

# ADMISSIONS, GRADUATE

## Overview

Bay Path University admits students of a wide range of backgrounds, interests, and talents whose academic and personal qualities predict growth and success. Students are identified on the basis of academic record, aptitude, and motivation to successfully complete a selected program of study. A student's record of achievement in school is the most reliable indicator of University success. The University also places strong emphasis on personal qualities, leadership skills, and school/community services and activities.

The University understands that choosing the right institution may require more time for some students than others. Therefore, Bay Path offers "rolling admissions" for many programs which allows students to apply when they are ready, as long as space is available. When planning to apply for financial aid and scholarships, students should plan to submit a completed application as early as possible. Students are generally notified of an admission decision within two weeks of receipt of their completed application.

In order to achieve its mission of educating students to become confident and resourceful contributors to our increasingly interdependent world, the University depends on an educational and work environment of tolerance and respect. It is committed to providing an environment that is free of discrimination and illegal harassment, including sexual harassment for all faculty, staff and students working for the University, and for all students according to the additional Anti-Harassment/Anti-Discrimination Policy. This commitment includes a Bay Path University policy that expressly prohibits discrimination and harassment based on sex, age, race, color, national origin or ancestry, disability, religion, sexual orientation, military status or veteran's status, gender identity, genetic testing or information.

## Admission Process

The Executive Director of Graduate Admissions and the Graduate Faculty Committee will review the completed application packet, interview candidates, and make recommendations regarding admission to the program. Any exceptions to the admissions standards will be determined by the Executive Director of Graduate Admissions, Graduate Faculty Committee, and the Program Director. Applicants who have not demonstrated competencies in requisite areas may be required to enroll in additional courses, which disseminate the required knowledge, before starting the desired program.

## Graduate Admissions Requirements

Each graduate degree program has distinct admission requirements, which are provided below. Additional information about each graduate program is also provided in the Academic Programs section of this academic catalog.

### Doctor of Education

- A completed online application;
- Official transcript reflecting conferral of a baccalaureate and master's degree from a regionally-accredited institution with a minimum GPA of 3.0 (on a 4.0 scale);
- Official transcript from each additional previously attended institution;
- Admission essay;
- Two recommendations;

- A current resume;
- Interview with the Program Coordinator; and
- Signed Program Requirements Form

Additionally, the Accelerated ABD concentration requires the following requirement:

- ABD status in doctoral degree program offered at a regionally-accredited institution

### Doctor of Health Science

- Complete and submit an application, including the nonrefundable application fee.
- A master's or clinical doctorate degree awarded by a regionally accredited institution in a healthcare discipline with a minimum GPA of 3.0 or better (on a 4-point scale) in the highest-level degree awarded.
- Three letters of recommendation from individuals who can reasonably assess the applicant's ability to successfully complete the online doctoral program.
- Personal essay of approximately 300-500 words describing how this program will enhance the applicant's academic and/or professional career goals.
- Current resume/CV documenting professional experience and educational achievements.
- Official transcripts from all institutions attended, sent electronically or in a sealed, unopened envelope directly to the BPU Office of Admissions. Transcripts from institutions that awarded a degree must include the date upon which the degree was issued.
- A photocopy of the applicant's state license (as appropriate).

Transfer of credit may be allowed for course work taken at a regionally accredited institution of higher learning, for courses in which a grade of B (3.0) or higher was obtained. The Doctor of Health Sciences program may accept up to 12 transfer credits from a Bay Path University graduate degree program, or up to 6 transfer credits from graduate coursework at a regionally accredited institution. Transfer credit will be determined by the Program Director.

### Doctor of Nursing Practice

- A completed online application;
- Official transcript reflecting conferral of a Bachelor of Science in Nursing (BSN) and/or a Master of Science in Nursing (MSN) from a regionally-accredited institution with a minimum GPA of 3.0 (on a 4.0 scale) and no grades below C at the graduate level;
- Official transcript from each additional previously attended institution;
- A statement of purpose of 250 words specifying your professional aspirations as a DNP;
- A current resume;
- A copy of current, active, unrestricted RN license in the U.S. or in a jurisdiction that is an associate member of the NCSBN;
- Three professional letters of recommendations; and
- Interview with the Program Director

### Occupational Therapy Doctorate

- A completed online application;
- Official transcript reflecting conferral of an entry-level, accredited occupational therapy program at the baccalaureate or master's

degree level from a regionally-accredited institution with a minimum GPA of 3.0 and no grades below C at the graduate level (if the entry-level program is not at the master's level, the master's degree must have been earned in a related field)

- Official transcript from each additional previously attended institution;
- A minimum of two years of full-time clinical experience as an OT with continuing part- or full-time work while in the program
- Two recommendations
- Resume/curriculum vitae
- Official transcripts from all colleges attended
- Essay
- In person, phone, or virtual interview
- Copy of the NBCOT certificate or other evidence of certification
- Signed Program Requirements Form

### **Specialist in Education: Administrator Special Education Levels: All Concentrations**

- A completed online application;
- Official transcript reflecting conferral of a baccalaureate and master's degree from a regionally-accredited institution (minimum GPA of 3.0 preferred);
- Official transcript from each additional previously attended institution;
- An original essay of 300 - 500 words on the topic "Why the Ed.S. in Special Education Administrator is important to me, my career and professional goals?";
- Two recommendations;
- A current resume;
- A copy of your current teaching license;
- A copy of your passing scores on the Communication and Literacy Skills portions of the Massachusetts Test for Educator Licensure (MTEL); and
- Signed Program Requirement Form

### **Specialist in Education: Applied Behavior Analysis Concentration**

- A completed online application;
- Official transcript reflecting conferral of a baccalaureate and master's degree from a regionally-accredited institution (minimum GPA of 3.0 preferred);
- Official transcript from each additional previously attended institution;
- An original essay of 300 - 500 words on the topic "How do I intend to contribute to the field and profession of Applied Behavior Analysis during and upon receiving my graduate degree?";
- Two recommendations;
- A current resume;
- A copy of your current teaching license, or certification in applied behavior analysis (RBT® or BCaBA® (if applicable); and
- A copy of your passing Massachusetts Test for Educator Licensure (MTEL) scores (if applicable); and
- Signed Program Requirement Form

### **Specialist in Education: Early Childhood Education Concentrations**

### **Specialist in Education: Elementary Education Concentrations**

### **Specialist in Education: English as a Second Language Concentrations**

### **Specialist in Education: Reading & Literacy Instruction Concentrations**

### **Specialist in Education: Special Education Concentrations**

- A completed online application;
- Official transcript reflecting conferral of a baccalaureate and master's degree from a regionally-accredited institution (minimum GPA of 3.0 preferred);
- Official transcript from each additional previously attended institution;
- An original essay of 300 - 500 words on the topic "Why the EdS degree is important to me, my career and professional goals?";
- Two recommendations;
- A current resume;
- A copy of your current teaching license (optional);
- A copy of your passing Massachusetts Test for Educator Licensure (MTEL) scores (optional);
- A phone interview (for students pursuing the Reading & Literacy Instruction concentration); and
- Signed Program Requirement Form

### **Master of Business Administration in Entrepreneurial Thinking & Innovative Practices (MBA)**

- A completed online application;
- Official transcript reflecting conferral of a baccalaureate degree from a regionally-accredited institution with a minimum GPA of 3.0 (on a 4.0 scale);
- Official transcript from each additional previously attended institution;
- An original essay of at least 250 words on the topic, "Why the Master of Business Administration in Entrepreneurial Thinking and Innovative Practices is important to me, my career goals, and my life and professional goals?";
- Evidence of two years of professional experience;
- Two recommendations; and
- Signed Program Requirement Form

Additional Notes: Candidates who do not meet the minimum GPA or professional experience requirements will be considered for acceptance only with the approval of the Program Director.

### **Master of Fine Arts in Creative Nonfiction Writing (MFA)**

- A completed online application;
- Official transcript reflecting conferral of a baccalaureate degree from a regionally-accredited institution with a minimum GPA of 3.0 (on a 4.0 scale) or grades of B or better in English/Writing classes;
- Official transcript from each additional previously attended institution;
- An original essay of at least 250 words on the topic "Why I am interested in the MFA in Creative Nonfiction and what I will bring to

the program as a learner and writer?" (a personal statement of no more than one page);

- One 10-page writing sample or two 5-page writing samples (personal essay, profile, column, or article); and
- Two letters of recommendation; and
- Signed Program Requirement Form.

## Master of Occupational Therapy (MOT)

- A completed online application
- Official transcript reflecting conferral of a baccalaureate degree from a regionally-accredited institution with a preferred minimum cumulative GPA of 3.0 (on a 4.0 scale);
- Official transcript from each additional previously attended institution;
- Official transcripts must reflect a grade of B- or better in the following courses or their equivalent:
  - Anatomy and Physiology I (4.0 credits with lab) - completed within 5 years of application
  - Anatomy and Physiology II (4.0 credits with lab) - completed within 5 years of application
  - Developmental Psychology Through the Lifespan - completed within 10 years of application
  - Statistics - completed within 10 years of application
- Sociology or Culture or Anthropology - completed within 10 years of application
- An original essay following the prompt on our website. Essays should be no more than two pages, double spaced, with references if appropriate.
- Three letters of recommendation;
- Interview (to be determined by Admissions); and
- Signed Essential Functions form submitted with a handwritten signature

**Note:** A list of technology recommendations can be found at <https://support.baypath.edu/support/solutions/articles/4000063090> (<https://support.baypath.edu/support/solutions/articles/4000063090>)

**Additional Notes:** Admission is competitive, with a preferred 3.0 minimum GPA required for consideration. For those meeting that minimum standard, every piece of the application is evaluated and crucial to determining if an applicant will be accepted into the program. Each year we have more applicants than we can accommodate. Some applicants may be offered a place on the waitlist pending available spots in the class.

A student with lower than a 3.0 cumulative undergraduate grade point average may apply to the program; however, the applicant may be requested to petition the department for acceptance into the program. The petition must include the following:

- An explanation for the lower GPA and/or grade; and
- A reflective learning plan, including a description of the steps the student will take to be successful in the program.

The department will review each petition and make a determination on an individual basis. The student will (may) also be interviewed by the Program Director (or his/her designee) by phone or in person. Special consideration will be given to:

- Personal or professional experience in OT-related areas;
- Grades in similar courses (such as other lab science courses for grades in A&P courses);
- Grades earned in the most recent 60 credits;
- The explanation provided for the lower GPA and/or grade; and/or
- The learning plan

**Note:** Bay Path University's MOT Program does not accept prior work experiences or course credits to take the place of any of the required courses in the MOT curriculum.

## Master of Occupational Therapy Low Residency Hybrid Program (January start)

- A completed online application
- Official transcript reflecting conferral of a baccalaureate degree from a regionally-accredited institution with a preferred minimum GPA of 3.0 (on a 4.0 scale);
- Official transcript from each additional previously attended institution;
- Official transcripts must reflect a grade of B- or better in the following courses or their equivalent:
  - Anatomy and Physiology I (4.0 credits with lab) - completed within 5 years of application
  - Anatomy and Physiology II (4.0 credits with lab) - completed within 5 years of application
  - Developmental Psychology Through the Lifespan - completed within 10 years of application
  - Statistics - completed within 10 years of application
  - Sociology or Culture or Anthropology - completed within 10 years of application
- An original essay following the prompt on our website. Essays should be no more than two pages, double spaced, with references if appropriate.
- A current resume;
- Three letters of recommendation;
- Interview (to be determined by Admissions); and
- Signed Essential Functions form submitted with a handwritten signature

**Note:** A list of technology recommendations can be found at <https://support.baypath.edu/support/solutions/articles/4000063090> (<https://support.baypath.edu/support/solutions/articles/4000063090>)

**Additional Notes:** Admission is competitive, with a preferred 3.0 minimum GPA required for consideration. For those meeting that minimum standard, every piece of the application is evaluated and crucial to determining if an applicant will be accepted into the program. Each year we have more applicants than we can accommodate. Some applicants may be offered a place on the waitlist pending available spots in the class.

A student with lower than a 3.0 cumulative undergraduate grade point average may apply to the program; however, the applicant may be requested to petition the department for acceptance into the program. The petition must include the following:

- An explanation for the lower GPA and/or grade; and
- A reflective learning plan, including a description of the steps the student will take to be successful in the program.

The department will review each petition and make a determination on an individual basis. The student will (may) also be interviewed by the Program Director (or his/her designee) by phone or in person. Special consideration will be given to:

- Personal or professional experience in OT-related areas;
- Grades in similar courses (such as other lab science courses for grades in A&P courses);
- Grades earned in the most recent 60 credits;
- The explanation provided for the lower GPA and/or grade; and/or
- The learning plan

**Note:** Bay Path University's MOT Program does not accept prior work experiences or course credits to take the place of any of the required courses in the MOT curriculum.

## Master of Occupational Therapy: Bridge Program

### ***Track 1 - Applicants with an Associate's Degree in Either OTA or PTA and No Baccalaureate Degree***

- A completed online application
- Official transcript reflecting conferral of an associate's degree in OTA or PTA from a regionally-accredited institution (minimum cumulative GPA of 3.0 preferred);
- Official transcripts reflecting conferral of an associate's degree in OTA or PTA from an institution that is not regionally accredited, but accredited by ACOTE (for OTA) or CAPTE (for PTA), will be evaluated for admissions by faculty on a case by case basis.
- Official transcript from each additional previously attended institution;
- All transfer credits toward undergraduate curriculum from an institution that is not regionally accredited will be evaluated on a case-by-case basis by the Office of the Registrar in consultation with the Program Director and Office of Institutional Effectiveness and Accreditation.
- An original essay following the prompt on our website. Essays should be no more than two pages, double spaced, with references if appropriate.
- A current resume;
- Three letters of recommendation;
- A copy of your current OTA/PTA license;
- Documentation confirming a minimum of one year full-time paid employment as an occupational therapy assistant or a physical therapy assistant;
- Interview (to be determined by Admissions); and
- Signed Essential Functions form submitted with a handwritten signature

**Note:** A list of technology recommendations can be found at <https://support.baypath.edu/support/solutions/articles/4000063090> (<https://support.baypath.edu/support/solutions/articles/4000063090/>)

**Additional Notes:** Admission is competitive, with a preferred 3.0 minimum GPA required for consideration. For those meeting that minimum standard, every piece of the application is evaluated and crucial to determining if an applicant will be accepted into the program. Each year we have more applicants than we can accommodate. Some applicants may be offered a place on the waitlist pending available spots in the class.

A student with lower than a 3.0 cumulative undergraduate grade point average may apply to the program; however, the applicant may be requested to petition the department for acceptance into the program. The petition must include the following:

- An explanation for the lower GPA and/or grade; and
- A reflective learning plan, including a description of the steps the student will take to be successful in the program.

The department will review each petition and make a determination on an individual basis. The student will (may) also be interviewed by the Program Director (or his/her designee) by phone or in person. Special consideration will be given to:

- Personal or professional experience in OT-related areas;
- Grades in similar courses (such as other lab science courses for grades in A&P courses);
- Grades earned in the most recent 60 credits;
- The explanation provided for the lower GPA and/or grade; and/or
- The learning plan

**Note:** Bay Path University's MOT Program does not accept prior work experiences or course credits to take the place of any of the required courses in the MOT curriculum.

### ***Track 2 – Applicants with Associate's Degree in Either OTA or PTA and a Bachelor's Degree (in any field)***

- A completed online application
- Official transcript reflecting conferral of an associate's or bachelor's degree in OTA or an associate's degree in PTA and a baccalaureate degree from a regionally-accredited institution (minimum GPA of 3.0 preferred);
- Official transcripts reflecting conferral of a degree in OTA or PTA from an institution that is not regionally accredited, but accredited by ACOTE (for OTA) or CAPTE (for PTA), will be evaluated for admissions by faculty on a case by case basis.
- Official transcript from each additional previously attended institution;
- All transfer credits toward undergraduate curriculum from an institution that is not regionally accredited will be evaluated on a case-by-case basis by the Office of the Registrar in consultation with the Program Director and Office of Institutional Effectiveness and Accreditation.
- Official transcripts must reflect a grade of B- or better in the following courses or their equivalent (preferably within the five years prior to beginning the program):
  - Anatomy and Physiology I (4.0 credits with lab) - completed within 5 years of application
  - Anatomy and Physiology II (4.0 credits with lab) - completed within 5 years of application
  - Developmental Psychology Through the Lifespan - completed within 10 years of application
  - Statistics - completed within 10 years of application
  - Sociology or Culture or Anthropology - completed within 10 years of application
- An original essay following the prompt on our website. Essays should be no more than two pages, double spaced, with references if appropriate.
- A current resume;



- Three letters of recommendation;
- A copy of your current OTA/PTA license;
- Interview (to be determined by Admissions); and
- Signed Essential Functions form submitted with a handwritten signature

**Note:** A list of technology recommendations can be found at <https://support.baypath.edu/support/solutions/articles/4000063090> (<https://support.baypath.edu/support/solutions/articles/4000063090/>)

**Additional Notes:** Admission is competitive, with a preferred 3.0 minimum GPA required for consideration. For those meeting that minimum standard, every piece of the application is evaluated and crucial to determining if an applicant will be accepted into the program. Each year we have more applicants than we can accommodate. Some applicants may be offered a place on the waitlist pending available spots in the class.

A student with lower than a 3.0 cumulative undergraduate grade point average may apply to the program; however, the applicant may be requested to petition the department for acceptance into the program. The petition must include the following:

- An explanation for the lower GPA and/or grade; and
- A reflective learning plan, including a description of the steps the student will take to be successful in the program.

The department will review each petition and make a determination on an individual basis. The student will (may) also be interviewed by the Program Director (or his/her designee) by phone or in person. Special consideration will be given to:

- Personal or professional experience in OT-related areas;
- Grades in similar courses (such as other lab science courses for grades in A&P courses);
- Grades earned in the most recent 60 credits;
- The explanation provided for the lower GPA and/or grade; and/or
- The learning plan

**Note:** Bay Path University's MOT Program does not accept prior work experiences or course credits to take the place of any of the required courses in the MOT curriculum.

## Master of Public Health (MPH)

### 3+2 B.A./M.P.H. Option

For students entering Bay Path with an interest in completing the 3+2 program, the pathway is designed to be seamless and smooth. Students will enter Bay Path as a declared 3+2 MPH student, with their academic progress evaluated regularly consistent with the Satisfactory Academic Progress policy. Students who meet those standards will complete their undergraduate degree while taking four public health courses and matriculate fully into the MPH program in year five.

### Students with an Undergraduate Degree Applying to the Graduate MPH Program

- A completed online application
- Official transcript reflecting conferral of a baccalaureate degree from a regionally-accredited institution with a minimum GPA of 3.0 (on a 4.0 scale);
- Official transcript from each additional previously attended institution;
- Admission essay;

- Two recommendations; and
- An interview with the Program Director (in person or phone)

## Master of Science in Accounting (MSA)

- A completed online application;
- Official transcript reflecting conferral of a baccalaureate degree from a regionally-accredited institution with a minimum GPA of 3.0 (on a 4.0 scale);
- Official transcript from each additional previously attended institution;
- Two recommendations;
- An interview with the Program Director (in person or phone);
- A current resume

**Additional Notes:** Additional courses in accounting, economics, management, marketing and statistics may also be required for students with undergraduate degrees in disciplines other than accounting. Work experience in the accounting profession may be considered in lieu of some of the courses listed above, at the discretion of the Program Director.

Requirements for the state in which the candidate seeks licensure as a CPA should be verified to ensure compliance.

## Master of Science in Applied Behavior Analysis

- A completed online application;
- Official transcript reflecting conferral of a baccalaureate degree from a regionally-accredited institution (minimum GPA of 3.0 is preferred);
- Official transcript from each additional previously attended institution;
- An original essay of 300 - 500 words on the topic "How do I intend to contribute to the field and profession of Applied Behavior Analysis during and upon receiving my graduate degree?";
- A current resume;
- Two recommendations;
- A copy of your current teaching license (if applicable);
- A copy of your passing Massachusetts Test for Educator Licensure (MTEL) scores (if applicable);
- A copy of ABA credentials (RBT® or BCaBA®, if applicable); and
- Signed Program Requirement Form

## Master of Science in Applied Data Science

- A completed online application;
- Official transcript reflecting conferral of a baccalaureate degree from a regionally-accredited institution with a minimum GPA of 3.0 (applicants without field experience in data analytics are required to have a major or degree in a quantitative discipline such as math, statistics, economics, or computer science);
- Official transcript from each additional previously attended institution;
- An original essay of at least 250 words on the topic "Why the MS in Applied Data Science is important to me, my career and professional goals?" (For seasoned data analysts, please include references to projects that demonstrate your competency in math and statistics that will allow you to successfully complete the math and statistics courses in this program);
- A current resume; and
- Two recommendations.

## Master of Science in Applied Laboratory Science and Operations

- A completed online application;
- Official transcript reflecting conferral of baccalaureate degree in a natural science discipline (i.e. Biology, Chemistry, Physics, etc.) from a regionally-accredited institution (minimum GPA of 3.0 preferred);
- Official transcript from each additional previously attended institution;
- An original essay of at least 250 words on the topic "Why the MS in Applied Laboratory Science & Operations is important to me, my career and professional goals?";
- A current curriculum vitae or resume; and
- Two recommendations.

Additional Notes: Successful completion of the following courses (or their equivalents) is highly recommended for admission:

- Two semesters of General Biology;
- Two semesters of General Chemistry;
- Two semesters of Organic Chemistry;
- Genetics;
- Cell Biology, Molecular Biology or Biochemistry; and
- Statistics.

## Master of Science in Clinical Mental Health Counseling

A Bachelor's degree in Psychology or a related field is preferred for entrance into the programs. Applicants must have a cumulative GPA of 3.0 or above to be accepted as a matriculated student. It is strongly recommended that students have a working knowledge of statistics, research methods, abnormal psychology, personality, and development. Applicants not meeting these requirements may apply to the program, and may be accepted conditionally. This means that these students, without an appropriate academic background, would be allowed to take three of the first four courses in the sequence and must achieve a 3.0 to matriculate into the program.

All prospective students under consideration for acceptance into this program must undergo a successful interview with a member of the Graduate Admissions Staff and must be formally accepted by the Director of the Graduate Program. In addition to the personal interview, applicants must submit the following information:

- A completed online application;
- An original essay of 300 - 500 words on the topic "Why the MS in Clinical Mental Health Counseling is important to me, my career and professional goals?";
- Official copies of undergraduate and graduate transcripts (GPA 3.0 or preferred);
- A current resume;
- Two recommendations from outside the Bay Path Psychology department;
- A current resume;
- Signed Program Requirement Form;
- Interview with Graduate Admissions

## Master of Science in Cybersecurity Management

Prospective students may apply for admissions to the MS in Cybersecurity Management throughout the year. Applicants must submit the following documents to the Office of Graduate Admissions:

- A completed online application
- Undergraduate and graduate transcripts from an accredited post-secondary institution of learning – any discipline can apply;
- Student must have an undergraduate cumulative grade point average of 3.0 or higher;
- Submit an admissions essay of at least 250 words on the topic of "Why the Master of Science in Cybersecurity Management is important to me, my career goals, and my life and professional goals?";
- Provide two letters of recommendation.
- A current resume

Students will be admitted by the Program Director in cooperation with Graduate Admissions according to current practice with the other graduate programs at Bay Path University.

## Master of Science in Developmental Psychology

A Bachelor's degree in Psychology or a related field is preferred for entrance into the programs. Applicants must have a cumulative GPA of 3.0 or above to be accepted as a matriculated student. It is strongly recommended that students have a working knowledge of statistics, research methods, abnormal psychology, personality, and development. Applicants not meeting these requirements may apply to the program, and may be accepted conditionally. This means that these students, without an appropriate academic background, would be allowed to take three of the first four courses in the sequence and must achieve a 3.0 to matriculate into the program.

All prospective students under consideration for acceptance into this program must undergo a successful interview with a member of the Graduate Admissions Staff and must be formally accepted by the Director of the Graduate Program. In addition to the personal interview, applicants must submit the following information:

- A completed online application;
- An original essay of 300 - 500 words on the topic "Why the MS in Developmental Psychology is important to me, my career and professional goals?";
- Official copies of undergraduate and graduate transcripts (GPA 3.0 or preferred);
- A current resume;
- Two recommendations from outside the Bay Path Psychology department; and
- Signed Program Requirement Form.

## Master of Science in Digital Marketing Management

The requirements for admission are intended to ensure the successful completion of this program. For the M.S. in Applied Digital Marketing program, these include:

- Completion of an undergraduate degree from an accredited post-secondary institution of learning.
- 3.00 GPA
- Admission essay

- Two recommendations demonstrating an interest in or experience in Applied Digital Marketing.
- Students will be admitted by the Program Director in cooperation with graduate admissions in a fashion similar to what is now done with the other graduate programs at Bay Path University.

## Master of Science in Education: Administrator in Special Education

This graduate program is for students who currently hold either:

- An initial license in special education, or a certificate as a school guidance counselor, school principal/assistant school principal, school psychologist, school social worker/school adjustment counselor, or speech, language and hearing disorders teacher and completion of three full years of employment in a district-wide, school-based, or other educational setting; or
- Completion of at least three full years of employment in law, public policy, higher education, or other related field accepted by the Department of Elementary and Secondary Education.

For consideration, applicants must submit the following documents to the Office of Graduate Admissions:

- A completed online application
- An original essay of 300 - 500 words on the topic "Why the M.S.Ed. in Special Education Administrator is important to me, my career and professional goals?";
- Undergraduate and graduate transcripts (GPA 3.0 or preferred);
- A current resume;
- Two recommendations
- Signed Program Requirement Form;
- A copy of your current teaching license; and
- Passing scores on the Communication and Literacy Skills portions of the Massachusetts Test for Educator Licensure (MTEL).

## Master of Science in Education: Early Childhood or Elementary Education

Prospective students may apply to the M.S. in Education throughout the year. Students typically begin the program in the fall semester. For consideration, applicants must submit the following documents to the Office of Graduate Admissions:

- A completed online application;
- An original essay of 300 - 500 words on the topic "Why the M.S.Ed. in Early Childhood Education or Elementary Education is important to me, my career and professional goals?";
- Official copies of undergraduate and graduate transcripts (GPA 3.0 or preferred);
- A current resume;
- Two recommendations;
- Signed Program Requirement Form;
- A copy of your current teaching license (optional); and
- A copy of your passing Massachusetts Test for Educator Licensure (MTEL) scores (optional).

## Master of Science in Education: English as a Second Language

- A completed online application
- Proof of an undergraduate degree from an accredited institution (minimum 3.0 GPA preferred);
- Official transcripts from accredited institutions from every college and university attended since the completion of high school;
- A current résumé that discusses employment and volunteer experiences the Bay Path Admissions Committee may find relevant to the applicant's candidacy;
- Two recommendations for admission;
- A 300-500 word Statement of Purpose of why the candidate has decided to enter the field of education and pursue this licensure;
- Signed program requirement form;
- An interview with the Program Coordinator, or graduate admissions staff;
- An official TOEFL internet-based test, IELTS, or Duolingo score report showing proof of English proficiency (for non-native English speaking international students)
  - Minimum score requirements are 75 for the TOEFL iBT, 5.5 for IELTS, and 44 for Duolingo
- Officially translated and evaluated transcripts are required for transcripts not written in English. Only transcripts translated and evaluated by authorized organizations are accepted.

To qualify for any master's degree, a candidate must:

- Complete a specific minimum number of approved graduate credits with a grade of B or better in every course;
- Complete all designated courses as outlined in the curriculum and, if required in his/her program, submit a completed portfolio which becomes the property of the University;
- Complete degree requirements within time allotted by the statute-of-limitations;
- Complete a minimum of two-thirds of degree credits at Bay Path University to meet the residency requirement. A student will only be allowed to transfer in up to two courses for a total of six credits;
- Complete the Application for Graduation sent to a prospective graduating student early in the final semester; and
- Receive faculty approval for the award of the degree.

## Master of Science in Education: Reading & Literacy Instruction

Prospective students may apply for admission to the M.S.Ed./EdS in Reading & Literacy Instruction throughout the year. Each candidate will be reviewed by the Graduate Faculty Committee to determine the right course of study for each applicant.

For consideration, applicants must submit the following documents to the Office of Graduate Admissions:

- A completed online application;
- An original essay of at least 300-500 words on the topic "Why the M.S.Ed. in Reading & Literacy Instruction is important to me, my career and professional goals?";
- Undergraduate and graduate transcripts (GPA 3.0 or preferred);
- A current resume;
- Two recommendations;

- Signed Program Requirement Form;
- A copy of your current teaching license (optional);
- A phone interview; and
- A copy of your Massachusetts Test for Educator Licensure (MTEL) results (optional).

Teachers who want to pursue a Massachusetts Reading Specialist License must successfully complete the Reading & Literacy Instruction degree courses, pass the Reading Specialist Licensure and Communication and Literacy Massachusetts Tests for Educator Licensure (MTELs), have at least an initial teaching license and have taught under that license for one year, and complete a practicum field experience in a Massachusetts public school setting or a Massachusetts approved private special education school.

Bay Path University offers a degree, but not endorsement or certification to out of state teachers. Out of state teachers enrolled in the Reading & Literacy Instruction degree program interested in their state's reading specialist licensure/certification requirements must contact their state's department of education directly to find their state requirements and see how our program coursework can be applied toward your state's reading specialist licensure/certification.

## Master of Science in Education: Special Education

For consideration, applicants must submit the following documents to the Office of Graduate Admissions:

- A completed online application;
- An original essay of 300 - 500 words on the topic "Why the M.S.Ed. in Special Education is important to me, my career and professional goals?";
- Official copies of undergraduate and graduate transcripts (GPA 3.0 or preferred);
- A current resume;
- Two recommendations;
- Signed Program Requirement Form;
- A copy of your current teaching license (optional);
- A copy of your passing Massachusetts Test for Educator Licensure (MTEL) scores (optional).

## Master of Science in Genetic Counseling

For consideration, applicants must submit the following documents to the Office of Graduate Admissions:

- A completed online application
- An original essay of no more than three typed pages on the topic "Why the MS in Genetic Counseling is important to me, my career and professional goals?";
- Undergraduate and graduate official transcripts (GPA 3.0 or greater);
- GRE scores (within the last 5 years);
- An official TOEFL internet-based test (iBT), IELTS, or Duolingo score report from within the last year showing proof of English proficiency (for non-native English speaking international students);
  - Minimum score requirements are 75 for the TOEFL iBT, 5.5 for IELTS, and 44 for Duolingo;
- A current resume; and
- Three recommendations.
- Applicants selected for an interview will be contacted by phone or email. Interviews will be at The Philip H. Ryan Health Science Center (<https://www.baypath.edu/about/locations/east-longmeadow->

campus/), located at 1 Denslow Road, East Longmeadow, Massachusetts. Interviewees can choose to interview on-campus **or** via Skype. Skype interviewees should visit the campus virtually by clicking here ([http://www.youvisit.com/tour/baypath/ryan\\_center\\_at\\_bay/](http://www.youvisit.com/tour/baypath/ryan_center_at_bay/)).

### • Genetic Counseling Admissions Match

The Bay Path University MS in Genetic Counseling program participates in the Genetic Counseling Admissions Match through National Matching Services (NMS). The GC Admissions Match has been established to enhance the process of placing applicants into positions in Master's-level genetic counseling programs that are accredited by the Accreditation Council for Genetic Counseling (ACGC). The Match uses a process that takes into account both applicants' and programs' preferences. All applicants must first register for the Match with NMS before applying to participating genetic counseling graduate programs. At the conclusion of all program interviews, both applicants and programs will submit ranked lists of preferred placements to NMS according to deadlines posted on the NMS website. The binding results of the Match will be released to both applicants and programs simultaneously in late April.

The successful completion of the following courses (or their equivalents) is required for admission:

- Two semesters general biology with laboratory (8 credits);
- Two semesters general chemistry with laboratory (8 credits);
- One semester biochemistry (3 credits);
- One semester molecular and/or cellular biology (3 credits);
- One semester human embryology (3 credits);
- One semester genetics (3 credits);
- One semester psychology (3 credits); and
- One semester statistics (3 credits).

The Genetic Counseling Program will allow the transfer in of up to six credits from accredited institutions as per the Bay Path University graduate transfer policy. Please review the list of coursework for the curriculum. If you believe you have taken a course that covered the content of one of the Genetic Counseling Program required courses, include a letter to the Admissions Committee to this effect when submitting your application materials. This letter is a written request to the members of the Genetic Counseling Program Admissions Committee for formal review of specific graduate course syllabi from another institution(s) for acceptability as transfer credit(s). Please submit a detailed syllabus for the course(s) to be reviewed. The Genetic Counseling Program Admissions Committee will review the applicant's course transcripts and syllabi to determine allowable credit(s) **only** if the applicant is selected for an interview.

## Master of Science in Healthcare Management

Prospective students may apply for admissions to the M.S. in Healthcare Management program throughout the year. Applicants do not need to have an undergraduate degree in this field to apply. For consideration, applicants must submit the following documents to the Office of Graduate Admissions:

- A completed online application;
- Undergraduate and graduate transcripts (undergraduate degree must be from a regionally-accredited institution, with a minimum GPA of 3.0 based on a 4.0 scale);



- An original essay of at least 250 words on the topic, “Why the Master of Science in Healthcare Management is important to me, my career goals, and my life and professional goals?”
- Two recommendations
- A current resume

## Master of Science in Higher Education Administration

Prospective students may apply for admissions to the M.S. in Higher Education Administration program throughout the year. For consideration, applicants must submit the following documents to the Office of Graduate Admissions:

- A completed online application;
- An original essay of at least 250 words on the topic, “Why the Master of Science in Higher Education Administration is important to me, my career goals, and my life and professional goals?”
- Official copies of undergraduate and graduate transcripts (undergraduate degree must be from an accredited institution, a CGPA of 3.0 is preferred)
- Two letters of recommendation;
- A current resume

## Master of Science in Leadership and Negotiation

For consideration, applicants must submit the following documents to the Office of Graduate Admissions:

- A completed online application;
- An original essay of at least 250 words on the topic “Why the MS in Leadership & Negotiation is important to me, my career and professional goals?”;
- Undergraduate and graduate transcripts (GPA 3.0 or greater);
- A current resume; and
- Two recommendations.

## Master of Science in Nonprofit Management and Philanthropy (NMP)

Prospective students may apply for admissions to the Master of Science in Nonprofit Management program throughout the year. For consideration, applicants must submit the following to the Office of Graduate Admissions:

- A completed online application
- An original essay of at least 250 words on the topic: “Why the Master of Science in Nonprofit Management is important to my career goals and to me personally?”
- Official copies of undergraduate and graduate transcripts (undergraduate degree must be from an accredited institution, a CGPA of 3.0 is preferred)
- Two letters of recommendation;
- A current resume

## Master of Science in Nursing

Prospective students may apply to the Master of Science in Nursing throughout the year. For consideration, applicants must submit the following documents to the Office of Graduate Admissions:

- A completed application
- Official undergraduate or graduate nursing education transcript (a GPA of 3.0 or higher is preferred)

- An original essay of 250 words on the topic “Why the Master of Science in Nursing (MSN) program is important to my personal and professional goals”
- A current resume
- A copy of current, active, unrestricted RN license in the U.S. or a jurisdiction that is an associate member of the NCSBN
- Two professional recommendations

## Master of Science in Physician Assistant Studies

### Prerequisite Coursework

All prerequisite courses listed below must be completed with a grade of “C” or better and a cumulative GPA of 3.0.

- 15 semester hours of biological sciences, which must include Human Anatomy and Physiology I & II with lab, and Microbiology;
- 15 semester hours of chemical/physical sciences, which must include Organic or Biological Chemistry;
- One college level statistics course;
- One college level ethics course; and
- Applicants can apply with up to two pending prerequisite courses.

### Admission Requirements

For consideration, applicants must submit the following documents to the Office of Graduate Admissions:

- A baccalaureate or graduate degree from an accredited US institution with a cumulative GPA of 3.0;
- A minimum of 500 patient contact hours are required. Examples of patient contact hours can include but are not limited to EMT, Paramedic, CNA, Nurses Aid, Respiratory Therapist, Clinical Research, Medical Assistant, Phlebotomist, or clinical experiences with direct patient contact;
- A minimum of 24 hours of documented PA shadowing is required;
- A personal statement of interest and intent is required;
- All prerequisites must be completed within 10 years;
- The BPU-PA Program will not allow advanced standing for any professional courses or clinical experiences;
- An official TOEFL internet-based test, IELTS, or Duolingo score report showing proof of English proficiency (for non-native English speaking international students)
  - Minimum score requirements are 75 for the TOEFL iBT, 5.5 for IELTS, and 44 for Duolingo
- English Second Language – TOEFL score of 90 int. – 233 computer – 550 paper; and
- No GMAT or GRE required.

## Master of Science in Strategic Fundraising and Philanthropy (SFP)

Prospective students may apply for admissions to the Master of Science in Strategic Fundraising and Philanthropy program throughout the year. For consideration, applicants must submit the following to the Office of Graduate Admissions:

- A completed online application
- An original essay of at least 250 words on the topic: “Why the Master of Science in Nonprofit Management is important to my career goals and to me personally?”

- Official copies of undergraduate and graduate transcripts (undergraduate degree must be from an accredited institution, a CGPA of 3.0 is preferred);
- Two recommendations
- A current resume

## Graduate Certificates

Prospective students may apply for admissions to the Graduate Certificate programs throughout the year. For consideration, applicants must submit the following to the Office of Graduate Admissions (the same admissions requirements apply to students who will enroll to only one course):

- A completed online application
- Undergraduate and graduate transcripts (undergraduate degree must be from an accredited institution);
- An original essay of at least 250 words on the topic: "Why A Graduate Certificate in (insert name of specific certificate) is important to my career goals and to me personally?";
- A current resume; and
- Signed Program Requirement Form if required for specific degree program.

## Waiver of Graduate Admissions Standards

Admissions standards outlined in the program requirements may be waived by a committee consisting of the Vice President of Academic Administration, the Dean of the applicable School/Division, the Graduate Faculty Committee and the Dean of Graduate Admissions & International Recruitment if there is sufficient evidence that the applicant will be successful in the Graduate School.

## Graduate Application Process

Applications for admission to graduate programs at Bay Path University are distributed by the Graduate Admissions and may be found on the graduate website: [graduate.baypath.edu](http://graduate.baypath.edu) (<http://graduate.baypath.edu>). Please refer to the graduate website for detailed information on application deadlines, and notification dates.

## Admissions Appeals

Applicants wishing to appeal an admission decision should submit the appeal in writing, via email, to the Vice President of Enrollment Management at [admissions@baypath.edu](mailto:admissions@baypath.edu). Included with the written appeal should be documentation to support the reasons for the appeal. Final decisions regarding admissions appeals will be made by the Vice President of Enrollment Management in consultation with the Dean and Program Director responsible for the academic program.

Appeal letters must include documentation to support the reasons for the appeal. The Vice President of Enrollment Management is the last resort for the admissions appeal process.

## Health Insurance

Please reference the Student Accident and Sickness Insurance Program found within the Financial Information section of this catalog for more information.

## Health Records

Applicants to all graduate programs must submit a completed health form and a complete medical history, which includes immunization

records for vaccinations against measles, mumps, rubella, diphtheria, tetanus, Flu, and Hepatitis B series before they are permitted to register and attend classes. The required health documents need to be uploaded in the student's electronic health record in MedicaT. This is mandated by Massachusetts General Laws Chapter 76, Section 15c. Students may contact the Health Services Office, which is located on the first floor of Theinert Hall, with any questions regarding health forms or immunization requirements. The University's Registered Nurse is available by appointment and for emergency calls Monday through Friday. Student questions regarding health documents can be assisted by calling Health Services at 413-565-1544.

## Non-Matriculated Enrollment

A non-matriculated status permits students who are not seeking a Bay Path degree at the time of entry to take courses to explore degree options, for personal enrichment and/or professional development, or to help fulfill degree requirements for another institution.

Non-matriculated enrollment in graduate courses is only permitted to individuals who are able to validate they have earned a Bachelor's degree or higher from a regionally-accredited institution.

Non-matriculated students do not follow the admission requirements of matriculated students. Individuals requesting non-matriculated enrollment must submit a completed Non-Matriculated Registration Form to the Registrar's Office. Students may contact the Registrar's Office directly to obtain the form.

Note: International students are not eligible to take on-ground or hybrid courses under a nonmatriculated status due to visa requirements. There also may be specific programs that do not permit non-matriculated enrollment in their courses. Interested parties should consult with the Registrar's Office for a list of eligible courses.

## Technology Requirements

Bay Path University recommends that incoming students have a computer available to them that meets a certain level of specification. An updated list of the minimum required technology standards can be found at the link below:

<https://support.baypath.edu/support/solutions/articles/4000014839-what-type-of-computer-does-bay-path-recommend> (<https://support.baypath.edu/support/solutions/articles/4000014839-what-type-of-computer-does-bay-path-recommend/>)