

# 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) Seeking financial aid? Start with the [FAFSA](#). Contact [finaid@finaid.umass.edu](mailto: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. **Prerequisites must have been completed no more than 5 years prior to your application.**

##### 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).

**NOTE:** AS Stockbridge graduates are usually admissible to the BS degree with:

- Cumulative GPA of 2.5+, including most recent terms
- Academic record indicating they will be successful in General Education coursework.

Visit [Stockbridge School of Agriculture](#) for more information.

## APPLICATION DEADLINES

**Fall admission:** Bachelor of Business Administration  
April 15 BS in Hospitality & Tourism Management  
Sustainable Food and Farming  
University Without Walls

**Spring admission:** Bachelor of Business Administration  
October 1 BS in Hospitality & Tourism Management  
RN to BS in Nursing  
Sustainable Food and Farming  
University Without Walls

### Summer admission:

Accelerated Bachelor's in Nursing January 15  
RN to BS in Nursing February 1

## 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@oe.umass.edu](mailto:admissions@oe.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.

\*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.**

### 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](#)

## APPLICATION MATERIALS

### 6) PHOTOCOPY OF CURRENT RN LICENSURE

(RN to BS program only)

### 7) ENGLISH LANGUAGE PROFICIENCY DOCUMENTATION

(If English is not your primary 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 Higher Education Student Information and Career Center (CHESICC). The report must be mailed directly to CPE Admissions Office by the CHESICC, rather than by you or any third party. Transcript not mailed by the CHESICC will not be considered.

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

Center for Educational Documentation  
PO Box 170116  
Boston MA 02117

Courier Service:  
CED  
20 Park Plaza, Suite 515  
Boston MA 02116  
617-522-4738 Fax: 617-983-5232  
[www.cedevaluations.com](http://www.cedevaluations.com)

Educational Credential Evaluators Institute  
PO Box 514070  
Milwaukee WI 53203-3740  
414-289-3400 Fax: 414-289-3411  
[www.ece.org](http://www.ece.org)

World Education Services  
PO Box 745  
Old Chelsea Station  
New York NY 10113-0745  
212-966-6311 or 800-937-3895 Fax: 212-739-6100  
[www.wes.org](http://www.wes.org)

\*Institutional policies will be applied once official documents are received. There are no guarantees of transfer credit based on professional evaluations.

- Secondary school transcripts are not required for admission, however, it is possible for applicants to receive college credit for certain kinds of secondary programs. The most common credentials awarded college credit are:
  - German Abitur
  - French Baccalaureate
  - International Baccalaureate
  - Advanced level and advanced subsidiary level exams in British system

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@oe.umass.edu](mailto:admissions@oe.umass.edu)

**THE UNIVERSITY RESERVES THE RIGHT TO WITHDRAW, WITHOUT NOTICE, ANY APPLICATION NOT COMPLETED AND RECEIVED BY THE APPLICATION DEADLINE. ALL MATERIALS SUBMITTED BECOME THE PROPERTY OF THE UNIVERSITY.**

## **CONTACT INFORMATION**

Academic Offices for ***Undergraduate*** Programs administered by CPE

<b>Program</b>	<b>Phone</b>	<b>Email</b>
<a href="#"><u>University Without Walls (UWW)</u></a>	413-545-1378	<a href="mailto:uww@uww.umass.edu"><u>uww@uww.umass.edu</u></a>
<a href="#"><u>BBA Online</u></a>	413-577-2760	<a href="mailto:ugradonline@isenberg.umass.edu"><u>ugradonline@isenberg.umass.edu</u></a>
<a href="#"><u>HTM Online</u></a>	413-577-2760	<a href="mailto:ugradonline@isenberg.umass.edu"><u>ugradonline@isenberg.umass.edu</u></a>
<a href="#"><u>RN to BS</u></a>	413-577-2322	<a href="mailto:etheroux@acad.umass.edu"><u>etheroux@acad.umass.edu</u></a>
<a href="#"><u>Accelerated Bachelor's in Nursing</u></a>	413-545-5133	<a href="mailto:montgomery@nursing.umass.edu"><u>montgomery@nursing.umass.edu</u></a>
<a href="#"><u>Sustainable Food and Farming</u></a>	413-687-1392	<a href="mailto:rciulla@umass.edu"><u>rciulla@umass.edu</u></a>

### Administrative Services

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