

# Graduate Admissions and Enrollment Services

**Admissions**

**Financial Information**

**Academic and Program-Related  
Information**

Each graduate program offered at William Paterson University is described in this catalog. Before applying for admission, students should study these descriptions carefully. Please address questions about eligibility or program requirements to the Office of Graduate Admissions and Enrollment Services, or to graduate program directors, listed under each program. Contact the Office of Graduate Admissions by calling 973.720.3641, e-mailing [graduate@wpunj.edu](mailto:graduate@wpunj.edu), or visiting the University's Web site at [www.wpunj.edu](http://www.wpunj.edu).

# Admissions

## Acceptance Procedure

To be considered for admission to graduate study, an applicant must hold a baccalaureate degree or the equivalent and present evidence of potential success in graduate work. Evidence in support of admission must include official transcripts of all previous academic work completed, test scores from the Miller Analogies Test, the Graduate Management Admissions Test, or the Graduate Record Examination Test, and letters from persons familiar with the applicant's academic ability.

The dean of the college to which the student applies makes admission decisions on the recommendation of that college's graduate admissions committee. Application for admission, accompanied by the \$50 nonrefundable fee, should be made to the Office of Graduate Admissions and Enrollment Services.

William Paterson University accepts applications on a rolling basis in accordance with published application deadlines (see below). The following programs admit students for the fall semester only: art, clinical and counseling psychology, communication disorders, and educational leadership. For specific program deadlines and requirements, contact the graduate program director or visit the Web at [ww2.wpunj.edu/graduate/](http://ww2.wpunj.edu/graduate/).

## Application Deadlines for Graduate Study

Most graduate programs accept applications for admission on a rolling basis. It is recommended that completed applications be received at least two weeks prior to the beginning of the semester. The following programs, however, have a fixed date for completed applications:

February 1:	Music: Jazz Studies Communication Disorders
March 1:	Clinical and Counseling Psychology
April 1:	Educational Leadership

## Admission Requirements for Matriculation

Each graduate program has specific requirements for matriculation. Students should consult the degree program descriptions in this catalog.

Candidates must meet the following requirements:

1. A bachelor's degree awarded by an accredited college or university.
2. An acceptable undergraduate and/or graduate cumulative grade point average (see appropriate program for specific requirements).
3. A minimum score on the Graduate Record Examination (GRE), Miller Analogies Test (MAT), or Graduate Management Admissions Test (GMAT). See appropriate program for specific requirements.
4. At least two letters of recommendation from individuals who are able to attest to academic performance and ability. See appropriate program for specific requirements.

Certain programs require one or both of the following:

1. A standard teaching certificate and/or teaching experience; and/or

2. A personal interview/portfolio review/audition tape. The applicant, in consultation with the academic department, arranges interview appointments only after the Office of Graduate Admissions and Enrollment Services has received all application materials.

Applications and information regarding the administration of the GRE and GMAT may be obtained in the Office of Graduate Admissions and Enrollment Services, or by contacting the Educational Testing Service (ETS):

GRE 609.771.7670 or 800.GRE.CALL • [www.gre.org](http://www.gre.org)  
 GMAT 609.771.7330 or 800.GMAT.NOW • [www.gmat.org](http://www.gmat.org)  
 MAT 210.339.8710 or 800.622.3231 • [www.hbtpe.com](http://www.hbtpe.com)

The Miller Analogies Test (MAT) is administered on campus through the Department of Sociology.

Students who are accepted as matriculated students in a certificate, endorsement, or master's program are advised by the graduate program director from their respective course of study.

Applicants for matriculation may not always have adequate preparation for the program to which they seek admission. The matriculated application may be deferred with the understanding that eligibility for matriculation will be established by the academic department to which the student applied. Course of study, additional test scores, and other work that demonstrates a candidate's ability to complete graduate-level course work may need to be submitted in addition to regular program requirements.

## Admission of Post-Master's Students

A post-master's student has a previously earned master's degree. Post-master's students may earn up to 30 credits in courses designated as open to nonmatriculated students. Admission procedures include:

1. Completing and mailing the application form with the \$50 nonrefundable application fee; and
2. Submitting an official transcript with the master's degree posted to the Office of Graduate Admissions and Enrollment Services.

## Admission of Graduate Nondegree Students

A graduate nondegree student is a student who possesses a baccalaureate degree but is not matriculated at the University. Nondegree students may take up to three courses or 9 graduate credits on a nondegree basis. Most programs accept students as nondegree. Please see appropriate program for specific program requirements prior to enrolling in courses.\*

Admission on a nondegree basis does not imply eligibility for matriculation in any degree program or acceptance into a certification or endorsement program. If at any time a nondegree student wishes to apply for admission to the University, formal application must be made and complete credentials must be submitted prior to the completion of 9 credits or three courses. The 9-credit limit does not apply to senior citizens or to students taking undergraduate courses needed for eligibility for matriculation into a graduate program.

Admission procedures include:

1. Completing the application form and mailing the \$50 nonrefundable application fee to the Office of Graduate Admissions and Enrollment Services; and

- Submitting a transcript with the undergraduate degree or a copy of an undergraduate diploma posted to the Office of Graduate Admissions and Enrollment Services.

**\*Exceptions:** Educational leadership and clinical and counseling psychology are not open to nondegree students. International students on F1 and J1 student status are not permitted to attend William Paterson on a nondegree basis. Art, communication disorders, counseling, jazz studies (music), and nursing are open with permission of the graduate program director. Students who previously attended any post-baccalaureate or master's degrees programs and did not maintain good academic standing may not be eligible for nondegree studies. Some programs only allow nondegree students to take 3-6 credits on a nondegree basis. Please consult with the respective program director to determine how many nondegree credits may be taken.

## INTERNATIONAL STUDENTS

### Application Deadlines

Application deadlines for international students are the same as for domestic students.

### Admission Requirements

Applicants for admission to a master's degree program must have completed an undergraduate degree program at an accredited institution of higher learning in the United States or abroad and must meet the established admissions requirements set for each program. Unless studies were completed in a country where the official language of instruction is English, a minimum TOEFL score of 550 on the paper-based exam (or 213 on the computer-based exam) is required. A course-by-course evaluation of all foreign educational credentials is required and may be forwarded by any of the following professional evaluation services agencies:

World Education Services  
PO Box 745 Old Chelsea Station  
New York, NY 10113-0745  
212.219.7300  
info@wes.org

Educational Credentials Evaluators  
PO Box 92970  
Milwaukee, WI 53202-0970  
414.289.3400  
eval@ece.org

International Consultants of Delaware  
914 Picket Lane  
Newark, DE 19711  
302.737.8715  
icd@icdel.com

Globe Language Services  
319 Broadway, Second Floor  
New York, NY 10007  
212.227.1994  
globelanguage.compuser.com

Josef Silny & Associates  
PO Box 248233  
Coral Gables, FL 33124  
info@jsilney.com

### Certificates of Eligibility

Certificates of eligibility for I-20, IAP-66 for F-1 and J-1 visa holders will not be issued until the international student financial data is reviewed and approved. All applicants must submit:

- A completed William Paterson University graduate application and the corresponding processing fee;
- TOEFL or IELTS results (if applicable);
- Financial affidavit of support and supporting documents.

For more information, contact:

Cinzia Richardson, Director  
Office of International Student Services  
William Paterson University  
300 Pompton Road  
Wayne, NJ 07470  
Phone: 973.720.2306  
Fax: 973.720.2336

## VISITING STUDENTS

A student currently enrolled in a graduate program other than at William Paterson may enroll at the University for any semester, including summer, as a visiting student. The student must be in good academic standing at his or her home school.

- A visiting student is permitted to register only for those courses for which eligibility has been determined.
- It is understood that enrollment terminates at the end of the semester or term for which the student is enrolled.
- Some programs may not allow visiting students to take courses. Check with the specific program for requirements and/or restrictions.
- The number of credits that may be taken as a visiting student are unlimited. Students should refer to their home school policies regarding visiting student status.
- If at any later time the visiting student wishes to apply for admission to William Paterson University, he or she must make formal application (see above) and submit complete credentials.

### Admission Procedures

- Complete the application form and pay the \$50 nonrefundable application fee.
- Submit a letter of good standing, verifying enrollment in an advanced degree program, from the program department chair or dean of the visiting student's home school.