

ADMISSIONS AND ENROLLMENT POLICIES

Admissions

The admissions process at SUNY Potsdam is highly individualized. Each application is thoroughly evaluated to discover the wide variety of skills and talent sought in prospective graduate students. Applications are judged on objective criteria, such as grade point average, personal statement and letters of recommendation.

Potsdam operates on a rolling admission policy whereby applications are reviewed as soon as all required credentials have been received. Students are then informed of acceptance upon completion of the application review.

General Graduate Admission Requirements

- Evidence of an earned baccalaureate degree from an accredited college or university;
- Submission of the Graduate Application;
- Submission of a typed Letter of Intent written by the applicant and expressing the applicant's professional goals as relevant to the program for which application is made;
- Submission of official transcripts from all colleges and universities attended, even if a degree was not earned. Official transcripts involve no student intervention and are forwarded directly from the Registrar's Office of the institution to the Office of Graduate Studies. Transcripts submitted in an admissions package will only be considered "official" if they are received in a sealed envelope bearing the signature of the Registrar across the seal. Canadian students who have attended high school in Ontario should also forward an official high school transcript;
- Submission of a non-refundable \$50 (U.S. funds) application processing fee;
- A minimum undergraduate grade point average as indicated within each specific program of study – refer to the individual programs.

Application Processing Fee

The application fee is a non-refundable processing fee required of all applicants with the exception of those who were in the EOP/HEOP/SEEK program as an undergraduate. The EOP/HEOP/SEEK applicant should request a fee waiver through

the Director of Special Programs. Official verification of enrollment in one of these programs is required if the applicant's undergraduate college is other than SUNY Potsdam.

Additional Admission Information

- Specific programs may require additional materials such as letters of recommendation, submission of proof of current teaching certification consistent with that of the proposed graduate study, and/or other requirements – refer to the Additional Admission Requirements within the specific program of study at www.potsdam.edu/admissions/graduate;
- Canadian and other international students must provide: certification of finances, and for non-native English speaking candidates a minimum TOEFL score of 550 (paper-based), 213 (computer-based), 80 (internet-based) or a minimum IELTS score of 6.0.

For additional information, contact the Office of Graduate Studies at 800-458-1142, ext. 1, 315-267-2165 or graduate@potsdam.edu.

Admission Application Filing Deadlines

School of Arts and Sciences Applicants

Enrollment entry is primarily in the fall term. Contact the department chair for specifics.

Crane School of Music Applicants

Enrollment entry is primarily in the summer or fall terms. The admission application and graduate assistantship applications must be submitted together by March 1. All auditions and Music Theory and History Entrance Exams required for graduate admission must be scheduled for the Crane Audition Day on the first Saturday of February. For more information go to www.potsdam.edu/academics/crane and click on Crane Admissions.

School of Education and Professional Studies Applicants

Applicants for the Master of Science in Education and Master of Science in Teaching programs are strongly encouraged to submit all admission materials by the following recommended

application filing dates to ensure full consideration of their application for the semester of desired entry:

Summer – March 1 Fall – April 1 Spring – October 15

Admission Review Process

The overall admission process is structured as follows: once a candidate has submitted all of the required application materials, the Office of Graduate Studies will forward the materials to the appropriate School and academic department for an admission decision. The Graduate Admissions Committee of the selected program of study reviews the candidate's application and forwards a recommendation to the Dean of Graduate Studies. The Dean of Graduate Studies communicates to the prospective graduate candidate the rendered decision.

Appeals of Graduate Admission Decisions

School of Arts and Sciences or School of Education and Professional Studies

Applicants to programs in the School of Arts and Sciences or School of Education and Professional Studies may request reconsideration of an admission decision by submitting an appeal letter to the Chair of the Department, indicating the basis on which the appeal is made (e.g., records of performance, supporting letters, papers, evidence, etc.). Requests must be filed within 30 calendar days of the date of the action being appealed. Each appeal is considered strictly on its particular merits. Exceptions will be allowed only for unusual or extenuating circumstances.

The Crane School of Music

Applicants to The Crane School of Music may request reconsideration of an admission decision by contacting the Director of Graduate Music Studies in writing within 30 days of the date of the admissions letter. Letters of appeal must include specific information as to why the decision should be reviewed. Each appeal is considered strictly on its particular merits and exceptions will be allowed only for unusual or extenuating circumstances.

Graduate Admission Classifications

Matriculated Students

Matriculated students have completed the SUNY Potsdam application, paid an application fee, had credentials reviewed by the Office of Graduate Studies and the appropriate academic area, been accepted as degree candidates in a particular curriculum, registered for classes and attended class at least one day. Candidates are considered matriculated until they graduate or are dismissed.

Matriculated students will be granted one of two enrollment statuses:

1. Provisional Admission – Granted to qualified applicants who do not yet meet certain admission requirements; e.g., undergraduate prerequisites.

2. Full Admission – Granted to applicants who have satisfied all admission requirements.

Non-matriculated Students

Students who have an interest in graduate study but who have not yet applied for admission into a master's degree program may under certain circumstances enroll as non-matriculated at SUNY Potsdam. A maximum of six (6) semester hours may be taken under a non-matriculated graduate status with departmental approval. Courses taken on a non-matriculated basis will not apply to a graduate program unless approved by the Dean of Graduate Studies.

Non-matriculated admission requirements:

1. Meet the minimum grade point average for admission to graduate study;
2. Submit an official undergraduate transcript confirming the awarding of a bachelor's degree;
3. Submit the Non-Matriculated Graduate Student Application and Letter of Intent.

Upon completion of the six (6) graduate credits, if not before, the student is required to apply for formal admission to a master's degree program. The candidate must be granted Provisional or Full Admission before being allowed to register for further coursework.

Deferred Admission

Students admitted to the College in a curriculum other than music who elect not to enter in the semester for which they are admitted may request that admission be deferred. Request for deferral may be granted for a maximum of one year – two consecutive academic semesters. Application files will be held in inactive status during periods of deferral and will be reactivated without payment of additional application fees.

Enrollment Policies

Students who have been admitted for graduate study will want to carefully review and consider the following enrollment policies.

Academic Performance of Graduate Students

Graduate students are personally responsible for familiarizing themselves with the requirements of admission, registration, matriculation, and for the application for the degree. They are also expected to become familiar with academic regulations regarding effective standards of communication, maintain integrity in submitting their own work, and show evidence of the ability to use needed research tools. The maintenance of competencies in these areas is requisite for satisfactory completion of any graduate course in any master's degree program. In addition, Master of Science in Teaching students are expected to read and agree to follow policies in the *Guide to Student Teaching* (www.potsdam.edu/academics/SOEPS/fieldexperiences).

Advisement

As part of the graduate experience at SUNY Potsdam, students will be assigned an academic program adviser. Graduate students are required to read, understand and retain all materials sent to them during the admission process. They are also required to meet with their adviser upon acceptance into the program in order to plan a timeframe for completion of the program and to complete the Approved Program of Studies form. The purpose of this is to help with planning and scheduling student coursework and educational experiences so that students might best accomplish their professional goals. To make the most of these advisement opportunities, it is strongly recommended that students contact their adviser as soon as possible after admission to their program. Due to limited availability of advisers during the summer, it is strongly recommended that students attempt to meet with advisers during the academic year.

Transfer Credit

All master's degree students are required to complete a minimum of 24 credit hours of degree study through SUNY Potsdam. A total of no more than nine hours of transfer credit may normally be used to meet Master of Science in Education or Master of Science in Teaching degree requirements at SUNY Potsdam. No more than six hours of transfer credit may normally be used to satisfy Master of Arts and Master of Music degree requirements.

Credits transferred from another institution are accepted at the discretion of the department granting the degree and must meet the following conditions: upon evaluation, courses to be transferred are judged to be equal in scope and content to those offered by this College. Only graduate credit earned at accredited institutions is acceptable for transfer credit. The grades earned must be at the 3.0 level or above (based on a system where A=4.0). The transfer grade is not included in the student's SUNY Potsdam GPA.

Matriculated students planning to enroll in transfer courses at another institution must obtain prior approval for such courses from their adviser. Evaluation should be requested in advance of registration for the course. A catalog description for each course should accompany requests for transfer credit. Transfer credit is not formally applied to the degree program until the student has achieved Full Admission. An official transcript confirming completion of the work must be submitted to the Graduate Studies Office. This policy applies whether or not courses have been used to satisfy another graduate degree from SUNY Potsdam or elsewhere. Courses taken to complete a previous Master's Degree at SUNY Potsdam will be treated as transfer courses in accordance with this policy.

Health Requirements

SUNY Potsdam students may download all required health forms at www.potsdam.edu/shs. All students who are taking 6 or more credit hours MUST submit the following to Student Health Services upon acceptance:

1. Students who were born on or after January 1, 1957 must provide proof of immunization against measles, mumps and rubella (MMR). This is a New York State Mandated Public Health Law. Immunity may also be shown by titer results.
2. A signed Meningitis Response Form. The Meningitis Response Form for all students who are 18 or older may be completed through their BearPAWS account. This is accessed by selecting "New Student Services" and then selecting "Mandatory Health Requirements."
3. Proof of a tuberculosis test (PPD) within the last year. If the student has a history of a positive PPD, a chest x-ray within the past one year is required.
4. A completed Health History packet.

All students should be aware that failure to comply with New York State Public Health Law requirements will result in disenrollment 30 days from the first day of class for New York State students and 45 days from the start of classes for out-of-state and international students.

For additional information or a hard copy of the Health History and/or the Meningitis Response form, please contact Student Health Services at 315-267-2377.

Graduate Grade Requirements

The overall or cumulative grade point average is determined by dividing the total number of quality points by the total number of credit hours earned on a numerical basis. See Graduate Grading System (page 62) for levels of achievement.

A cumulative average of 3.0 or "B" is required for the awarding of the degree itself. This includes all SUNY Potsdam graduate work taken in residence or at one of the off-campus sites. Candidates must also be familiar with and work to meet additional standards for progress established by the degree program.

Graduate students who have three grades of less than 3.0 must meet with their adviser and the Dean of Graduate Studies to review their program of study.

Prerequisite Courses

Some graduate programs may require that students complete prerequisites through additional undergraduate or graduate coursework.

Students in the Master of Science in Teaching programs who lack program prerequisites must successfully complete all coursework prior to the student teaching semester.

Candidates in other education programs should consult with their adviser regarding prerequisite requirements.

Length of Time to Complete Degree

All requirements prescribed for the degree shall be completed within six years from the date of admission. In certain cases, a graduate student's studies may be interrupted or work toward a degree prolonged beyond the normal time required for a degree

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program. In such cases the following time limit applies: no credit will be allowed for a course after 10 years from the date of registration for the first graduate course. However, a student affected by this rule may apply to the Dean of Graduate Studies for exemption of particular courses.

Canadian Graduate Students

SUNY Potsdam, because of its location near the international border with Canada, offers Master of Science in Teaching (MST) degree programs specifically designed to enable Canadian candidates to become eligible for teacher certification in Ontario.

To become eligible to apply for certification in Ontario through the Ontario College of Teachers candidates must first meet all

New York State Teacher Certification requirements. Please refer to New York State Teacher Certification for more information (see page 70).

SUNY Potsdam's MST programs include a strong academic component, a 100-hour classroom observation/participation practicum and two 8-week student teaching placements. Some programs require the practicum to be completed in New York State. However, many Canadian candidates are able to return to Ontario for their practica and student teaching. All practicum and student teaching placements in Ontario are arranged through the Canadian Program Coordinator in public, Catholic or private schools located in or near Belleville, Brockville, Cornwall, Kemptville, Kingston, Ottawa, Pembroke, Perth, or Smiths Falls.

