CHAPTER III

GRADUATE Admissions

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GRADUATE ADMISSIONS

The College at Brockport is developing a new graduate application system for introduction in 2009. An application for matriculation has two parts. The applicant obtains and submits the first part electronically, online. Part One components include basic contact information, an essay or “statement of objectives,” preliminary information on the applicant’s academic history and any additional information requested by the specific academic department. The online, Part One portion of the application may be found at: www.brockport.edu/graduate.

After submitting Part One components electronically, applicants will be contacted via e-mail with further instructions for Part Two of the application. The applicant completes Part Two of the application in hard copy, paper format. Part Two materials include letters of recommendation, transcripts for all higher education institutions ever attended, and other unique information that is required by the student’s intended academic department. The Part Two materials (with the exception of test scores as described below) may be delivered in person or may be sent via US Mail or expedited delivery services to Office of Graduate Studies, The College at Brockport, 350 New Campus Drive, Brockport, NY 14420-2914. For questions, contact the office by e-mail at gradadmit@brockport.edu or call (585) 395-5465.

If required by the academic department, standardized test scores, e.g., the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT), are sent directly to the Office of Graduate Studies by the testing agency.

If an applicant is applying as an international student, TOEFL or IFLTS scores will also be required. Those scores are sent directly to the Office of Graduate Studies. Please refer to the “International Student Admissions” section for more information. The College at Brockport’s unique identification code for standardized testing purposes is 2537.

Prospective students may request a paper version of the full application by calling the Office of Graduate Studies at (585) 395-5465 or by sending an e-mail to gradadmit@brockport.edu.

All students must apply for admission to either matriculated or non-degree status before enrolling in courses for graduate or undergraduate credit. Applicants to The College at 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. The College at 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 (non-degree) 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 The College at 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. Please note: Some graduate programs restrict course enrollment to matriculated students only. Therefore, before submitting an application for non-degree graduate status,
prospective students should check with individual academic departments to verify whether the courses they are interested in taking are open to non-degree students.

**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 The College at 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 The College at Brockport. In addition to program-specific admission requirements, 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.

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After submitting Part One components electronically, applicants will be contacted via e-mail with further instructions for Part Two of the application. The applicant completes Part Two of the application in hard copy, paper format. Part Two materials include letters of recommendation, transcripts for all higher education institutions ever attended, and other unique information that is required by the student's intended academic department. The Part Two materials (with the exception of test scores as described below) may be delivered in person or may be sent via US Mail or expedited delivery services to the Office of Graduate Studies, The College at Brockport, 350 New Campus Drive, Brockport, NY 14420-2914. For questions, contact the office by e-mail at gradadmit@brockport.edu or call (585)-395-5465.

Prospective students may request a paper version of the application by calling the Office of Graduate Studies at (585) 395-5465 or by sending an e-mail to gradadmit@brockport.edu.

If required by the academic department, standardized test scores, e.g., the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT), are sent directly to the Office of Graduate Studies by the testing agency. The College at Brockport's unique identification code for standardized testing purposes is 2537.

In addition to the required transcript(s), international applicants 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 or IELTS exam. For the TOEFL, a minimum score of 550 on the paper-based version, or a 213 on the computerized version, or a minimum score of 79-80 on the iBT version is required. For the IELTS, The College at Brockport requires a minimum score of 6.5.

A $50 non-refundable application fee is required for each application submitted. Applicants applying for a program leading to teacher certification (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 The College at Brockport. Since applications are program specific, applicants who decide to apply to a program that is different from the one originally selected should be aware that a new application, including payment of a new application fee, is required. Currently matriculated graduate students requesting a change in matriculated status to a different graduate program are not required to pay an additional fee but they must submit a full application to the new graduate program. Applicants who apply online submit the application fee (and, if applicable, the certification fee) after the Part One portion of the application process is completed, i.e., after submitting the information contained on Part One online, via the Web submission process.

Application deadlines vary by program, as indicated in program application materials. Further information on these deadlines can be obtained by calling the Office of Graduate Studies at (585) 395-5465, or may be found on the Web at www.brockport.edu/graduate.

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 Studies. In general, most applicants know the admission decision within 45-60 days of the published application deadline. 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 in a degree program on a conditional basis. Offers of conditional admission are made at the discretion of the department. Some departments elect not to offer conditional admission. 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 Studies constitutes an official offer of admission. Each admission offer letter sent by the Office of Graduate Studies 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 Studies 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 Course Schedule, which may be found on the Web at www.brockport.edu/registrar.

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

Applicants submit application information for non-degree (or “non-matriculated”) status by going online and completing an online application. Transcript information is then submitted by mail as a follow-up step.

Or, an applicant may request a paper copy of the application by calling the Office of Graduate Studies directly at (585)395-5465 or by sending an e-mail to the office at gradadmit@brockport.edu. Paper versions should be submitted to the Office of Graduate Studies, The College at Brockport, 350 New Campus Drive, Brockport NY 14420-2914.

A one-time $25 application fee must be submitted, and all applicants must submit official transcripts documenting their prior receipt of a baccalaureate or higher degree from an accredited institution. Applicants who apply online pay the application fee after submitting the form via the Web submission process.
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. The College at 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 or IELTS exam. For the TOEFL, a minimum score of 550 on the paper-based version, or a 213 on the computerized version, or a minimum score of 79-80 on the iBT version is required. For the IELTS, The College at Brockport requires a minimum score of 6.5.

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 denoting the earned baccalaureate degree 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 The College at Brockport in non-degree status may be credited toward a graduate degree program; some academic departments may allow fewer than nine credits.

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.

**IMPORTANT INFORMATION FOR NEWLY ADMITTED STUDENTS**

1. All students now receive communications from campus offices, such as Student Accounts, Financial Aid, Registration and Records, and the Office of Graduate Studies, through Official Bmail Communication (Bmail). Bmail comes to students through their regular Brockport e-mail account with a subject line of “Official Bmail From …” and replaces mailed, hardcopy correspondence.

   Bmail is a faster and more immediate way to communicate. It is critical that students check their campus e-mail account regularly and ensure that their e-mail software accepts e-mail from bmail@brockport.edu.

2. Orientation materials for newly admitted students are available online. The online New Student Packet is available at [www.brockport.edu/graduate/admitted/matric_packet.html](http://www.brockport.edu/graduate/admitted/matric_packet.html)

**UNDERGRADUATES TAKING GRADUATE COURSES**

Graduate courses at the 500 level may be taken by matriculated undergraduate students at the College at Brockport 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 graduate courses. Unless the student is enrolled in a program that is formally identified as a "combined degree program," 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 The College at 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 The 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 The College at 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, or a graduate program final project, which:
   a. is part of an approved Plan of Study; or
   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 director, 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 Office of Student Accounts. Questions regarding specific requirements should be directed to the Office of Student Accounts, (585) 395-2473.

**Graduate Student Advisement**

The College at 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. The Plan of Study may only be revised by written approval from a student's graduate advisor. The Plan of Study must be kept up to date and on file in the Office of Registration and Records.

Advisement concerning teacher certification is available in the Office of Certification, (585) 395-2344.

Non-degree status students should seek counsel with respect to the appropriateness and availability of courses from the department offering the course. Departments are under no obligation to provide detailed advisement to non-degree students, and students always take courses on a non-degree basis at their own risk. Only the act of being formally admitted (matriculated) into a program and subsequently gaining approval of a formal Plan of Study serve to solidify a student’s curriculum for the duration of his/her degree program.

Final responsibility for meeting all graduate requirements remains with the student.
**STANDARDIZED ADMISSION TESTS**

Several graduate programs at The College at Brockport require submission of GRE General Test and/or Subject Test scores as part of the admission process. Other graduate programs, e.g., Accounting, require the submission of Graduate Management Admission Test (GMAT) scores. Specific information on whether a program requires admission test scores is contained in each program’s application and is also available online at [www.brockport.edu/graduate/admissions](http://www.brockport.edu/graduate/admissions), under the section referred to as “Admission Requirements.”

Applications for the Graduate Record Examination and information on testing centers are available from the Office of Career Services, the Office of Graduate Studies, or online at [www.gre.org](http://www.gre.org).

**INTERNATIONAL STUDENT ADMISSION**

Graduate education at The College at 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 Student and Exchange Visitor Information System (SEVIS).

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) and IELTS. For the TOEFL, a minimum score of 550 on the paper-based version, or a 213 on the computerized version, or a minimum score of 79-80 on the IBT version is required for consideration for admission. For the IELTS, a minimum score of 6.5 is required.
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 an original 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 The College at Brockport.

Upon enrolling in a graduate program at The College at 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. 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.