



UNIVERSITY OF  
NEW ENGLAND

## OFFICE OF GRADUATE ADMISSIONS POLICIES AND PROCEDURES, 2019-2020

### GENERAL POLICIES

1. All materials submitted as part of the application become the property of the University of New England and will not be returned or released to anyone, including the applicant. This policy includes letters of reference, primary and secondary applications, personal statements, and other supporting materials, both originals and copies.
2. Only those applicants who have or will have completed their prerequisites and/or degree at a U.S. regionally accredited institution, or international equivalent, will be considered for admission to our programs.
3. Updates to admission requirements and procedures may occur for each new application cycle. Applicants should reference individual admission pages for the program to which they are applying for the most up to date requirements and procedures.
4. Policy Exceptions
  - a. Policies are established to ensure fair and consistent admission practices for all applicants to the university and its programs.
  - b. All criteria presented in the UNE catalog and official website are subject to change per professional accreditation requirements, changes in curriculum and/or other institutional standards, and clinical affiliation requirements.
  - c. Exceptions to existing admission policies are rare and made only when it is deemed necessary and appropriate to maintain fair and consistent practice for all candidates, not individual candidates.

### COMMUNICATIONS

1. The Office of Graduate Admissions communicates primarily through email.
  - a. Application status updates, when available, are sent throughout the application cycle to the email address provided on your application.
  - b. Please make sure that contact information on your application is kept up to date so you will receive messages in a timely manner.
2. Application information is confidential and we do not discuss application information with anyone other than the applicant.

3. Applicants are responsible for monitoring the status of their application throughout the cycle; please set your email filters to receive emails from **all @une.edu email addresses**, as well as emails that are sent from WebAdmit and come from [donotreply@webadmit.org](mailto:donotreply@webadmit.org).

## APPLICATION PROCESS

1. The Office of Graduate Admissions will accept the official electronic UNE Graduate Admissions application for on campus programs **only**.
  - a. **Exception:** For programs utilizing a centralized application service (CAS), the official application of the centralized service will be the only acceptable application to the UNE program.
2. Applications will not be reviewed until they are considered complete.
  - a. If an incomplete application is received, an Admissions Coordinator will notify the applicant of missing materials.
  - b. It is the applicant's responsibility to follow-up and ensure that UNE receives all missing application materials.
  - c. Many programs require specific courses to be completed as part of the application process; please review the program specific admission pages for course and deadline completion requirements.
3. If you are applying to a UNE program after attending a similar program at another institution, you will be required to provide documentation from the prior program before we can review your application; please ask your Admissions Coordinator for details for the required documentation.
4. Application fees:
  - a. Application fees for submission of the Centralized Application Services (CAS) applications are set by the service, not by UNE.
    - i. Fees are paid directly to the service as a part of the application process and are non-refundable.
    - ii. UNE receives no money from the CAS application fees.
  - b. UNE will set the fee for submission of the UNE Graduate Admissions electronic application.
    - i. Graduate Admissions collects the fee as a part of the application process.
    - ii. All application fees are non-refundable.
  - c. Supplemental application fees may be requested by programs as a part of the application process. If the application process includes a supplemental application:
    - i. Fees are set by the program requiring a supplemental application.
    - ii. Fees are collected by Graduate Admissions as a part of the applications process and are non-refundable.

## RE-APPLICATION

1. Graduate Admissions receives far more applications from qualified candidates than available seats in our programs. If an applicant is not accepted and chooses to reapply for future application cycle/s, please note the following:
  - a. For programs using a program specific CAS application, applicants must complete the full application process for each year of application per the CAS system guidelines, **no exceptions**.
  - b. For programs that use the UNE Graduate Admissions electronic application, some documents submitted to UNE on previous application may be valid for use in the re-application process, for example:
    - i. Official transcripts, test scores, etc., received at UNE **within 12 months of the reapplication date do not need to be resubmitted**.
    - ii. Official documents received **more than 12 months prior to reapplication, applicant is required to resubmit all of the official documents**.
    - iii. Personal statement, letters of reference, and resume must be resubmitted with all reapplications.
    - iv. Official transcripts for any courses/degrees completed since previous application must also be submitted with reapplication.

## INTERNATIONAL ADMISSIONS

1. UNE welcomes applications from all qualified students, domestic or international.
2. Prospective international applicants must meet the same admissions criteria and follow the same admissions process required of all U.S. applicants.
3. International applicants are also required to meet additional [English Language Proficiency](#) requirements if English is not the applicant's native language.
4. All international applicants and all U.S. students with international degrees or coursework must have their international transcripts evaluated for degree and grade equivalency to that of a U.S. regionally accredited institution and submit the evaluation at the time of application.
  - a. UNE will accept transcript evaluations from World Education Services (WES) only.
  - b. Evaluations must be for grade and degree equivalency; please order the WES ICAP service to ensure that copies of your transcripts will be included with the evaluation report.
5. For other details on international transcripts, please see [International Admissions](#). UNE is accredited by New England Association of Schools and Colleges (NEASC) and has been approved by the U.S. Department of Homeland Security to enroll international students and issue visa-qualifying documents to students.

## INTERVIEWS

1. On-campus interviews are required for many of our campus graduate programs and are **by invitation only**.
2. Invitations and confirmations
  - a. Interview invitations, RSVPs, and confirmations are sent and submitted electronically. Invitations will include specifics about the date, time, location, response deadline, and next steps for rescheduling.
  - b. An applicant who confirms an on-campus interview and does not show for the scheduled interview will be withdrawn from consideration after Graduate Admissions has contacted the applicant.
3. Inclement weather policy
  - a. Graduate Admissions will not cancel interview sessions, regardless of weather, even if the University is closed unexpectedly.
  - b. Applicants who can travel safely to campus are encouraged to do so.
  - c. If travel plans are canceled or considered to be unsafe, please contact your Admissions Coordinator to reschedule your interview as soon as possible.

## ADMISSIONS DECISIONS

1. Graduate Admissions works in collaboration with the campus graduate programs to establish application requirements and admission policies and procedures.
2. Program Admissions Committees meet post-interview to review and make decisions to accept, deny, or waitlist candidates.
3. Programs that do not require campus interviews make admission decisions following application review.
4. Admissions decisions are sent electronically and via USPS mail.
  - a. All post-interview admissions decisions are emailed to the email address listed on your application.
  - b. An official hard copy is also mailed through the United States Postal Service for acceptances, only.
5. All admissions decisions are considered final and there is no appeal process in place for additional review or further consideration during the current cycle.
6. Waitlist
  - a. Graduate programs may choose to waitlist some candidates after the interview session.
  - b. Candidates who are offered waitlist status will be expected to acknowledge desire to continue on the waitlist throughout the remainder of the cycle.
  - c. **Waitlist rank and size are not shared with candidates at any time during cycle.**

## DEPOSITS

1. Graduate Admissions requires a deposit/s for accepted candidates to secure their seat in the majority of our campus graduate programs. If a deposit/s are required, the

acceptance letter will detail the amount of the deposit/s and the specified deadline when the deposit is due.

- a. If a deposit is not received by the deadline, Graduate Admissions will follow up with the candidate.
  - b. If follow up is not successful, Graduate Admissions will let the candidate know that the application has been withdrawn from consideration for the application cycle.
1. Upon receipt of the deposit, Graduate Admissions will confirm with the applicant that the deposit has been received via email.
  2. All deposits are non-refundable, unless otherwise noted in the decision letter and will be applied to the applicant's tuition if the student matriculates. **If the applicant does not matriculate, any submitted deposits will be forfeited.**

## WITHDRAWALS

1. Applicants wishing to withdraw their application from consideration, or those who wish to give up their seat in one of our classes after submitting their deposit, **must do so in writing by sending an email to the Office of Graduate Admissions, gradadmissions@une.edu.**
2. Upon receipt of the withdrawal request, Graduate Admissions will withdraw the candidate's application from further consideration.
3. Applicants who do not respond to Graduate Admissions communications which include submission of a supplemental payment, response to an interview invitation, acceptance, waitlist, or hold multiple deposits, will have their application withdrawn from consideration. Notification of such action will be sent via email from the Office of Graduate Admissions.

## TRANSCRIPTS

1. Candidates applying to a program through the UNE Graduate Admissions electronic application for campus programs, must have all official transcripts for coursework and degrees **submitted directly to the Office of Graduate Admissions from the issuing institution.**
2. **Please note:** Candidates applying through one of the **Centralized Application Service (CAS) programs must have all official transcripts for coursework and degrees submitted directly to the centralized application service from the issuing institution.**
3. Official transcripts for coursework and/or degrees in-progress or planned at the time of acceptance must be submitted directly to the Office of Graduate Admissions from the issuing institution upon completion and prior to matriculation.
4. **Transcripts issued directly to students are not official and will not be accepted. This policy includes scanned copies of official transcripts.**

5. Electronic transcripts
  - a. Graduate Admissions will accept transcripts electronically submitted directly from a college or university or from official transcript processing companies (e.g. National Student Clearinghouse, or e-Script) if submitted directly to UNE from the service.
  - b. Electronic transcript files must be password protected.
  - c. Scanned copies of original transcripts are not electronic transcripts and will not be accepted.

**PLEASE CONTACT THE OFFICE OF GRADUATE ADMISSIONS WITH ANY QUESTIONS ABOUT THE ADMISSIONS POLICIES AND PROCEDURES FOR APPLICATION TO ANY OF THE CAMPUS-BASED GRADUATE PROGRAMS**

Portland Campus Office

716 Stevens Ave.

Portland, ME 04103

Email: [gradadmissions@une.edu](mailto:gradadmissions@une.edu)

Phone: (207) 221-4225

Biddeford Campus Office

11 Hills Beach Rd.

Biddeford, ME 04005

Email: [gradadmissions2@une.edu](mailto:gradadmissions2@une.edu)

Phone: (207) 602-2212

**NON-DISCRIMINATION STATEMENT**

The University of New England does not discriminate in admissions or access to, or treatment in, its programs and activities based on race, ethnicity, national origin, color, gender, sexual orientation, religion, age, veteran status, or disabling conditions in violation of federal or state civil rights laws of Section 504 of the Rehabilitation Act of 1973.