

Director of Admission: Steve King, M.Ed.
(413) 662-5410, admissions@mcla.edu

ADMISSION

Massachusetts College of Liberal Arts seeks to admit candidates who wish to participate in a challenging academic environment and who exhibit potential for growth. The admission requirements and procedures are designed to assist the College in selecting qualified students who can benefit from the educational experience and contribute to the MCLA community. The College also has a strong commitment to promoting diversity and strives to attract students from varying backgrounds.

Admission Information and Personal Visits - The College strongly encourages prospective students and their families to visit the campus. Currently enrolled MCLA students conduct tours of the campus on weekdays and specific Saturdays. To request admission information or to schedule a visit, please call the Office of Admission at (413) 662-5410 or 800-969-MCLA or visit our website at www.mcla.edu/admissions.

Admission Requirements and Procedures

Freshmen Admission Requirements - MCLA's admission standards are selective and decisions are made on an individual basis after careful review of all academic credentials. Freshman applicants must meet the Massachusetts Board of Higher Education admission standards and possess a high school diploma or equivalency at the time of enrollment. In order to be considered for admission, applicants must meet the minimum eligibility index (a sliding scale based on high school grade point average and SAT I or ACT test scores) and successfully complete the 16 academic units listed below. Meeting the minimum standards does not guarantee admission to MCLA.

Application Form - The application for admission to MCLA requests information about a student's academic background, extracurricular activities, and personal accomplishments. High school applicants are invited to apply during the fall of their senior year, whereas other freshmen applicants possessing a high school diploma or its equivalent may apply any time prior to the semester of intended enrollment. Applications are reviewed on a rolling admission schedule, and students are accepted to the College until all spaces are filled. A \$25.00 application fee must accompany the application. Students may also apply for admission on-line at www.mcla.edu. All prospective students are required to indicate prior disciplinary suspension action taken at high school or college, or criminal conviction information as part of their initial application for admission to the College.

High School Record - All freshmen applicants must submit an official copy of their high school record, including at least the first quarter senior grades. An applicant is evaluated on the total high school profile consisting of the applicant's overall grade point average, curriculum, and level of competitiveness. All high school grade point averages are recalculated and considered in comparison to the Eligibility Index. For more information on grade point average calculation and the Eligibility Index, please contact the Office of Admission. Applicants are conditionally admitted to MCLA until a final transcript is received verifying the student's high school graduation or equivalent. Specifics on grade-point average requirements and other admission criteria can be obtained by contacting the Office of Admission at (413) 662-5410.

High School Unit Requirements - The unit requirements listed below apply only to the traditional student recently graduated from high school and serve as evidence of the student's ability to complete college-level course work. Units must be at college preparatory level. Completion of these academic units demonstrates competencies required for college preparation, but does not guarantee admission to the College. Exempted from these unit requirements are those students who have been out of high school for three years or more, and have obtained a GED three years after their anticipated high school graduation year.

A. English	4 units
B. Mathematics	3 units
C. Science	3 units
D. Social Science	2 units
E. Foreign Language	2 units
F. Electives	2 units
Total:	16 units

- A. English courses must cover both composition and literature and should include the development of reading, writing and comprehension skills.
- B. Mathematics courses must include algebra I, II, and geometry or trigonometry, or comparable coursework.
- C. Science courses including 2 units with lab work.
- D. Social Science courses including one year of United States history.
- E. Foreign language must be two levels of a single language.
- F. Elective courses selected from additional college preparatory courses or from the above subjects or from Arts & Humanities or Computer Science.

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Standardized Test Scores - Candidates for admission to the freshman class must submit official copies of the College Board Scholastic Aptitude Tests (SAT I) or the American College Testing scores (ACTs). The following students are exempt from submitting SAT/ACT scores as part of the admissions review:

- Applicants with diagnosed learning disabilities (must submit verification).
- Applicants who possess a GED, high school equivalency (whose high school class graduated 3+ years prior to applying).
- Applicants who have been high school graduates for three years or more.

The following students may be exempt from some portions of Massachusetts College of Liberal Arts' minimum admission requirements and are evaluated for admission on alternative academic credentials as stated in the specific sections below.

- Educationally disadvantaged applicants, which includes students from low-income families and first generation college students. The students in these categories have the opportunity to improve their academic skills through programs offered by the College's Learning Services. (see Special Admission-Individual Enrichment Program Section).
- Students transferring after receiving an associate's degree with 2.0 GPA or higher or a minimum of 12 credits of college-level courses and GPA of 2.5.

The Office of Admission determines whether students have met any of these factors through documentation and a personal interview.

Admission of Students with Learning Disabilities - Scholastic Aptitude Test Scores are not required of students with specific documented learning disabilities; however, submission of the standard scores is helpful in an admission evaluation. A minimum grade-point average is required. Students with documented learning disabilities are required to submit their high school transcript for evaluation. A letter from the appropriate special education official defining the student's specific learning disability must be submitted as documentation. Students are encouraged to forward the results of a recent psycho-educational test battery conducted within the past three years by either the appropriate special education official at their high school or a physician or licensed psychologist from an approved evaluation center. A complete test battery includes:

- Measure of intellectual potential (WAIS or WISC-R)
- Assessment of specific achievement levels
- Assessment of specific cognitive abilities (language, perceptual, attentional, memory, conceptual, and planning abilities)
- Assessment of emotional/personality components
- 504 Plan (if necessary)

Like all other documentation, the above documents are held in strict confidence and reviewed in order to assess the qualifications of the applicant.

Other Freshmen Admission Programs

Individual Enrichment Program Summer Seminar - In its twenty-sixth year of operation, the Individual Enrichment Program Summer Seminar is a four-week, residential, intensive academic program providing an option for alternative admission to the College. The program is selective and applicants are evaluated on academic achievement and potential involvement outside of the classroom and personal qualities. Standardized test scores are required of applicants, although there is no minimum score requirement for admission to the Summer Seminar. The minimum high school GPA requirement is 2.0.

Designed to build academic and social skills required to meet the demands of a four-year curriculum, the seminar annually enrolls between 35 and 50 incoming first-year students. Course topics include: learning strategies, reading and study skills, writing, mathematics, and cultural enrichment. Participants form close bonds while earning a semester's worth of college credits.

The Summer Seminar is **cost-free** for participants who meet federal guidelines. The cost of tuition, fees, room, board, books, and cultural enrichment activities are greatly reduced for those who do not meet such guidelines. We do not want the lack of income to preclude a student's participation in the program. Alternative financing is available for qualified applicants.

Applications and further information can be found online at: <http://www.mcla.edu/iesummer/>

Early Action Program - Qualified students are encouraged to apply to the College for Early Action (a non-binding decision). Students must submit their admissions application, high school transcripts, and standardized test scores by December 1 to be notified by December 15th for the next fall semester.

Nontraditional Student Admission - Students who have been high school graduates for three years or more can apply to the College by submitting a copy of their high school record or GED scores. Personal interviews are strongly recommended to make an accurate assessment of student skills and abilities. A minimum grade point average is required for admission.

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Transfer Student Admission - Massachusetts College of Liberal Arts welcomes qualified students to apply for transfer admission. A student who has earned a minimum of 12 semester hours of college-level credit from an accredited institution may be considered as a transfer student. Transfer students must have earned a high school diploma or equivalent.

Transfer applicants are evaluated on the basis of their previous college course work. To be considered for admission, a student must minimally have a cumulative grade point average of 2.5 (12-23 college level credits) or a 2.0 (24 + college-level credits) on a four-point scale. At the time of acceptance, the student will receive a Transfer Credit Analysis (TCA) listing what courses have been accepted and how they fulfill core and major requirements. Forward the following information to the Office of Admission:

- Massachusetts College of Liberal Arts Admission application and \$25.00 fee.
- Official college transcript(s) from each college attended.
- Official high school transcript if student has not earned an Associate's degree (verifying high school graduation).
- Financial aid transcript (if applying for financial aid) should be sent directly to the Financial Aid Office.

Transfer students begin to accumulate a new grade point average once enrolled at MCLA. Transfer students must satisfy all degree and graduation requirements expected by the College including a 45 credit residency, 39 credits of upper level course work, **one half** of their academic major requirements and any unfulfilled core curriculum requirements. Transfer students should review the college policies as stated under the Academic Information and Policies section of the catalog.

Transfer Articulation Agreements - Massachusetts College of Liberal Arts has transfer articulation agreements with the following two-year colleges. Admission preference and optimum transferability of credits are ensured for those students who apply from these colleges. Additional articulation agreements are being developed. Contact the Office of Admission for more information.

Berkshire Community College, Pittsfield, MA
Bristol Community College, Fall River, MA
Bunker Hill Community College, Boston, MA
Cape Cod Community College, Hyannis, MA
Dean College, Franklin, MA
Greenfield Community College, Greenfield, MA
Holyoke Community College, Holyoke, MA
Massachusetts Bay Community College, Wellesley, MA
Massasoit Community College, Brockton, MA
Middlesex Community College, Bedford, MA
Mt. Wachusett Community College, Garner, MA
North Shore Community College, Lynn, MA
Northern Essex Community College, Haverhill, MA
Quinsigamond Community College, Worcester, MA
Roxbury Community College, Boston, MA
Springfield Technical Community College, Springfield, MA
Adirondack Community College, Glens Falls, NY
Dutchess County Community College, Poughkeepsie, NY
Herkimer County Community College, Herkimer, NY
Hudson Valley Community College, Troy, NY
Maria College, Albany, NY
Rockland County Community College, Suffern, NY
Schenectady County Community College, Schenectady, NY
Suffolk County Community College, Brentwood, NY
Tunxis Community College, Farmington, CT

Joint Admission - Students beginning their academic career at a Massachusetts Community College may be eligible for joint admission to Massachusetts College of Liberal Arts. MCLA will guarantee admission to all B.A. & B.S. programs to transfer students who possess a 2.5 GPA and have completed an Associates Degree in an approved transfer program. Contact the Office of Admission for further information.

Massachusetts Transfer Commonwealth Compact - Students transferring to MCLA from a Massachusetts Community College may qualify under the Commonwealth Transfer Compact. Eligibility is contingent upon the completion of an Associates Degree in a transfer program, 2.0 grade point average, and completion of a minimum core as specified by the Compact. The community college from which the student is applying must identify on the transcript whether the candidate has fulfilled the Compact requirements. Special accommodations and admission preference are offered to students under the compact. Students should contact their community college's transfer counselor or the Office of Admission at Massachusetts College of Liberal Arts for further information regarding the Compact.

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International Student Admission - International students are encouraged to apply to the College online if possible at <http://www.mcla.edu/apply>. Although the admission deadline is rolling, we recommend that students from outside of the United States apply by April 1st for fall admission and November 1st for spring admission.

Application Requirements:

C MCLA Application for Admission with \$25.00 fee

Academic Transcripts:

- C Official copies of high school (and/or college work if applicable) sent in a sealed envelope from the educational institution(s).
- C Copies of the above transcripts translated into the English language with credit equivalents converted to standard U.S. education system. These translations should be sent in a sealed envelope from World Education Services (WES). <http://www.wes.org/>
- C Curriculum Guide from your high school (and/or college if applicable).
- C Standardized Test Scores *SATI* or *ACT*.
- C If native language is not English, proof of your proficiency in English is required. Submit either Test of English as a Foreign Language (*TOEFL*) or English Language Proficiency Test (*ELPT*).
- C Certificate of Eligibility containing a statement of student's financial resources.

Financial Requirements:

Federal regulations specify that candidates for U.S. government-funded financial aid must be citizens or legal residents of the United States. Therefore, proof of one's ability to pay one full year's tuition, fees, room, and board must be received before the College can review your application. Therefore, we require all international applicants to submit a **Certification of Finances** form as well as a **Parental Sponsorship** form. For more information regarding international student admission, please visit <http://www.mcla.edu/admissions/international>.

Readmitted Students - Students who have previously attended Massachusetts College of Liberal Arts and have withdrawn in good academic standing prior to earning their degree may apply for readmission to the College by submitting an admissions application. If the student completed additional course work at another institution after leaving MCLA, an official transcript of this course work must be forwarded to the Office of Admission (see transfer credit policy). Any outstanding obligations to the college, such as financial commitments, must be reconciled prior to readmission.

Students who have been academically suspended from the College must file an admissions application. Suspended students must meet specific criteria and complete courses outside of MCLA to be considered for re-admission (see section on Academic Suspension). Students are required to contact the Director of Admission to discuss re-admission and course selection.

Part-Time Day or Evening Enrollment - Matriculated students are admitted to an undergraduate degree program and may enroll at MCLA either full time (12 credits or more) or part time (less than 12 credits). Tuition and fees are prorated based on the number of credits in which a student is enrolled (see Expense section). Matriculated students must meet the appropriate academic standards as indicated in the admissions section.

Students interested in enrolling in courses prior to matriculating may do so and are considered non-matriculated or "non-degree" students. Non-matriculated students do not formally apply for admission but may register through the Registrar's Office for fall, spring or summer sessions. Non-matriculated students are not eligible for financial aid and are allowed to register after matriculated students. To be eligible to earn a degree, students must be matriculated.

All students have the option of attending MCLA's day or evening classes since we operate on a "One-College" system. Some major programs can be completed through the evening program. For more information contact the Office of Admission, Registrar's Office or the Advising Center.

Certificate Programs - The College offers the following nondegree certificate programs: Accounting Certificate Program, Day Care, Information Systems. Applications for certificate programs are made to the Office of Admission.