



COLLEGE OF GRADUATE AND CONTINUING EDUCATION

B.S./M.S. in Criminal Justice

4<sup>+</sup>1 Application

Application due by February 15

Westfield State University

## **THE ADMISSION PROCESS**

The purpose of graduate education at Westfield State University is to allow the student to develop as a scholar capable of original thinking and research in a professional career. A graduate degree represents more than a completion of a prescribed number of courses. It indicates that the student has performed successfully in a field of professional study and has developed specialized skills, independent judgment and scholarship necessary to be a Master in his or her respective discipline.

Applicants' qualifications are reviewed by individual departments as well as by the Dean of Graduate and Continuing Education. Criteria used in weighing each application include: undergraduate grade point average, professional training, references, standardized test scores (if applicable), as well as the individual's narrative statement on professional goals and reasons for desiring graduate education.

The College of Graduate and Continuing Education strongly recommends that you work with an outreach specialist during the application process. Please contact (413) 572-8020 to be connected to an outreach specialist. Applicants may also contact the Assistant Director of CGCE Admissions with questions at (413) 572-8022. More information about our programs, the university, and the application process, can be found at [gobacknow.com](http://gobacknow.com)

## **APPLICATION INSTRUCTIONS**

The application to a graduate degree program at Westfield State University requires the following:

- Completed graduate application the \$50 application fee is waived.
- For WSU alumni, transcripts will be obtained by Admissions.
- Three letters of professional reference.
- Proof of Residency form (enclosed).

International Students are also required to provide the following:

- Official English translations and a credential evaluation of all secondary and post-secondary transcripts.
- An official copy of passing scores for the Test of English as a Foreign Language (TOEFL).
- Bank-notarized Certification of Finances form.
- A photocopy of applicant's current visa.

International applicants may obtain a credential evaluation of documents from: Center for Educational Documentation, Inc., PO Box 170116, Boston, MA 02117, (617) 338-7171.

**Applications are due to the College of Graduate and Continuing Education office by February 15. Decisions will be made by March 1.**

USER ID \_\_\_\_\_  
(Office Use Only)

**Term Start:** Summer

1. Name \_\_\_\_\_  
Last First Middle

Other Name(s) under which records may be found: \_\_\_\_\_

2. Permanent Address \_\_\_\_\_  
Street City State Zip Code

3. Present Mailing Address \_\_\_\_\_  
P.O. Box / Street City State Zip Code

4. Email Address: \_\_\_\_\_

5. Telephone: Mobile \_\_\_\_\_ Ext. \_\_\_\_\_ Home \_\_\_\_\_

6. Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Voluntary Information**

\_\_\_\_\_  
Social Security Number

Ethnicity: \_\_\_\_ Hispanic or Latino \_\_\_\_ Not Hispanic or Latino

Race: *Please check all that apply.* \_\_\_\_ American Indian or Alaskan Native \_\_\_\_ Black or African American \_\_\_\_ Native Hawaiian or other Pacific Islander \_\_\_\_ White \_\_\_\_ Asian \_\_\_\_ Cape Verdean

Gender: \_\_\_\_ Female \_\_\_\_ Male

Are you or have you ever been a member of the U.S. Armed Forces?  
Yes \_\_\_\_ No \_\_\_\_ ( If you answered yes, your application fee is waived).

**Citizenship** *(The following information is used to comply with requirements of the Immigration and Naturalization Service)*

- UNITED STATES**       **PERMANENT RESIDENT ALIEN REGISTRATION NUMBER** Enclose copies of Alien Registration Card (both sides) and/or Visa Documentation       **INTERNATIONAL (Non-Resident Alien) VISA TYPE** Specify country and Visa type; Enclose copies of VISA documentation. Transfer applicants also enclose copy of current I-20. Country and Visa type: \_\_\_\_\_

**PLEASE PROVIDE YOUR HOME COUNTRY ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Will you be applying for Financial Aid?: \_\_\_\_Yes \_\_\_\_No

8. Undergraduate Major \_\_\_\_\_ Minor \_\_\_\_\_

9. \_\_\_\_ Full-time (greater than nine credits per semester) or \_\_\_\_ Part-time (nine or fewer credits per semester)

10. Honors or other special recognition of high scholarship or professional endeavors (honor societies, leadership roles in community organizations, publications, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Disciplinary and Criminal Information

Have you ever been placed on probation or suspended for disciplinary reasons? \_\_\_\_ Yes \_\_\_\_ No

In the case of transfer students, have you ever been refused admission to a college or university for disciplinary reasons? \_\_\_\_ Yes \_\_\_\_ No

If you answered yes to either question, enclose an explanation on a separate sheet. The college's dean of students, or the high school guidance counselor, as appropriate, also must submit a letter of explanation. Your application will be considered incomplete without this information.

Have you ever been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No

If you answered yes, enclose on a separate sheet an explanation of the circumstances leading to criminal conviction. Your application will be considered incomplete without this information.

12. REFERENCES: List three professional references.

1. \_\_\_\_\_

Name	Position	Address
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2. \_\_\_\_\_

Name	Position	Address
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3. \_\_\_\_\_

Name	Position	Address
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*\*Students may not resubmit references from another program, although you may request references from the same individuals.*

13. Please complete and attach a narrative statement of your professional goals and reasons for wanting to pursue the concentration that you have selected.

14. Please Note: All Criminal Justice majors and licensure candidates must submit proof of immunization including Hepatitis B.

THIS COMPLETED APPLICATION MAY BE SUBMITTED TO:

Westfield State University  
GRADUATE AND CONTINUING EDUCATION  
ATTN: ADMISSIONS  
HORACE MANN CENTER  
577 WESTERN AVE  
PO BOX 1630  
WESTFIELD, MA 01086-1630

*All application materials are the property of Graduate and Continuing Education and cannot be returned to you or submitted to other parties for any other use.*

I certify that I have read and understood the general admission information on this application and that the information in this application is true and complete to the best of my knowledge.

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Signature	Date
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*Westfield State University maintains and promotes a policy of non-discrimination on the basis of race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, marital status, genetic information or veteran status.*

# Proof of Residency

Please return this form to the College of Graduate & Continuing Education or submit electronically.

## MASSACHUSETTS PUBLIC HIGHER EDUCATION INSTITUTIONS TUITION ELIGIBILITY FORM

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Has your address changed since you applied to WSU?  Yes  No

SSN# or Student I.D. Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Are you a U.S. Citizen?  Yes  No

Are you a Permanent Resident?  Yes  No If yes, please provide Alien Registration Number: \_\_\_\_\_

If you are not a U.S. Citizen or Permanent Resident, please state your immigration status in detail:

\_\_\_\_\_

Please check the eligibility category that applies to you:

- I have been a Massachusetts resident for twelve (12) continuous months and intend to remain here.
- I am not a Massachusetts resident and will be applying to the College of Graduate and Continuing Education.

As proof of my residency, I possess at least 2 of the following documents, which I shall present to the college only upon request. These documents are dated within one (1) year of the start date of the academic semester for which I seek to enroll (except possibly for my high school diploma). The institution reserves the right to make any additional inquiries regarding the applicant's status and to require submission of any additional documentation it deems necessary.

Please check-off those documents you possess as proof of your residency.

- |   |  |   |
|---|--|---|
| <input type="radio"/> Driver's license    | <input type="radio"/> Voter registration           | <input type="radio"/> Military home of record                               |
| <input type="radio"/> High School Diploma | <input type="radio"/> State/Federal tax returns    | <input type="radio"/> Record of parents' residency for unemancipated person |
| <input type="radio"/> Employment pay stub | <input type="radio"/> Utility bills                | <input type="radio"/> Other: _____  |
| <input type="radio"/> Car registration    | <input type="radio"/> Signed lease or rent receipt |   |

I certify that this information is true and accurate. I understand that any misrepresentation, omission, or incorrect information shall be cause for disciplinary action up to dismissal, with no right of appeal or to a tuition refund.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

/ /  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE (IF APPLICANT IS UNDER 18 YEARS OLD)

/ /  
DATE

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# RULES AND REGULATIONS FOR THE CLASSIFICATION OF STUDENTS FOR TUITION PURPOSES

These rules and regulations shall apply to the classification of students at Westfield State University as Massachusetts or non-Massachusetts students for tuition purposes.

## SECTION 1. DEFINITIONS

- 1) **ACADEMIC PERIOD** – A term or semester in an academic year or a summer session, as prescribed by the Board of Trustees or under their authority
- 2) **CONTINUOUS ATTENDANCE** – Enrollment at the University for the normal academic year in each calendar year, or the appropriate portion or portions of such academic year as prescribed by the Board of Trustees or under their authority.
- 3) **DOMICILE** – A person's true, fixed and permanent home and place of habitation, where he intends to remain permanently or for an indefinite time.
- 4) **EMANCIPATED PERSON** – A person (a) who has attained the age of 18 years of age, or (b) if under 18 years of age, whose parents have entirely surrendered the right to the care, custody and earnings of such person and who no longer are under any legal obligation to support or maintain such persons, or (c) a person who has no parent. If none of the foresaid definitions apply, said person shall be deemed an "unemancipated person."
- 5) **HIS** – Shall apply to the female as well as male gender.
- 6) **PARENT** – With respect to a person (in the case of an adopted person, inserting the adjective "adoptive" before the words "father and "mother" whenever used)
  - a) the person's father;
  - b) if the person's father dies, either the legal guardian or if no legal guardian is appointed, the person's mother;
  - c) if neither the father nor mother is living and no legal guardian is appointed, the person who then stands in loco parentis to the person;
  - d) if the father and mother are divorced, the person to whom legal custody of the person is awarded;
  - e) if the father and mother are divorced, separated or unmarried and legal custody has not been awarded, the father or the mother, as the case may be, with whom the person lives or, if he lives with neither and the father is living, the father.
- 7) **RESIDENCE** – A place of habitation

## SECTION 2. RULES FOR DETERMINATION OF DOMICILE

- 1) Domicile is not acquired by mere physical presence in Massachusetts while the person is carrying on a course of study at the UNIVERSITY or while the person is engaged in employment for a specified term unless Massachusetts is otherwise the domicile of the person.
- 2) Domicile at birth may be changed thereafter, by action of the parent in the case of an unemancipated person or by action of the person himself in the case of an emancipated person.
- 3) A person claiming Massachusetts as his domicile shall furnish evidence to support such claim. The following shall be of probative value, although not necessarily conclusive, in support of a claim of domicile within Massachusetts:
  - (a) Birth certificate;
  - (b) Motor vehicle registration and/or operator's license;
  - (c) Voting or registration for voting;
  - (d) Certified copies of Federal and State Income Tax returns;
  - (e) Property ownership;
  - (f) Continuous physical presence in Massachusetts during periods when not enrolled as a student;
  - (g) Permanent employment in a position not normally filed by a student;
  - (h) Reliance on Massachusetts sources for financial support;
  - (i) Former domicile in Massachusetts and maintenance of significant connections therein while absent;
  - (j) Domicile of parent within Massachusetts.

Evidence submitted in support of an assertion of domicile or of parental relationship shall be in such form as Westfield State University may require. Copies of official records or documents shall be authenticated by a proper officer. Assertions of fact made other than by an authenticated copy of an official record shall be certified as to accuracy and completeness by the person submitting the same.

## SECTION 3. PROOF OF PARENTAL RELATIONSHIP

A person asserting that he is an emancipated person shall furnish evidence to support such assertion. Such evidence may include:

- a) Birth certificate or any other legal document that shows place and date of birth;
- b) Legal guardianship papers: court appointment and termination must be submitted;
- c) Statements of the person, his parent(s), guardian(s), or others certifying no financial support;
- d) Certified copies of Federal and State Income Tax returns filed by the person and his parent(s);
- e) Where none of the foregoing can be provided, an affidavit of the emancipated person in explanation thereof and stating fully the grounds supporting the claims of emancipation.

## SECTION 4. RULES FOR CLASSIFICATION

- 1) Every emancipated person applying for admissions to the University who has maintained a residence in Massachusetts for a period of no less than one continuous calendar year next preceding the date of his application and has established a domicile in Massachusetts shall be eligible for classification as a Massachusetts student for tuition purposes
- 2) Every unemancipated person applying for admissions to the University whose parent had maintained a residence in Massachusetts for a period of no less than one continuous calendar year preceding the date of application and has established a domicile in Massachusetts, shall be eligible for classification as a Massachusetts student for tuition purposes.
- 3) Every emancipated person seeking a change of classification who has maintained a residence in Massachusetts for a period of no less than one continuous calendar year next preceding the beginning date of the academic period for which he registers and has established a domicile in Massachusetts shall be eligible for classification as a Massachusetts student for tuition purposes for such academic period.
- 4) Every unemancipated person seeking a change in classification whose parent has maintained a residence in Massachusetts for a period of no less than one continuous calendar year next preceding the beginning date of the academic period for which the person registers and has established a domicile in Massachusetts shall be eligible for classification as a Massachusetts student for tuitions purposes for such academic period.
- 5) A person having his domicile elsewhere than in Massachusetts shall not be eligible for classification as a Massachusetts student for tuition purposes except as herein provided.
- 6) Any person who is registered at the University as a Massachusetts student shall be eligible for continued classification as a Massachusetts student for tuition purposes (until attainment of the degree for which he is then enrolled) during continuous attendance at such institution.
- 7) A member of the Armed Forces of the United States and his/ her spouse and unemancipated children shall, while he/she is on active duty and stationed in the Commonwealth of Massachusetts, be eligible for classification as Massachusetts students for tuition purposes.

## SECTION 5. CHANGE IN CLASSIFICATION

No application for change to classification as a Massachusetts student for tuition purposes submitted later than the first day of classes shall affect a classification during the then current academic period.

## SECTION 6. PENALTY FOR MISREPRESENTATION

Misrepresentation in or omission from any evidence submitted of any fact which if correctly or completely stated would be grounds to deny classification as a Massachusetts student for tuition purposes shall be cause for exclusion or expulsion from or other disciplinary action by the university.

## SECTION 7. APPEALS

Appeals from a determination denying classification as a Massachusetts student shall be initiated by filing a written request with the Bursar of the University or his/her designee specifying the particular grounds for said request.

## SECTION 8. MISCELLANEOUS

Nothing contained herein shall be construed as limiting or prohibiting the authority of the Board of Trustees to waive or reduce tuition charges.

Nestled in the scenic Pioneer Valley, Westfield State University is within commuting distance of Springfield, Worcester, Boston, the Berkshires, northern Connecticut, eastern New York, and southern Vermont and New Hampshire.



# Westfield State University

## Graduate and Continuing Education

577 Western Avenue, P.O. Box 1630 • Westfield, MA 01086-1630  
(t) (413) 572-8020 • (f) (413) 572-5227 • (tty/tdd) (413) 572-5250

[wsucge@westfield.ma.edu](mailto:wsucge@westfield.ma.edu) • [GoBackNow.com](http://GoBackNow.com)

[westfield.ma.edu/CJ4plus1](http://westfield.ma.edu/CJ4plus1)