

CHAPTER III

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GRADUATE ADMISSIONS

All students must apply for admission to either matriculated or non-degree status before enrolling in courses for graduate or undergraduate credit. Applicants to SUNY Brockport graduate programs must submit official transcripts documenting their prior receipt of a baccalaureate or higher degree from an accredited institution. Applicants who have earned undergraduate degrees from regionally accredited institutions, for which transcripts are provided, will enter the application processing system for immediate evaluation. Applicants who have earned undergraduate degrees from non-regionally accredited institutions that are listed in the publication entitled *Accredited Institutions of Postsecondary Education* and/or recognized by the United States Department of Education, and for which transcripts are provided, will have their unique academic credentials evaluated individually. SUNY Brockport reserves the right to decline admission based on a judgment of inappropriate educational background and experience for graduate study.

Matriculated graduate students are those students who have applied to and been admitted to a specific graduate program leading to a master's degree or a certificate of advanced study. Matriculated status is important because it marks a student's formal entry to a specific degree program and solidifies degree requirements. Many courses are open only to matriculated students, and matriculated students are the first to register for courses. It is highly recommended that students matriculate into programs as early as possible to benefit from all of the rights and privileges that formal matriculation brings.

Non-matriculated graduate students are those who have applied for and been granted non-degree status. Non-degree status provides the opportunity for students to enroll in select graduate courses for which they have the prerequisites and interest. **A maximum of nine credits taken at SUNY Brockport in non-degree status can be credited toward a graduate degree program.** Within this nine credit maximum, academic departments determine the specific number of credits taken in non-degree status that may be applied to the degree program.

APPLICATION FOR ADMISSION TO A DEGREE PROGRAM (MATRICULATED STATUS)

The pursuit of a graduate degree is a demanding and rigorous undertaking. While the specific nature of this undertaking varies with the discipline, commonalities exist among all fields of graduate study. Students acquire knowledge at an advanced level. They develop problem-solving and analytic skills, participate in professional-level scholarship, demonstrate creativity through research or culminating projects, are competent in oral and written communication, and exercise individual initiative and responsibility.

Admission to SUNY Brockport and all other units of the State University of New York is based on the academic and personal qualifications of the respective applicants without regard to race/ethnicity/color, age, gender, sexual orientation, religion, national origin, disability, marital status, or status as a Vietnam-era or disabled veteran.

Admission to graduate education as a matriculated student is competitive and program-specific. The selection process identifies students whose academic ability, past performance and motivation indicate the potential for success in graduate study at SUNY Brockport. In addition to program-specific admission requirements, SUNY Brockport's graduate programs normally expect that applicants will have achieved a minimum cumulative GPA of 3.0 at the undergraduate level and a minimum cumulative GPA of 3.0 in any prior graduate course work.

Each graduate program utilizes a separate application that is self-managed by the applicant. The applicant is responsible for submitting the completed application with all required components, including sealed official transcripts, to the Office of Graduate Admissions by the appropriate deadline.* Incomplete applications will not be forwarded to the department for review.

***NOTE: Failure to report all previous college attendance on application is considered to be academic dishonesty. Discovery of such dishonesty will result in no transfer of credit**

into SUNY Brockport. The case will be referred to the College's judicial system and may result in dismissal from SUNY Brockport.

Application forms for admission to master's degree and certificate of advanced study (CAS) programs at SUNY Brockport are available from the Office of Graduate Admissions. Phone (585) 395-5465; e-mail gradadmit@brockport.edu; or write the Office of Graduate Admissions, SUNY Brockport, 350 New Campus Drive, Brockport, NY 14420. A \$50 non-refundable application fee is required for each application submitted. Applicants applying for a program leading to certification in a professional education program in counselor education, dance, educational administration, education and human development, health science and physical education must submit an *additional, non-refundable* \$30 professional fee made payable to SUNY College at Brockport. Since applications are program-specific, applicants who decide to apply to a program different from the one originally selected should be aware that a new application, including payment of a new application fee, is required. Matriculated students requesting transfer to a different program must submit a new application to the new program.

Please note that application deadlines vary by program, as indicated in program application materials. Further information on these deadlines can be obtained from the Office of Graduate Admissions, (585) 395-5465.

A graduate committee within the department or departments concerned reviews the academic background and other qualifications of each applicant and makes appropriate recommendations to the Office of Graduate Admissions. In general, most applicants know the admission decision within 45-60 days of submitting their application. Departments may recommend that an applicant be granted one of two types of admission:

1. *Regular admission*: Matriculation in a degree program without reservation, indicating a sound academic background in preparation for a specific program of graduate study.
2. *Conditional admission*: Matriculation into a degree program on a conditional basis. Students admitted on a conditional basis will be apprised in writing of the conditions they must fulfill in order to achieve regular admission status. The maximum number of credits that can be earned while in conditional status is 12. Any student who earns a grade less than "B" in a graduate course, while in conditional status, will be dismissed from graduate study.

Only a letter from the Office of Graduate Admissions constitutes an official offer of admission. Each admission offer letter sent by the Office of Graduate Admissions clearly indicates the term in which the applicant's status as a matriculated student becomes effective. The effective date will be, at the earliest, the term following receipt of the application.

Please note: Offers of admission include an Admission Reply Form with the offer letter. This form must be completed by the applicant and returned to the Office of Graduate Admissions by the specified deadline. Once this form is received and processed, applicants who are accepting the offer of admission may then register for classes according to the dates published in the *Schedule of Classes*.

APPLICATION FOR ADMISSION TO NON-DEGREE STATUS (NON-MATRICULATED STATUS)

Application for non-degree status requires that the applicant complete a brief application, pay a one-time \$25 application fee and submit official transcripts documenting their prior receipt of a baccalaureate or higher degree from an accredited institution. Applicants who have earned undergraduate degrees from regionally accredited institutions, for which transcripts are provided, will enter the application processing system for immediate evaluation. Applicants who have earned undergraduate degrees from non-regionally accredited institutions that are listed in the publication entitled *Accredited Institutions of Postsecondary Education* and/or recognized by the United States Department of Education, and for which transcripts are provided, will have their unique academic credentials evaluated individually. SUNY Brockport reserves the right to decline admission based on a judgment of inappropriate educational background and experience for graduate study.

In addition to the required transcript(s), international students who do not require an I-20

and wish to engage in non-degree study must present proof of English language proficiency by taking the TOEFL exam. A minimum score of 550 on the paper-based version or 213 on the computerized version is required.

If a transcript is not available at the time of application, applicants will be given 30 days from the first day of classes to provide one.* Registration for subsequent semesters will be blocked if a transcript is not received.

Students who plan to later apply for admission to a graduate program should consult with the department before engaging in non-degree graduate study. **A maximum of nine credits taken at SUNY Brockport in non-degree status may be credited toward a graduate degree program.** Within this nine credit maximum, academic departments determine the specific number of credits taken in non-degree status that may be applied to the degree program. Students should be aware that engaging in course work as a non-degree student does not imply nor guarantee admission as a matriculated student.

***NOTE: Failure to report all previous college attendance on applications is considered to be academic dishonesty. Discovery of such dishonesty will result in no transfer of credit into SUNY Brockport. The case will be referred to the College's judicial system and may result in dismissal from SUNY Brockport.**

UNDERGRADUATES TAKING GRADUATE COURSES

500-level courses may be taken by matriculated SUNY Brockport undergraduate students who:

1. Obtain the permission of the College registrar, the course instructor and the department chairperson of the graduate program offering the course.
2. Have a cumulative grade point average of at least 3.0.
3. Have successfully completed 90 undergraduate credits.
4. Will not exceed the total of nine hours of graduate credit allowed for an undergraduate student.

Undergraduates may not enroll in 600-level courses.

Graduate credit earned while an undergraduate cannot be applied to the student's undergraduate degree, but may be applied to a graduate degree program at SUNY Brockport at some future time if the student matriculates into a graduate program (contingent on program requirements in effect at the time). Students should be aware that earning graduate credit while an undergraduate is not a guarantee of future admission into any graduate degree program at SUNY College at Brockport.

Undergraduate students should confer with a financial aid officer to determine the impact of taking graduate courses on their financial aid status.

DEFINITION OF A FULL-TIME GRADUATE STUDENT

A full-time graduate student at SUNY Brockport is an enrolled student who:

1. is registered for 12 graduate credits per semester, or
2. is registered for nine graduate credits per semester with an assistantship or internship of 15 or more contact hours per week, or
3. is engaged in full-time thesis research which:
 - a. is part of an approved Plan of Study;
 - b. requires effort which is the equivalent in Carnegie units to 12 credits of work; and
 - c. has in his or her departmental file a letter from the department chairperson or graduate program coordinator, indicating that said student is engaged in full-time thesis research for each semester or comparable summer period.

Students receiving state financial aid awards (e.g., TAP) and taking less than nine credits need to provide documentation of full-time status to the Bursar's Office. Questions regarding specific requirements should be directed to the Bursar's Office, (585) 395-2473.

GRADUATE STUDENT ADVISEMENT

SUNY Brockport provides each matriculated student with a variety of advisement services and procedures to assist in planning an academic program consistent with institutional and departmental degree requirements, and with the student's own academic goals. Matriculated students are assigned advisors from the department offering the degree. Matriculated students work closely with their faculty advisors to design a Plan of Study that delineates degree requirements and indicates which, if any, transfer credits can be used to meet these requirements.

Advisement concerning teacher certification is available in the Office of Certification, (585) 395-2344. Non-matriculated students should seek counsel with respect to the appropriateness and availability of courses from the department offering the course.

Final responsibility for meeting all graduate requirements remains with the student.

GRADUATE RECORD EXAMINATION (GRE)

Several of SUNY Brockport's graduate programs require submission of GRE scores as part of the admissions process. Specific information on whether a program requires GRE scores is contained in each program's application.

Applications for the Graduate Record Examination and information on testing centers are available from the Office of Career Services, the Office of Graduate Admissions, or at www.gre.org.

INTERNATIONAL STUDENT ADMISSION

Graduate education at SUNY Brockport welcomes international students to our campus, recognizing that they enrich the educational experience for all students by contributing to the intellectual, social and cultural diversity of the College community.

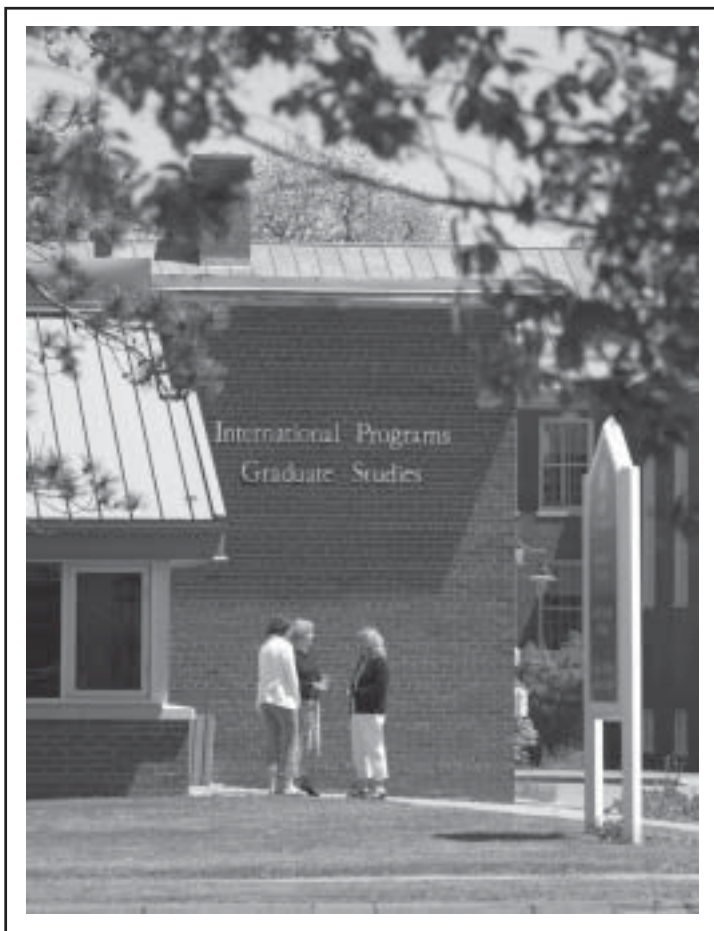
In addition to assessing the academic record of international applicants, the College is required by the United States Citizenship and Immigration Services (USCIS) to obtain financial and other documentation before issuing the Certificate of Eligibility for Non-Immigrant Student Status (I-20). It is the College's responsibility to collect and record this information on the I-20 as part of the admissions process.

The following items are required for admission, in addition to other program-specific requirements indicated on each program's application.

1. Official or true certified copies of the applicant's post-secondary academic record (transcripts, examination scores, mark sheets, etc.) in both English and the original language.
2. Official or true certified copies of the applicant's diploma or degree certificate in both English and the original language.
3. Documentation of English language proficiency for all non-native speakers of English. The College accepts only the Test of English as a Foreign Language (TOEFL). A minimum score of 550 on the paper-based version or a 213 on the computerized version is required for consideration for admission.
4. An original bank statement in the student's name or that of the student's sponsor showing a current balance of at least the total cost of attendance. If the student has a sponsor, the student must also submit a letter, signed and dated by the sponsor, stating the amount (in US dollars) that will be put toward the student's educational expenses while attending SUNY Brockport.

Upon enrolling in a graduate program at SUNY Brockport, international students will be required to purchase a mandatory health insurance policy, consistent with the SUNY requirement that all international students have health insurance. Students will be automatically charged for the SUNY international student policy. If an international student is covered by another health insurance policy, a request to waive the SUNY policy requirement may be made to the Student Health Center in Hazen Hall. As part of the waiver request, international students will be asked to provide a copy of their existing personal health insurance policy written in English.

REGISTRATION PROCESSES



Office of Graduate Studies, Morgan II

