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## SCHOOL OF GRADUATE STUDIES

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The School of Graduate Studies is responsible for the administration of all graduate courses and programs.

The School of Graduate Studies 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 State College's graduate programs is to increase to an advanced level each graduate student's 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 School of Graduate Studies is located in the Maxwell Library, ground floor, Park Avenue entrance. The office is open Monday through Thursday from 8 AM to 7:30 PM and Friday from 8 AM to 5 PM. The office is open evenings only when classes are in session. Contact the School of Graduate Studies for evening hours at 508.531.1300 or e-mail at [gradschool@bridgew.edu](mailto:gradschool@bridgew.edu).

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 School of Graduate Studies. 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 graduate program, students should contact the appropriate department program coordinator in the department involved.

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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 School of Graduate Studies.

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 established review process of the School of Graduate Studies:

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 appropriate school dean.
4. If unresolved, submit a written appeal to the dean of the School of Graduate Studies.
5. The dean of the School of Graduate Studies will submit graduate student petitions to the Graduate Education Council for review. (The Graduate Education Council consists of representatives from the college's graduate faculty, administrators and graduate student body.)

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### ACADEMIC INTEGRITY POLICY

The School of Graduate Studies at Bridgewater State College, like all institutions of higher learning, considers academic integrity to be an important hallmark for graduate students and scholars. The importance of academic integrity and honesty, which is taught at the undergraduate level, continues to be even more vital for scholars and researchers at the graduate level, who find themselves writing seminar papers, research papers and theses. All graduate degree programs at Bridgewater State College require courses in research where conventions of documentation are taught. Graduate students, who are acquiring scholarly habits and skills in degree programs, must rely on the scholarship that has preceded them, and they must acknowledge the

scholarship in their own academic work by adhering to the time-honored conventions of their discipline. In short, graduate students are entering a community of scholars and must respect the rules and traditions of that community. Sometimes, however, graduate students violate the accepted principles and policies of academic integrity and honesty. The dean of the School of Graduate Studies reviews any infractions of academic integrity. The following examples represent a partial list of serious breaches of academic integrity:

1. Plagiarizing any published or online source, including “Blackboard” and other online discussions, and claiming them as one’s own;
2. Not properly documenting quotations and paraphrases in one’s texts, i.e. not using footnotes, endnotes, parenthetical citations or other conventional methods of documentation;
3. Inadequate paraphrasing, with or without proper documentation;
4. Copying portions of Internet sources without proper documentation and citations;
5. Creating false documentation, i.e. purposely fabricating information used in references, endnotes and footnotes;
6. Using or copying from another student’s written work with or without the student’s permission;
7. Taking an examination for another student;
8. Cheating on an examination;
9. Purchasing a paper or assignment from an online source or another student and claiming it as one’s own;
10. Writing a paper or report for another student;
11. Altering or falsifying data;

Serious violations of academic integrity are not limited to this list. Penalties for academic misconduct may include the following:

1. A grade of “F”, “N”, or “U” (as appropriate) in the course;
2. A grade of “F” for the assignment being evaluated;
3. The assigning of additional course work;
4. Suspension from graduate programs;
5. Dismissal from graduate programs.

The procedure for implementing a penalty for academic dishonesty or misconduct, which includes, but is not limited to, plagiarism and cheating, is as follows:

1. The professor will notify graduate students of any alleged violations of the Graduate School’s Academic Integrity Policy, and they shall discuss the matter in person, via e-mail or by phone within seven business days of the discovery of the alleged misconduct. (The professor may invite a third party to the meeting, if

warranted.) If it is determined that academic dishonesty or misconduct has occurred, the students’ advisers, the graduate program coordinators, department chairs, the appropriate school deans and the dean of the Graduate School will be notified by the professor in writing of the misconduct, the proposed penalty, and the outcome of the discussion with the students. A record of the case, including the letter from the professor, along with any supporting documentation, will be kept in students’ files at the School of Graduate Studies.

2. If the matter is not resolved through the initial process described above, students may file letters of appeal within five business days to the dean of the School of Graduate Studies, attaching any relevant documents. The dean will submit appeals to the Graduate Education Council (GEC). The professors and the students will be notified of the meeting times and dates and invited to attend a meeting of the Graduate Education Council, at which time matters will be reviewed. In conducting its reviews, the Graduate Education Council will follow the requirements of due process. Both students and professors can attend the meetings with representatives, who may serve as advisers or advocates.

Under the direction of the chair of the Graduate Education Council, the GEC will review student appeals and make its decision, which shall be forwarded in writing to the dean of the School of Graduate Studies. Based upon the allegations or evidence received, the Graduate Education Council may recommend further sanctions, no change in sanctions or a reduction in sanctions. The Graduate Education Council will take into account any previous infractions only after it concludes its investigation of the present case. Further sanctions may include suspension or dismissal.

Students and professors involved will receive copies of the decision letter from the Graduate Education Council, and copies will be provided to the students’ advisers, graduate coordinators, department chairs and appropriate school dean. A copy of this letter will also be placed in students’ official files in the School of Graduate Studies.

### **ACADEMIC DISMISSAL**

If students’ GPAs remain below a 3.0 for two consecutive semesters, their academic progress is in jeopardy. The School of Graduate Studies makes every attempt not to dismiss students from academic programs, though prolonged GPAs below 3.0 may result in academic dismissal.

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## ACADEMIC PROBATION

Any matriculated or nonmatriculated graduate students whose cumulative GPA falls below 3.0 will be notified that they are on academic probation. When graduate students are placed on academic probation, they will receive a letter from the School of Graduate Studies. This letter informs students that they should be mindful that their GPA has fallen below a 3.0. Students should discuss the matter with their advisers.

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## ACADEMIC STANDING FOR GRADUATE STUDENTS

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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## CHANGE OF GRADE

If a student believes that a mistake was made in the original grade recorded for a course, they may petition instructors 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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## 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. Official legal documentation (i.e. marriage certificate) must be presented. Forms are also available at the School of Graduate Studies or may be printed from the college Web site [www.bridgew.edu/registrar/forms.cfm](http://www.bridgew.edu/registrar/forms.cfm).

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## COMPREHENSIVE EXAMINATION

In most graduate programs, graduate students must take comprehensive examinations that reflect the full ranges of their programs. The comprehensive examination is based upon the student's major areas 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 comprehensive examination may be written, oral, or web-based, as determined by the students' departments. The academic department determines the format of its comprehensive examination.

To be eligible for a comprehensive examination, students should have completed the course work specified by their major academic departments. Students who plan to take the comprehensive examination should file a Comprehensive Examination Request form in the School of Graduate Studies, with a nonrefundable comprehensive examination fee of \$60 for master's degree candidates and \$75 for CAGS candidates.

Checks should be made payable to Bridgewater State College. The completed form and fee must be filed on or before the appropriate application deadline:

October 1    November comprehensive examinations

February 1    March/April comprehensive examinations

Ordinarily, comprehensive examinations are given during the months of November and March/April. The academic departments set the specific date of the comprehensive examination.

All students who take the comprehensive examination will receive their results by mail in a timely fashion.

Students who fail the comprehensive examination shall be given one additional opportunity to pass. If students fail a second comprehensive examination, students are subject to academic dismissal. Students should meet immediately with their faculty advisers or designated personnel to review weaknesses of their performances, and prescribed programs of study should be designed to help students prepare for the second examination. After students have made substantial progress in the additional work prescribed by the department, students will be allowed to retake the comprehensive examinations.

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## CONTINUATION OR INTERRUPTION OF COURSE REGISTRATION

Graduate students have six (6) years to complete their degree programs. Should graduate students not enroll in courses during the fall or spring semesters or summer sessions, students will be considered inactive. If students are deemed inactive and wish to register for courses, students should seek reinstatement by contacting the School of Graduate Studies at 508.531.2783 or [gradschool@bridgew.edu](mailto:gradschool@bridgew.edu). This policy is designated to ensure appropriate academic advising and counseling for all graduate students enrolled in degree programs as well as non-degree students.

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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 sixth weekday of the semester.
- The Drop/Add period for seven-week quarter courses ends after the third weekday of the quarter.
- The Drop/Add period for five-week summer courses ends after the third weekday of the session.
- The Drop/Add period for 10-week summer courses ends after the fifth 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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### 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 semester. 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. (The Accelerated Post-Baccalaureate program does not fall into this category.)

Full-time graduate students may register for up to 15 credits per semester 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 advisers and program coordinators.

Immunization requirements apply to all full-time graduate students, regardless of age. To achieve full-time graduate student status, according to the Commonwealth of Massachusetts Immunization Laws, students must receive nine or more credits from one institution in any one semester, regardless of the location of the course or the actual dates that the course or internship is held.

Proof of immunizations must be provided by a physician or a prior school and must include the dates of:

- two doses of measles, mumps, rubella (MMR) after the patient's first birthday and after 1967
- one dose of tetanus diphtheria (TD) within the last 10 years
- three doses of hepatitis B

Note: All newly enrolled **part-time and full-time graduate** students must provide proof of meningitis immunization or waiver. Proof must be:

- documentation of one dose of meningitis immunization within five years or

- sign the meningitis waiver at [www.bridgew.edu/HealthServices/Health%20Form%20and%20Meningitis%20Waiver.doc](http://www.bridgew.edu/HealthServices/Health%20Form%20and%20Meningitis%20Waiver.doc)

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 Health Services at 508.531.1252 to arrange an appointment.

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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. Hard copies of this schedule are mailed to graduate students and are available at the Registrar's Office and the School of Graduate Studies. The course schedule is also available online through InfoBear at [www.bridgew.edu](http://www.bridgew.edu). Graduate students are not required to have registration forms signed by their advisers; however, graduate students should consult their advisers on a regular basis regarding their course schedules.

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 the need of the departments to offer courses on a rotating basis.

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### DEADLINES

Graduate students are reminded to consult the annual college academic calendar for deadlines and dates for admission, comprehensive examination requests and applications to graduate. This calendar is printed in the college catalog, Course Schedule and on the college Web site.

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### GRADING SYSTEM

The School of Graduate Studies requires that matriculated graduate students maintain a high-level of academic standing as they advance in their degree programs. The grading system for graduate students at BSC is different from that of the undergraduate programs. 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). Some courses are graded on a P (Pass)/N (No Pass) or S (Satisfactory)/U (Unsatisfactory) basis. Refer to the "Course Descriptions" section in this catalog.

This grading system puts more pressure on graduate students to perform at a higher level than undergraduate students. Though graduate students may earn less than a B in a course, the overall GPA must be a 3.0 at the time of graduation.

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### GRADUATE AND UNDERGRADUATE CREDIT

Courses at BSC 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:

- Students must be seniors in their last semester of course work.
- Students' GPA must be a 3.5 or higher.
- Students' written requests must be approved by the chair of the students' major departments, academic school dean and the dean of the School of Graduate Studies.

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

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### GRADUATE ASSISTANTSHIP

Bridgewater State College awards graduate assistantships to students who are fully admitted to a graduate program and who maintain good academic standing during the time of the award. The total award equals approximately \$10,000 per academic year, which includes tuition and fee remission for up to 24 credits per year plus a stipend. The stipend varies between \$500 and \$550 per month. Graduate assistantships are competitive and are determined on the basis of undergraduate and/or graduate grade point average, test scores, letters of recommendation, pertinent experience, educational preparation, interviews or a combination of these factors. Graduate assistants work in an academic department or administrative office of the college for 20 hours per week. Assistantships are intended to encourage and assist superior students in pursuing graduate study and in completing the requirements for graduate degrees in the minimum possible time. Graduate research assistantships are also available.

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### GRADUATE RESEARCH ASSISTANTSHIP

Fully admitted full and part-time graduate students may apply to the Graduate Research Assistantship program. Graduate Research Assistantships are designed to link a graduate student together with a professor in a meaningful research project, which will be one semester or one academic year in duration. During the assistantship period, a graduate research assistant will work directly with a professor on a joint project, which will lead to a presentation at a professional conference and/or a joint publication. The research assistant will have the equivalent of a "half" assistantship, in that the student will work ten (10) hours per week with a professor, be paid a half-stipend (\$2,500 per year), and have tuition/fees remission for six (6) graduate credits per semester.

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### GRADUATION APPLICATION

Students should check with their advisers regarding exit requirements for their academic program, as requirements vary for each program. 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 complete an Application to Graduate form. These forms should be completed by students, approved by the faculty advisers and program coordinators, and submitted with the candidates' Graduate Program Proposal forms to the School of Graduate Studies office on or before the appropriate application deadline.

February 1	May graduation
June 1	August graduation
October 1	January graduation

Failure to file an application before the deadline may postpone degree conferral.

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### GRADUATION DATES

The college has three graduation dates (May, August and January). As of the May 2006 commencement, graduate students will have a separate commencement ceremony. Students graduating in August and January are encouraged to attend the May commencement. In order to participate in a commencement ceremony all required course work and exit requirements must be completed. No degree or certificate will be conferred and no graduate transcripts will be issued unless all tuition and fees have been paid in full.

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### GRADUATION REQUIREMENTS

In order for students to exit from a graduate program, they must satisfactorily complete all credit requirements (with a minimum GPA of 3.0), and, in most programs, pass a comprehensive examination.

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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, 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) or “N” (No Pass). 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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### INDEPENDENT OR DIRECTED STUDY

Graduate students are allowed to undertake an independent or directed study under the supervision of a faculty member. The course Directed Study XXXX 503 (credit to be arranged) is designed for graduate students who desire to study selected topics in their fields. Directed study may not be used to substitute for courses that are required in the program or to study topics that are covered in required or elective courses in the program.

Directed study follows the same registration procedures as all 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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### PROGRAM AND COURSE PREREQUISITES

Program and course prerequisites may be required to ensure adequate preparation for graduate work in the area of study. In certain cases, program prerequisites may be fulfilled after the applicant’s acceptance by the School of Graduate Studies. Certain advanced courses may require that students have completed specific prerequisite courses.

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### RESEARCH

A graduate program may require enrollment in the course Research XXXX 502 (credit to be arranged) or PSYC 504 for Psychology for completion of original research undertaken by graduate students in their field. The students’ investigations ordinarily culminate in a thesis. The number of credits awarded for the research may vary and students may repeat the course until a maximum of nine credits in an MA program and six credits in an MAT, MEd, MPA, MS or CAGS program is earned toward the minimum credit requirements for the degree or certificate. Consent of department and formal application required.

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### SATISFACTORY OR REASONABLE PROGRESS

Graduate students must make satisfactory or reasonable progress toward completion of their degree programs within the college’s statute of limitations. Students who are not making such progress are subject to separation from their programs.

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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.

If graduate students cannot complete degree requirements within the six-year limit because of extraordinary circumstances, they may file written appeals, requesting a reasonable extension from the School of Graduate Studies.

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### THESIS

A number of departments require or recommend theses in master’s degree programs. A thesis, which represents original research in a discipline, is especially recommended if students have future doctoral plans. At the same time, theses allow graduate students, working closely with thesis committees, to spend serious academic time researching a narrowly focused topic in depth and produce an original text, which may be publishable. The culmination is often a text that gives students great academic pride and satisfaction.

Students writing master’s theses must adhere to the following policies:

- (1) All graduate students writing master’s theses must have a thesis committee, consisting of a thesis committee chair and two faculty readers. The thesis committee must be approved by the graduate coordinator.
- (2) The student writing a thesis must submit a Thesis Proposal Form, with a detailed proposal and signatures of the thesis chair, the two faculty readers, the graduate coordinator and the dean of the School of Graduate Studies. (The Thesis Proposal Form is available for download on the School of Graduate Studies Web page.) This form must be completed and signed in order for students to register for the appropriate research course, which is always the departmental XXXX 502 or PSYC 504 Research course. Students must register for at least six credits of XXXX 502, but the credits can be broken into smaller credit segments and taken over multiple semesters, particularly if

students need a *full* academic year to write their theses. Otherwise, students can register for the full six credits during one semester.

- (3) After students obtain the necessary signatures, they then take the Thesis Proposal Form to the Registrar's Office to register for the XXXX 502 or PSYC 504 Research course.
- (4) Students who have registered for the XXXX 502 or PSYC 504 Research course and do not complete their theses in a semester will receive an Incomplete, which will be changed to a letter grade by the theses chairpersons once the theses are completed.
- (5) When the thesis is written and *fully* approved by the three members of the thesis committee, the chairperson and readers sign the "approval page" of the thesis, which is placed in the text of the manuscript.
- (6) The thesis committee chairperson will acquaint graduate students with the manuscript form and style used in their respective disciplines; graduate students writing theses should examine recent theses in their academic departments.
- (7) The School of Graduate Studies requires a minimum of four copies of the thesis to be bound: one for the Maxwell Library, one for the School of Graduate Studies, one for the students' academic department and one for the student. (Sometimes departments request an additional bound copy.) Students may also request additional bound copies of their theses.
- (8) Copies of the completed manuscript must be brought to the School of Graduate Studies, which will arrange for the binding of the copies. A charge of \$12 for each copy will be paid by the graduate students. Students pick up their bound copies in the School of Graduate Studies.
- (9) Theses must be submitted to the School of Graduate Studies before students are approved for graduation.
- (10) The Maxwell Library, which will catalog all theses, acts as the official archive for all theses written as part of graduate-degree programs at Bridgewater State College.

### TRANSFER CREDIT

Transfer credit at the graduate level is defined by Bridgewater State College 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 State College 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 State College graduate program.

It should be noted, however, that not more than six graduate credits, taken both prior to and after acceptance, 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 advisers and program coordinators and be recorded on students' Graduate Program Proposal forms. Details regarding the matter of transfer credit as it applies to Bridgewater State College's master's degree and CAGS programs are provided below. Students are strongly urged to process their forms for transfer credit **early** in their graduate program, rather than waiting until they apply to graduate.

### Transfer Credit – Master's Degree and CAGS Programs

In most programs, students who have enrolled in appropriate courses at Bridgewater State College or at other accredited institutions prior to acceptance by the School of Graduate Studies may request that up to 12 graduate credits be accepted in partial fulfillment of degree requirements of which no more than six may be from other accredited institutions.

Beginning in January 2007, the School of Graduate Studies will limit the total number of graduate transfer credits to six (6) in programs of fewer than 40 credits. In programs requiring forty (40) or more graduate credits, students may request to transfer up to nine (9) graduate credits. The total number of transfer credits includes courses taken at Bridgewater State College before matriculation and/or graduate courses taken at another accredited institution before or after matriculation.

Program exceptions are noted in the appropriate department sections of this catalog. These credits include any credits earned in courses in which students are enrolled at the time of acceptance. It does not include prerequisites. Approval is subject to the following conditions: 1) that not more than six 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; 3) that courses being transferred have not been used to fulfill the requirements of another degree or certificate; and 4) that graduate transfer credits may not be more than six years old at the time program requirements are completed.

BSC has two forms used for acceptance of transfer credit. The Request to Accept Credit for Courses Taken at BSC Prior to Matriculation form is for courses being requested to transfer from within Bridgewater State College. The Graduate Transfer Credit Approval form is for courses being

requested to transfer from an accredited institution other than Bridgewater State College. Blank copies of both forms are sent to students in their acceptance packages by the School of Graduate Studies.

If courses completed at BSC prior to acceptance are to be applied toward fulfillment of requirements for a master's degree or CAGS program, students must submit the appropriate Transfer Credit forms to the School of Graduate Studies once the form is approved by the students' advisers and program coordinators. 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 students have been admitted to graduate programs, a maximum of six graduate credits of grade B or better taken at institutions (accredited at the graduate level) other than Bridgewater State College may be transferred if approved by the students' advisers and program coordinators (although students should make every attempt to enroll in BSC graduate courses). It should be noted, however, that not more than a total of six graduate credits, taken both prior to and after acceptance, can be transferred from other graduate schools. An official transcript of courses taken at another accredited institution after acceptance must be sent directly to the School of Graduate Studies at Bridgewater State College. Students are responsible for submitting the transfer credit forms to the School of Graduate Studies once it is approved by the students' advisers and program coordinators.

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### **WITHDRAWAL FROM COURSES**

Students may withdraw from courses following the drop/add period if they submit a Course Withdrawal form to the Registrar's Office by the appropriate semester deadline date, which is posted at [www.bridgew.edu/Registrar/dropaddwithdraw.cfm](http://www.bridgew.edu/Registrar/dropaddwithdraw.cfm). The course withdrawal form must be signed by the course instructor. Students should discuss any course withdrawal with their advisers. If graduate students fall below full-time status after withdrawing from a course, they should be aware that eligibility for some sources of financial aid and health insurance may be affected.

The Course Withdrawal Schedule is as follows:

- The Withdrawal period for 15-week semester courses ends the weekday following the completion of the 10th week of the semester.
- The Withdrawal period for 7-week courses ends the weekday following the completion of the 5th week of the quarter.
- The Withdrawal period for 5-week courses ends the weekday following the completion of the 3rd week of the session.

- The Withdrawal period for 10-week summer courses ends the weekday following the completion of the 7th week of the session.
- The Withdrawal period for non-regular courses typically ends one weekday following the point when approximately 70% of the course has been completed. Students should consult the Registrar's Office for exact deadlines for withdrawal from these courses.
- Students who are taking a course on-line or off-campus must meet established deadlines and procedures.

No withdrawals will be permitted after these deadlines unless students can demonstrate that extraordinary circumstances have prevented them from withdrawing from the course by the published deadline. Course withdrawals will be indicated on students' transcripts with a "W" and will not affect the calculation of students' grade point averages.

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### **WITHDRAWAL FROM THE COLLEGE**

Students who decide to withdraw from a graduate program should notify the School of Graduate Studies 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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## **GRADUATE PROGRAMS**

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### **MASTER OF ARTS (MA)**

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 (MAT)**

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

Biology  
Creative Arts  
English  
General Science  
History  
Mathematics  
Music Education  
Physical Science  
Physics

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### **MASTER OF EDUCATION (MED)**

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  
PreK-12 Education (For Educators  
in Non-U.S. settings)  
Reading  
Special Education

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### **MASTER OF PUBLIC ADMINISTRATION (MPA)**

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

Financial Administration  
Municipal and Regional Development and  
Management  
Nonprofit Administration

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### **MASTER OF SCIENCE (MS)**

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 (MS)**

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

Accounting  
Marketing  
Organization Development  
Technology Management

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### **MASTER OF SOCIAL WORK (MSW)**

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### **CERTIFICATE OF ADVANCED GRADUATE STUDY (CAGS)**

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

Educational Leadership  
Mental Health Counseling  
Reading  
School Guidance Counseling

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### **DOCTOR OF EDUCATION (EDD)**

A collaborative CAGS/EdD 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 area:

Instructional Technology  
School Guidance Counseling

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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 School of Graduate Studies 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.

Specific information regarding 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.

### **Educator Licensure Programs:**

Administrator of Special Education (all levels)  
Early Childhood Teacher of Students with or without  
Disabilities(PreK-2)  
Elementary (1-6)



Instructional Technology (all levels)  
 Reading Specialist (all levels)  
 School Adjustment Counselor  
 School Business Administrator (all levels)  
 School Guidance Counselor (PreK-8)  
 School Guidance Counselor (5-12)  
 School Principal/Assistant Principal (PreK-6)  
 School Principal/Assistant Principal (5-8)  
 School Principal/Assistant Principal (8-12)  
 Superintendent/Assistant Superintendent (all levels)  
 Supervisor/Director (all levels)  
 Teacher of Biology (5-8)  
 Teacher of Biology (8-12)  
 Teacher of Chemistry (5-8)  
 Teacher of Chemistry (8-12)  
 Teacher of Dance (all levels)  
 Teacher of Earth Science (5-8)  
 Teacher of Earth Science (8-12)  
 Teacher of English (5-8)  
 Teacher of English (8-12)  
 Teacher of Health/Family and Consumer Sciences (all levels)  
 Teacher of History (5-8)  
 Teacher of History (8-12)  
 Teacher of Mathematics (5-8)  
 Teacher of Mathematics (8-12)  
 Teacher of Music (all levels)  
 Teacher of Physics (5-8)  
 Teacher of Physics (8-12)  
 Teacher of Physical Education (PreK-8)  
 Teacher of Physical Education (5-12)  
 Teacher of Students with Moderate Disabilities (PreK-8)  
 Teacher of Students with Moderate Disabilities (5-12)  
 Teacher of Students with Severe Disabilities (all levels)  
 Teacher of Theater (all levels)  
 Teacher of Visual Art (PreK-8)  
 Teacher of Visual Art (5-12)

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 School of Graduate Studies and the School of Education and Allied Studies.

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### GRADUATE CERTIFICATE PROGRAMS

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 graduate certificate programs may be applied to degree

programs as long as they satisfy certain transfer guidelines.

Graduate certificate programs are offered in the following areas:

- Accounting
- Finance
- Information Systems Management
- Instructional Technology
- Management
- Marketing Management

For application materials and information on graduate certificate programs contact the School of Graduate Studies at 508.531.1323.

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## GRADUATE ADMISSIONS

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### ADMISSION STANDARDS

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#### 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 must meet the following criteria in order to be admitted by the School of Graduate Studies and School of Education and Allied Studies:

- A 2.8 undergraduate GPA
- Three (3) appropriate letters of recommendation. At least one letter of recommendation should be an academic reference from a professor.
- A qualifying score on the Communication and Literacy Skills portion of the Massachusetts Test for Educator Licensure (MTEL).
- Official transcripts of undergraduate and graduate course work.

Please note that admission decisions to post-baccalaureate programs are made on a rolling bases when applications are submitted within a reasonable timeframe prior to the start of an academic semester.

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#### ACCELERATED POST-BACCALAUREATE LICENSURE PROGRAM (APB)

Students seeking admission to the accelerated post-baccalaureate initial licensure program must hold a bachelor's degree from a four-year institution of acceptable standing. Candidates for the APB program will be admitted by the School of Graduate Studies based upon the recommendation of the APB coordinator. The coordinator

will base the admission recommendation on the candidate's potential to be an effective teacher based upon multiple indicators including, but not limited to, the following:

- A 2.8 undergraduate GPA
- Content competence demonstrated by a passing score on the subject matter test portion of the Massachusetts Test for Educator Licensure™ (MTEL)  
Note: Candidates who are applying for a license in a field in which they did not major are subject to a review of their course background in the license area; additional content courses may be required to be completed prior to admission.
- A qualifying score on the Communication and Literacy skills portion of the Massachusetts Test for Educator Licensure™ (MTEL)
- Resume
- Experience with youth at the licensure level

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.

### MASTER OF ARTS IN TEACHING (MAT)

Students seeking admission to the Master of Arts in Teaching degree program must hold a bachelor's degree from a four-year institution of acceptable standing. The MAT program is designed for high school and middle school teachers who have an initial license and are seeking a professional license in the Commonwealth of Massachusetts. Applicants must meet the following criteria in order to be admitted by the School of Graduate Studies:

- 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
- A composite score of 900 on the quantitative and verbal parts of the GRE General Test
- An initial teaching license
- Three appropriate letters of recommendation (at least two letters of recommendation should be from professors and the third letter of recommendation could be from a professional employer)
- Applicants not holding a bachelor's degree in the content area being pursued for the MAT are subject to a transcript review to determine whether additional content course work will be required as program prerequisites.

### MASTER'S DEGREE PROGRAMS

Please note that a number of graduate programs (including counseling, psychology, public administration, management, criminal justice, social work and certain education programs) have additional admission

requirements, which are outlined in the appropriate departmental sections of this 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 must meet the following criteria in order to receive a "clear admit" (full graduate student status):

- A 2.75 undergraduate GPA based upon four years of work or a 3.0 undergraduate GPA based upon work completed in the junior and senior years.
- A 2.8 undergraduate GPA based upon four years of work or a 3.0 undergraduate GPA based upon work completed in the junior and senior years for programs leading to initial licensure.
- Most programs require a composite score of 900 on the quantitative and verbal parts of the GRE General Test. Please consult the appropriate departmental section of the catalog. The Master of Science in Management program requires a GMAT score of 450 or higher.
- A rating of 1 (on part IV) on three letters of recommendation (1 being the highest rating on the scale). At least two letters of recommendation should be academic references from professors and the third letter of recommendation could be from a professional employer.
- Candidates for education programs leading to initial licensure need to provide a qualifying score on the Communication and Literacy Skills portion of the Massachusetts Test for Educator Licensure™ (MTEL). Some programs may require additional MTEL test(s). Please refer to the appropriate departmental section of this catalog.

Applicants who do not meet the "clear admit" status will be considered for a "conditional acceptance" if they meet the following criteria:

- 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.
- A composite score of 600 to 899 on the quantitative and verbal parts of the GRE General Test.
- A rating of least 2 on three letters of recommendation (1 being the highest rating on the scale). At least two letters of recommendation should be academic references from professors and the third letter of recommendation could be from a professional employer.
- Candidates for education programs leading to initial licensure need to provide a qualifying score on the Communication and Literacy Skills portion of the Massachusetts Test for Educator Licensure™ (MTEL).

Some programs may require additional MTEL™ test(s). Please refer to the appropriate departmental section of this catalog.

- Applicants not holding a bachelor's degree in the content area being pursued for the MAT are subject to a transcript review to determine whether additional content course work will be required as program prerequisites.

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

- Students must meet with their advisers who will recommend three graduate courses that must be taken at Bridgewater State College after conditional admission to the program.
- Students must attain a GPA of at least 3.0 after completion of the three required courses.

If students attain a GPA of at least 3.0 after completing the courses, they will be moved to full graduate student status. If students do not earn a GPA of at least 3.0 after completing the courses, they will be subject to academic dismissal.

### CAGS AND POST-MASTER'S LICENSURE PROGRAMS

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

- A graduate GPA of 3.0
- Three appropriate letters of recommendation (at least two letters of recommendation should be from professors and the third letter of recommendation could be from a professional employer)
- Candidates for education programs leading to initial licensure need to provide qualifying scores on the Communication and Literacy Skills portion of the Massachusetts Test for Educator Licensure (MTEL™).

### APPLICATION PROCEDURES

For most programs the School of Graduate Studies admits students for the fall and spring semesters and summer sessions of each year. An application is not complete unless all of the appropriate documents have been received by the School of Graduate Studies on or before the appropriate application deadline:

February 1	Social Work fall semester admission
March 1	Summer session admission
March 1	Psychology fall semester admission
March 1	Counselor Education fall semester admission
June 1	Fall semester admission

October 1	Spring semester admission
October 1	Counselor Education spring semester admission

Post-baccalaureate and accelerated post-baccalaureate programs have "rolling admission", accepting applications at any time, within a reasonable time frame prior to the start of an academic semester.

Applicants who have questions regarding graduate application procedures and deadlines should contact the School of Graduate Studies at 508.531.1261 or 508.531.2490. It is the responsibility of graduate students 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.

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

Applicants to a graduate program should make certain that the material listed below is on file in the School of Graduate Studies. Application forms with fee payments and all other correspondence and application material should be sent to:

Bridgewater State College  
School of Graduate Studies  
Maxwell Library - Room 019  
Bridgewater, MA 02325

An application is not complete unless all of the appropriate documents listed below have been received by the School of Graduate Studies.

#### 1. Graduate application form and application fee

Graduate students should send the completed application form and application fee of \$50 to the School of Graduate Studies to begin the admissions' application process. (The application fee for the Accelerated Post-Baccalaureate (APB) licensure program is \$100.) Checks for the application fee should be made payable to Bridgewater State College.

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

Official transcripts must be sent directly to the School of Graduate Studies and must bear the seal and/or stamp of the issuing college. Copies of transcripts and transcripts marked "Issued to Student" are not

acceptable. 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, from each school attended sent directly to the School of Graduate Studies. Graduates of Bridgewater State College and persons who have taken non-degree credit at the college should request the Registrar's Office to send transcripts to the School of Graduate Studies.

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 the college catalog. The successful completion of graduate courses prior to application shall not obligate the academic department or the School of Graduate Studies 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 degree program, which requires two letters of recommendation.

Candidates for the master's degree in counselor education should consult that program's section of this catalog for specific instruction about letters of recommendation.

Forms for recommendations are available from the School of Graduate Studies. In general, only letters of recommendation submitted on these forms and sent by the reference directly to the School of Graduate Studies will be accepted. These letters provide an estimate of applicants' abilities to successfully pursue programs in their proposed fields or concentrations. For MAT and MEd applicants, at least two letters must be from faculty who have taught the applicants at the collegiate level (undergraduate or graduate). The third letter may be from appropriate employers or school administrators for whom the applicants have taught. For MA and MS applicants, at least two letters must be from people who have taught the applicants in the appropriate areas of concentration. The third MA and MS letter may be from faculty members who have taught the applicants at the collegiate level or from appropriate employers or school administrators for whom the applicants have taught.

### 4. Graduate Record Examination (GRE)

For those programs requiring the GRE as an admission

requirement, students are required to submit the results of the General Test. Applicants must arrange to have their official score report sent directly from the Educational Testing Service to the School of Graduate Studies. Bridgewater State College's CEEB code is 3517. Photocopies and scores submitted by applicants are not acceptable. Information relative to the GRE may be obtained from the School of Graduate Studies or, [www.GRE.org](http://www.GRE.org). Students who have earned a 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 CEEB code is 3517. Photocopies and scores submitted by applicants are not acceptable. Information pertaining to the GMAT may be obtained from the School of Graduate Studies or [www.mba.com](http://www.mba.com). Students who have earned a master's degree are exempt from the GMAT requirement.

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

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

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

Applicants must provide a qualifying score on the Communication and Literacy Skills portion of the Massachusetts Test for Educator Licensure™ (MTEL) as a graduate admission requirement if applying to one of the following education programs:

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

Note: Some programs may require additional MTEL™ test(s). Please refer to the appropriate departmental section of this catalog.

#### 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) in this catalog.

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### INTERNATIONAL STUDENT ADMISSION REQUIREMENTS

Students applying for admission to a BSC graduate program, who plan to come into this country on an F-1 Visa, will need to include the following documents with the application and application fee:

- **Certified bank/financial statement** attesting to the fact that funds are available specifically for educational expenses. The statement must show sufficient funding for one year of college-related costs and living expenses. Presently, BSC estimates this amount to be approximately \$15,452.
- **Test of English as a Foreign Language (TOEFL) Score** (if necessary, in accordance with English language skills). Students for whom English is a second language will be required to submit an official copy of results from the TOEFL, unless they have at least two years experience in an American college or university. Students must receive a total score of 213 from a computer-based test or 550 from a paper-based test.
- **GRE or GMAT Scores** (dependent upon program)
- **Transcripts** - All transcripts must be evaluated and translated showing equivalence of U. S. baccalaureate degree by an agency such as the Center for Educational Documentation, Boston, MA ([www.cedevaluations.com](http://www.cedevaluations.com)), World Education Services, Inc., New York, NY ([www.wes.org](http://www.wes.org)), or another reputable agency.
- **Three Letters of Recommendation** - At least two letters of recommendation should be academic references from professors and the third letter of recommendation could be from a professional employer.

It is strongly suggested that international students submit a completed application at least one month prior to the deadline in order to have sufficient time to receive an Initial I-20 form needed to apply for an F-1 Visa.

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## ADMISSIONS DECISIONS

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### ACTION BY THE DEPARTMENT

All completed applications are sent by the School of Graduate Studies to the academic department in which applicants propose to concentrate. After reviewing these applications, departments make recommendations to the School of Graduate Studies.

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### ACTION BY THE EDUCATOR LICENSURE OFFICE

All completed applications of applicants seeking licensure are sent to the Educator Licensure Office in the School of Education and Allied Studies. After reviewing these applications, decisions are given to the School of Graduate Studies.

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### ACTION BY THE SCHOOL OF GRADUATE STUDIES

The School of Graduate Studies, after reviewing the recommendations of the academic department, notifies applicants of the action taken.

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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. All requests are subject to departmental approval. Students wishing to change programs should request the School of Graduate Studies 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 and program coordinator.

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### GRADUATE ADVISERS AND GRADUATE PROGRAM PLANNING

Graduate students who are accepted are assigned advisers in the students' area of study. Students in several programs are required to enroll in the program planning course **GRPP 501 Graduate Program Planning (one graduate credit)** as part of the minimum credit requirements in their program. Students should consult specific program requirements to see if this course is required.

Students' academic and professional backgrounds and objectives are considered during the planning and development of a coherent program of graduate study. Graduate students who have been accepted into a master's degree or CAGS program should enroll under the direction of their advisers immediately after acceptance by the School of Graduate Studies and prior to enrolling in any additional courses. For details, graduate students should contact their advisers.

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

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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 (MA) 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.

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### MASTER OF ARTS IN TEACHING

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

**General Requirements** – A minimum of 30 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.

**Licensure Information** – A number of Bridgewater State College'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 (MPA) 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.

**General Requirements** – A minimum of 40 to 46 approved graduate credits is required for the Master of Public Administration (MPA) degree. The MPA program accommodates the needs of both pre-career students and in-career professionals by offering alternative program requirements that take into account students' academic and professional background.

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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.

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### MASTER OF SCIENCE IN MANAGEMENT

The Master of Science in Management (MS) 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 Business” section of this catalog.

**General Requirements** – A minimum of 30 credit hours of graduate course work, including a core of five courses, three concentration courses, one elective and one capstone course. The foundation courses must be taken prior to taking the core or concentration courses and may not be used to fulfill the 30 credit program requirements. The foundation course requirements can be satisfied by completion of approved equivalent undergraduate courses: a statistics course for MGMT 500, courses in accounting and finance for ACFl 505, and courses in marketing and law for MGMT 506. Students concentrating in accounting will need additional prerequisites. Accounting students may call 508.531.1395 or e-mail [afdept@bridgew.edu](mailto:afdept@bridgew.edu) for more information.

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### **MASTER OF SOCIAL WORK**

The mission of the Master of Social Work (MSW) program is to prepare advanced professional practitioners to address regional needs, promote social justice, and enhance the strength and resilience of communities, families and individuals. Program details are provided in the “Social Work” section of this catalog.

**General Requirements** – A minimum of 62 approved graduate credits is required for the Master of Social Work (MSW) degree. Students enrolled in the MSW program for advanced standing are required to complete a minimum of 35 approved graduate credits.

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### **CERTIFICATE OF ADVANCED GRADUATE STUDY**

**General Requirements** – A minimum of 30 approved graduate credits is required for the Certificate of Advanced Graduate Study program. Courses taken for the CAGS may not repeat work previously accomplished by students in either their 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 counselor education, educational leadership and reading program sections of this catalog.

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### **COLLABORATIVE CAGS/EDD PROGRAM**

There is 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 (EdD) degree. Further program information is provided in the “School of Education and Allied Studies” section of this catalog.