a given term. To be considered full-time, post baccalaureate program students must carry a course load of at least 12 credits each semester, as defined under "Course Loads" in the Undergraduate Academic Policies section of this catalog.

Full-time graduate students may register for up to 15 credits during the fall and spring terms, and up to six credits during each of the two summer sessions. Students wishing to register for more than the maximum credit load must receive permission in writing from their graduate adviser and program coordinator.

All full time students must show proof of immunization against childhood illnesses. The following are required:

- At least one dose of mumps, and rubella vaccine given at or after 12 months of age;
- At least two doses of live measles vaccine given at least one month apart at or after 12 months of age and after 1967;
- A booster dose of tetanus/diphtheria within the last 10 years

The Health Services staff can assist you in meeting the requirements by offering immunizations and advice on how to be compliant with the law. **Failure to comply places future registration for classes on hold until all requirements are met.**

Please call the Health Service at (509) 531-1252 to arrange an appointment.

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## GRADUATE AND UNDERGRADUATE CREDIT

Courses at Bridgewater with 500 and 600 level numbers carry graduate credit and are open only to graduate students.

An undergraduate may request to enroll in a 500 level course for undergraduate credit. Approval is based upon the following criteria:

- The student must be a senior in his/her last semester of coursework.
- The student's GPA must be a 3.5 or higher.
- The student's written request must be approved by the student's major department, school dean and the dean of Graduate and Continuing Education.

An undergraduate may request to enroll in a 500 level course for graduate credit. Approval is based upon the above criteria; in addition, the student must have completed 120 degree credits.

Certain 400 level courses may be taken for either graduate or undergraduate credit. Graduate and Continuing Education guidelines for faculty teaching these courses indicate that advanced work should be required of graduate students. The guidelines recommend that more rigorous examinations and more sophisticated term papers should be expected to take into account the different quantitative and qualitative standards associated with graduate study.

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## PROGRAM AND COURSE PREREQUISITES

Program prerequisites may be required to ensure adequate preparation for graduate work in the area of study. In certain cases, these prerequisites may be fulfilled after the applicant's acceptance by the Graduate Admissions Office. Certain advanced courses require that students have completed specific prerequisite courses.

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## TRANSFER CREDIT

Transfer credit at the graduate level is defined at Bridgewater to include two distinct credit situations. First, transfer credit is defined as being any appropriate graduate credit taken at Bridgewater State College or at another accredited institution *prior to acceptance* to a Bridgewater graduate program. This credit includes

appropriate graduate credit earned in courses in which the student is enrolled at the time of acceptance. Second, transfer credit is defined to include appropriate graduate credit taken at an accredited institution other than Bridgewater State College *after acceptance* to a Bridgewater graduate program. It should be noted, however, that of the total number of credits offered for the degree, taken both prior to and after acceptance, not more than six can be transferred from other graduate schools. All courses to be used as transfer credit in a graduate program must have the approval of the adviser and be recorded on the student's *Graduate Program Proposal*. Details regarding the matter of transfer credit as it applies to Bridgewater's master's degree and CAGS program are provided below.

### **Transfer Credit — Master's Degree and CAGS Programs**

A student who has enrolled in appropriate courses at Bridgewater or at another accredited institution prior to acceptance by the Office of Graduate Admissions may request that up to 12 graduate credits be accepted in partial fulfillment of degree requirements. These credits include any credits earned in courses in which the student is enrolled at the time of acceptance. It does not include prerequisites. Approval is subject to the following conditions: 1) that not more than six of the 12 credits being transferred are from an accredited institution other than Bridgewater State College; 2) that a grade of B- or better has been earned in all courses being transferred; and 3) that courses being transferred have not been used to fulfill the requirements of another degree or certificate. A form entitled *Petition for Acceptance of Transfer Credit* is sent to the student by the Graduate Office at the time of acceptance. If courses enrolled in prior to acceptance are to be applied toward fulfillment of requirements for a master's degree or CAGS program, it is the student's responsibility to submit the approved transfer credit form to the Graduate Office after completing GP 501 Graduate Program Planning. All transfer courses are subject to the regulations governing time limits — no graduate course offered for the degree may be more than six years old when degree requirements are completed.

After a student has been admitted to a master's degree program, a maximum of six graduate credits of grade B or better, taken at an institution accredited at the graduate level other than Bridgewater State College, may be transferred if approved by the adviser. No more

than six credits can be transferred from other graduate schools. An official transcript of courses taken at another institution after acceptance must be sent directly to the Bridgewater State College Graduate Admissions Office.

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### **INCOMPLETE**

An incomplete may be given at the discretion of the instructor. The time by which missing work must be made up, both in graduate and undergraduate courses, is also at the discretion of the instructor; however, this time period may not extend beyond the last day of classes of the academic semester following that in which the incomplete was earned. Courses that are not successfully completed by this deadline will automatically be changed to a grade of "F" (Failure). Candidates for graduation should note, however, that all work must be completed prior to graduation, including resolution of any grades of incomplete, since as of the date the degree is conferred the record is finalized.

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### **COURSE REGISTRATION**

Prior to the registration period for the fall, spring and summer semesters, a *Course Schedule* is published by the Registrar's Office in Boyden Hall.

Graduate course work is offered on either a full-time or part-time basis. Students should realize that it is not possible to set an absolute deadline for completing a graduate program, due to such factors as the college's need to reserve the right to cancel any course for which there is insufficient enrollment and departments' need to offer courses on a rotating basis.

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### **WITHDRAWAL**

#### ***Withdrawal from Courses***

If, for some reason, a student wishes to withdraw from a course after the drop/add period, written permission must be secured on forms provided by the Registrar's Office. Only if such a form is filed in the Registrar's Office within the first five weeks of a semester course, may the grade of "W" be recorded. A student who withdraws between the fifth week and the tenth week of a semester course will be assigned a grade of WP or WF. In all other instances a grade of "F" shall be given. *Normally, no student will be permitted to withdraw from a semester-long course after the tenth week of classes or after the fifth week of a quarter course.*

### ***Withdrawal from the College***

Students who decide to withdraw from a graduate program should notify the Graduate Office of their intentions in writing as soon as possible. (Students should also consult course withdrawal procedures and refund policies indicated elsewhere in the catalog.)

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### **COURSE DROPS AND ADDS**

The Drop/Add Schedule is as follows:

- The Drop/Add period for 15-week semester courses ends after the 6th weekday of the semester.
- The Drop/Add period for 7-week quarter courses ends after the 3rd weekday of the quarter.
- The Drop/Add period for 5-week summer courses ends after the 3rd weekday of the session.
- The Drop/Add period for 10-week summer courses ends after the 5th weekday of the session.
- The Drop/Add period for non-regular courses ends one weekday after the first class meeting. However, students cannot add intensive — e.g., weekend or one-week — courses after the first class meeting.

No adds or drops will be permitted after these deadlines. Drop/Add forms are available at the Registrar's Office during the drop/add period. It is advisable that students discuss changes in their schedule with their adviser.

If students fail to drop courses appropriately, a grade of "F" will be entered on their academic record. This grade will be used in computing the GPA.

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### **DEADLINES**

Students are reminded to consult the annual college calendar for deadlines and dates relative to such matters as admissions, comprehensive examination requests, and application to graduate. This calendar is printed in the college catalog and *Course Schedule*.

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### **CHANGE OF NAME AND/OR ADDRESS**

Students should promptly notify the Registrar's Office of any change in name or address by using the appropriate form. Forms are also available at the Office of Graduate and Continuing Education and may be printed from the college website [www.bridgew.edu/depts/registr/changename.pdf](http://www.bridgew.edu/depts/registr/changename.pdf)

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### **GRADUATE ASSISTANTSHIPS**

The Graduate Office offers a number of graduate assistantships in areas associated with the college's graduate programs. Only those who have been

accepted into a Bridgewater State College graduate program are eligible to be awarded a graduate assistantship. Application forms may be obtained from the Graduate Office. Completed assistantship applications should be returned to the appropriate academic or administrative department. Applicants who are awarded an assistantship will receive a letter of appointment from the Office of Graduate and Continuing Education.

Graduate assistants receive a stipend for the academic year (September–June). Assistants will also receive tuition and fee remission for up to nine credits of course work during each of the fall and spring semesters, and for up to six credits of course work during the summer session(s). The tuition and fee waiver applies only to Graduate and Continuing Education courses which are offered after 4 PM and during the summer. Graduate assistants are expected to work a minimum of 20 hours per week.

For information regarding additional forms of financial assistance, see the *Financial Aid* section of this catalog.

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### **INDEPENDENT STUDY**

Each department's graduate offerings include two courses in which a student who has been accepted in a graduate program and who meets the course prerequisites can pursue independent study under the direction of a faculty adviser.

**502 Research** (credit to be arranged) — Original research undertaken by the graduate student in his or her field. The student's investigations ordinarily culminate in a thesis. The number of credits awarded for the research may vary, and the student may repeat the course until a maximum of nine credits in an M.A. program and six credits in an M.A.T., M.Ed., M.S. or CAGS program is earned toward the minimum credit requirements for the degree or certificate.

**503 Directed Study** (credit to be arranged) — This course is designed for the graduate student who desires to study selected topics in his or her field. Directed study may not be used to substitute for courses which are required in the program or to study topics which are covered in required or elective courses in the program. The number of directed studies approved by the dean in a given academic year will be limited due to both academic and budgetary reasons.

Directed study follows the same registration procedures as all other academic course work on campus; that is, arrangement for directed study must take place prior to the time of registration with all forms completed and on file at the appropriate departmental office. Enrollment in directed study is limited to students who have been accepted to a graduate program at Bridgewater State College and who have completed a minimum of 15 approved graduate credits.

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### THESIS

Graduate students submitting a thesis have a thesis committee, which is comprised of at least three faculty members, including a thesis committee chairperson appointed by the graduate program coordinator. All thesis committee appointments should follow consultation with the student's adviser and the student.

Students should refer to the course entitled Research (which appears in the catalog under their major department and in this section under Independent Study) and consult with the adviser, relative to the matter of earning credit for research done in conjunction with a thesis. Students must be enrolled in Research during any period in which a faculty member is directing the thesis.

Three unbound copies of the approved thesis must be submitted to the Graduate Office not later than the completion of all other degree requirements. Each copy must contain an abstract of the thesis. The Graduate Office arranges for the binding of theses. A fee of \$12.00 per copy is charged. Checks should be made payable to Bridgewater State College and submitted to the Graduate Office.

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### EXIT REQUIREMENTS

In order for a student to exit from a graduate program, he or she must satisfactorily complete all credit requirements, and, in most programs, pass a comprehensive examination.

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### COMPREHENSIVE EXAMINATION

In most programs, graduate students must take a comprehensive examination that reflects the full range of their program. The design of the comprehensive examination must show a relationship to the program and to the program's exit seminar. It is based upon the student's major area(s) of study, as well as related areas, and may include work done on a thesis. Students must give evidence that they can integrate information and

ideas from the various areas in which they have studied. The examination may be written and/or oral, as determined by the student's department.

In order to be eligible for a comprehensive examination, the student should have completed all of the necessary course work specified by the major department. A student who plans to take the comprehensive examination should file the Graduate Office form entitled Examination Request, together with a nonrefundable comprehensive examination fee of \$60.00 for master's degree candidates and \$75.00 for CAGS candidates. Checks should be made payable to Bridgewater State College and submitted to the Office of Graduate and Continuing Education. The form should be completed and filed along with the fee on or before the appropriate application deadline. October 1 for November Comprehensive Examinations, February 1 for March/April Comprehensive Examinations. Ordinarily, comprehensive examinations are given during the months of November and March/April.

All students who take the comprehensive examination will be notified of the results by mail in a timely fashion.

Students who fail the comprehensive examination shall be given one further opportunity to pass. The student should meet immediately with the faculty adviser or designated person to review weaknesses of the student's performance, and a prescribed program of study should be designed to help guide the student to prepare for the second examination. After the student has made substantial progress in the additional work prescribed by the department, the student will be allowed the choice of either an oral or written examination when retaking the comprehensive.

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### APPLICATION TO GRADUATE

Students who are nearing the completion of their graduate program requirements and who plan to receive a master's degree or CAGS in January, May or August, should request from the Graduate Office the form Application to Graduate. This form should be completed by the student and filed, together with the candidate's Graduate Program Proposal, approved by the faculty adviser, in the Graduate Office on or before the appropriate application deadline:

October 1 for January Graduation  
 February 1 for May Graduation  
 June 1 for August Graduation

Failure to file before the deadline may postpone degree conferral. A nonrefundable commencement fee of \$11.00 is required at the time of filing the Application to Graduate. Checks should be made payable to Bridgewater State College and submitted to the Graduate Office.

No degree or certificate will be conferred and no graduate transcripts will be issued unless all tuition and fees have been paid in full.

Diplomas are awarded at the winter and spring commencements and also at the end of August.

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## GRADUATE PROGRAM REQUIREMENTS

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### MASTER OF ARTS

**General Requirements** — A minimum of 30 approved graduate credits is required for the Master of Arts (M.A.) degree. All credits must have the adviser's endorsement. A thesis is optional in Master of Arts programs. For additional details, students should consult appropriate departmental sections of the catalog for specific program requirements for the degree. At least one-half of the degree credits should be earned in courses limited to graduate students (500 level).

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### MASTER OF ARTS IN TEACHING

The Master of Arts in Teaching degree was developed for high school and middle school subject area teachers who have an initial license and are seeking a professional license in the Commonwealth of Massachusetts. The M.A.T. program is designed to meet the "appropriate master's degree" requirement, which is part of the criteria for professional stage licensure, as set forth in the most recent DOE licensure regulations. This degree program will also appeal to secondary school teachers who already hold a standard level or professional license and want to acquire additional knowledge and a master's degree in the discipline.

Students needing initial licensure should refer in this section of the catalog to the program entitled "Accelerated Post Baccalaureate Program (APB): Initial Licensure for Secondary (Subject Areas: 8-12) and Middle Level (Subject Areas: 5-8) Teachers". Students seeking licensure should also consult the section of this catalog entitled *School of Education and Allied Studies* for information pertaining to licensure, admission to and

retention in Professional Education, as well as important institutional deadlines.

**General Requirements** — A minimum of 33 approved graduate credits is required for the M.A.T. degree, which is offered through the Department of Secondary Education and Professional Programs and the academic departments of the college. For program and course details, students should consult the M.A.T. information listed in this catalog under the *Department of Secondary Education and Professional Programs* and under the appropriate academic department.

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### MASTER OF EDUCATION

The Master of Education (M.Ed.) degree is designed for persons with a wide variety of academic and professional objectives. Students are encouraged to consult specific M.Ed. program descriptions in this catalog.

**General Requirements** — A minimum of 30 to 36 approved graduate credits, depending upon the program, is required for the Master of Education degree. For program and course details, students should consult the appropriate departmental section of this catalog. Degree credits must have the endorsement of the adviser. At least one-half of the degree credits should be earned in courses limited to graduate students (500 level).

**Licensure Information** — A number of Bridgewater's Master of Education programs have been approved by the Massachusetts Department of Education for the licensure of educational personnel. Specific information regarding such programs is provided in this catalog under the *School of Education and Allied Studies* and appropriate departmental program descriptions. For additional details regarding certification program procedures and requirements, students should contact the appropriate graduate program coordinator.

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### MASTER OF PUBLIC ADMINISTRATION

The Master of Public Administration (M.P.A.) degree provides professional education to prepare persons for leadership roles in public administration and public affairs. Program details are provided in the graduate program section under *Political Science* in this catalog.

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### MASTER OF SCIENCE

**General Requirements** — A minimum of 30 approved graduate credits is required for the Master of

Science (MS) degree. All credits must have the adviser's endorsement. A thesis is optional in certain Master of Science programs. For additional details, students should consult appropriate departmental sections of the catalog for specific program and course requirements for the degree. At least one-half of the degree credits should be earned in courses limited to graduate students (500 level).

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### MASTER OF SCIENCE IN MANAGEMENT

The Master of Science in Management (MSM) degree prepares students to apply systems thinking to managerial problems, direct large scale projects, and lead people and organizations through complex change. Program details are provided in the *School of Management and Aviation Science* section in this catalog.

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### CERTIFICATE OF ADVANCED GRADUATE STUDY (CAGS)

**General Requirements** — A minimum of 30 approved graduate credits is required for the CAGS. Courses taken for the CAGS may not repeat work previously accomplished by the student in either his or her undergraduate or graduate degree work. At least one-half of the CAGS credits must be earned in courses limited to post master's students (600 level).

Currently, the college offers a program leading to a Certificate of Advanced Graduate Study (CAGS) in Education with concentrations in counseling, educational leadership and reading. For details, students should consult the counseling, educational leadership and reading program sections of this catalog.

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### COLLABORATIVE CAGS/ED.D. PROGRAM

There is now a transfer agreement between Bridgewater State College, which offers the Certificate of Advanced Graduate Study (CAGS) (see above), and the University of Massachusetts-Lowell, which offers the Doctor of Education (Ed.D.) degree. Further program information is provided in the *School of Education and Allied Studies* section of this catalog.