University of Massachusetts Amherst
Continuing & Professional Education

Admissions Application Instructions

IMPORTANT INFORMATION

1) If you were previously enrolled in a UMass Amherst:
   - Campus (non-CPE) degree program, please use the CPE Readmission Application
   - Degree program administered through CPE, please use the Undergraduate Reactivation Form

2) If you:
   - Already have a Bachelor's degree, you are NOT eligible for admission to the BBA, HTM or UWW programs
   - Have fewer than 12 completed semester credits of college coursework, you are not eligible for admission to CPE Bachelor’s degree programs EXCEPT for the BS in Sustainable Food & Farming Program

3) We are currently not authorized to offer online degree programs in and are, therefore, unable to accept new students residing in Alabama, Arkansas and Oregon.

4) Seeking financial aid? Start with the FAFSA. Contact finaid@finaid.umass.edu or 413-545-0801 for more information.

ADMISSION REQUIREMENTS

BACHELOR OF BUSINESS ADMINISTRATION (BBA)
HOSPITALITY AND TOURISM MANAGEMENT (BS)

- Minimum of 27 transferable credits of college coursework
- GPA of 3.0 or higher

We also evaluate applicants on a number of criteria, including work and military experiences and life circumstances.

Visit Isenberg School of Management for more information.

ACCELERATED BACHELOR’S IN NURSING

- Must be a US citizen or permanent resident
- Completion of a Bachelor’s degree in a field other than nursing; and
- Completion of 6 prerequisite courses with 3.0 or higher GPA (and no course grade lower than a “C”)—human nutrition, medical microbiology, anatomy and physiology (two semesters with labs), statistics, and human growth and development throughout the lifespan.

RN TO BS ONLINE

- 52 non-nursing credits, including the following courses:
  - Nursing prerequisites (grade of C or better required)
    - abnormal psychology, anatomy and physiology I and II, life span development, microbiology, nutrition, and statistics
  - Additional General Education requirement courses.
- RN licensure
- A minimum GPA of 2.5 on a 4.0 scale

Visit College of Nursing for more information.

UNIVERSITY WITHOUT WALLS (UWW)

- Minimum of 12 transferable credits of college coursework, student with less than 27 transferable credits are required to provide an official high school transcript.
- Minimum GPA of 2.0 on a 4.0 scale (grades of C or better). This does not apply to former UMass Amherst students.

Visit University Without Walls for more information.

SUSTAINABLE FOOD AND FARMING ONLINE (AS, BS)

- Associates degree: GPA 2.0 - Recalculated based on MA Department of Education admissions standards.
- Bachelors degree: GPA 2.7 - Applicants are admitted based on complete profile, including academic record, experience and professional goals.
- Four years of high school math are expected, although exceptions may be made.
- Official SAT OR ACT scores sent directly to UMass Amherst from a testing agency—unless the student has a waiver (Waivers are granted upon request to students: 1) from Massachusetts with documented learning disabilities; 2) veterans; 3) who graduated from high school five or more years ago).

Visit Stockbridge School of Agriculture for more information.
APPLICATION DEADLINES

Fall admission: Bachelor of Business Administration
BS in Hospitality & Tourism Management
Sustainable Food and Farming
University Without Walls

Spring admission: Bachelor of Business Administration
BS in Hospitality & Tourism Management
RN to BS in Nursing
Sustainable Food and Farming
University Without Walls

Summer admission:
Accelerated Bachelor's in Nursing
RN to BS in Nursing

APPLICATION MATERIALS

1) $75 PROCESSING FEE (non-refundable)
- Payable online via credit card following completion of the online application
- Check/money order payable to UMass Amherst and mailed to the address on the following page; Cash not accepted.
- Massachusetts Community College GRADUATES with an Associate's degree are eligible for an application fee waiver (excluding Accelerated Bachelor's in Nursing)
- Current military personnel/veterans are eligible for an application fee waiver with the submission of a Joint Services Transcript (JST), DD214, or CCAF

2) OFFICIAL TRANSCRIPTS
- Official transcripts must be submitted from all colleges at which you have enrolled in credit coursework, regardless of whether or not transfer credit is desired. The maximum transfer credit is 75 semester credits (90 semester credits for Nursing programs).
- Transcripts are considered official if mailed by institution's Registrar directly to the CPE Admissions address on the following page or sent electronically to admissions@cpe.umass.edu. Hard copies may be requested if electronic transcript is illegible or not from a reputable organization. We are unable to accept photocopies.
- If you have fewer than 27 completed college credits, you must also submit a high school transcript with graduation notation (or GED scores). Other applicants may also be asked to submit these items as part of the admissions review.

3) ESSAY
(Not required for RN to BS program)
- BBA and HTM: (1-2 pages) Personal statement discussing how your experiences led to your decision to apply for a UMass Amherst degree program. You are encouraged to describe your educational goals, including the focus of your academic interests, as well as how you think UMass Amherst can help you meet these goals.
- UWW: In about 100 words, please describe how your past experiences have led you to apply to UWW now, and in another 100 words, please tell us more about what you’re interested in studying and why this area is of interest to you.
- Accelerated Bachelor's in Nursing: Why have you chosen nursing? Include why you are an excellent candidate for our program and reference a minimum of two College of Nursing values in your 500-word answer.
- Sustainable Food and Farming: (250 words or less) Please tell us what led you to the decision to apply to the UMass Stockbridge Sustainable Food and Farming degree program, include qualifications and traits you possess that would help you be successful, and how completing the program would help you meet your personal and/or professional goals.

4) RESUME
(Not required for RN to BS program)
- Chronological resume required for BBA, HTM, Accelerated Bachelor's in Nursing and Stockbridge programs
- UWW only requires up to five professional or volunteer positions held or activities in which you have engaged.

5) PROFESSIONAL REFERENCE
(Nursing programs only)
- Download required form and instructions

*See section 8 below for information on international transcripts.

The UMass Amherst evaluation of previous courses and credits will be conducted only after all required application materials have been received by the CPE Admissions Office.

Failure to disclose information about colleges attended on the application form may result in the denial of admission or retroactive administrative withdrawal from the university without refund or course credits.
APPLICATION MATERIALS

6) PHOTOCOPY OF CURRENT RN LICENSURE  
*(RN to BS program only)*

7) ENGLISH LANGUAGE PROFICIENCY DOCUMENTATION  
*(If English is not your first language)*

Applicants may submit exam scores from one of the following:

- TOEFL score of 80 (internet-based)*
- IELTS score of 6.5 or higher*
- Prueba de Aptitud Academica (PAA)English score of 600 or higher

*TOEFL/IELTS scores only accepted for 2 years after test date. The Institutional Code for UMass Amherst is 3917.

Applicants may request an ESL exam exemption if they have completed two non-ESL English composition courses with grades of B or better and additional coursework in the humanities and social sciences with B or better grades. **NOTE:** Exemption from the ESL exam requirement is not automatic but is based on a complete review of the applicant’s academic history.

8) INTERNATIONAL TRANSCRIPTS

- Official transcripts from all post-secondary colleges/universities attended are required whether or not transfer credit is desired.
  - Non-English transcripts must be accompanied by an official translation including both the signature and title of the translator. **Applicants may not translate their own documents.** The **UMass Translation Center** offers translations for a fee.
  - A notarized copy will be accepted in cases where an institution does not provide official original transcripts.

**Transfer applicants from Chinese Universities:** In order to be considered for admission and/or transfer credit, please arrange for a verification report of your university transcript with the China Academic Degree and Graduate Education Development Center (CDGDC). The report must be mailed directly to CPE Admissions Office by the CDGDC, rather than by you or any third party. Transcript not mailed by the CDGDC will not be considered.

- A professional evaluation* of each international transcript
  - Evaluations must be completed course-by-course
  - University-approved evaluators:

    Center for Educational Documentation  
    PO Box 326  
    Boston MA 02130-0003  
    617-522-4738 Fax: 617-983-5232  
    www.cedevaluations.com

    Educational Credential Evaluators Institute  
    PO Box 514070  
    Milwaukee WI 53203-3740  
    414-289-3400 Fax: 414-289-3411  
    www.ece.org

- All materials should be sent to:

  CPE Admissions  
  615 Goodell  
  UMass Amherst  
  140 Hicks Way Amherst, MA  
  01003-9272

  (413) 545-3440  
  Fax: (413) 577-3838  
  admissions@cpe.umass.edu
**CONTACT INFORMATION**

Academic Offices for *Undergraduate* Programs administered by CPE

<table>
<thead>
<tr>
<th>Program</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>University Without Walls (UWW)</td>
<td>413-545-1378</td>
<td><a href="mailto:uww@uww.umass.edu">uww@uww.umass.edu</a></td>
</tr>
<tr>
<td>BBA Online</td>
<td>413-577-2760</td>
<td><a href="mailto:ugradonline@isenberg.umass.edu">ugradonline@isenberg.umass.edu</a></td>
</tr>
<tr>
<td>HTM Online</td>
<td>413-577-2760</td>
<td><a href="mailto:ugradonline@isenberg.umass.edu">ugradonline@isenberg.umass.edu</a></td>
</tr>
<tr>
<td>RN to BS</td>
<td>413-577-2322</td>
<td><a href="mailto:etheroux@acad.umass.edu">etheroux@acad.umass.edu</a></td>
</tr>
<tr>
<td>Accelerated Bachelor’s in Nursing</td>
<td>413-545-5133</td>
<td><a href="mailto:montgomery@nursing.umass.edu">montgomery@nursing.umass.edu</a></td>
</tr>
<tr>
<td>Sustainable Food and Farming</td>
<td>413-687-1392</td>
<td><a href="mailto:rciulla@umass.edu">rciulla@umass.edu</a></td>
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**Administrative Services**

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<thead>
<tr>
<th>Administrative Office</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Bursar (Bills/Fees)</td>
<td>413-545-2368</td>
<td><a href="mailto:cpebursar@admin.umass.edu">cpebursar@admin.umass.edu</a></td>
</tr>
<tr>
<td>CPE Admissions</td>
<td>413-545-3440</td>
<td><a href="mailto:admissions@cpe.umass.edu">admissions@cpe.umass.edu</a></td>
</tr>
<tr>
<td>CPE Records &amp; Registration</td>
<td>413-545-3653</td>
<td><a href="mailto:regoff@cpe.umass.edu">regoff@cpe.umass.edu</a></td>
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<td>800-922-8211</td>
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<tr>
<td>Disability Services</td>
<td>413-545-0892</td>
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<tr>
<td>Financial Aid Services</td>
<td>413-545-0801</td>
<td><a href="mailto:finaid@finaid.umass.edu">finaid@finaid.umass.edu</a></td>
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<tr>
<td>Health Services (UHS)</td>
<td>413-577-5000</td>
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<tr>
<td>Housing</td>
<td>413-545-2100</td>
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<tr>
<td>University Switchboard</td>
<td>413-545-0111</td>
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<tr>
<td>Veterans Services</td>
<td>413-545-0939</td>
<td><a href="mailto:vetbenefits@umass.edu">vetbenefits@umass.edu</a></td>
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