

ADMISSIONS

Admission Statement

The Admissions process at SUNY Potsdam is highly individualized. Each application is thoroughly evaluated to discover the wide variety of skills and talent each student has. Our test optional admissions process allows applications to be judged using a holistic approach that includes criteria such as grade-point average, rigor of the high school curriculum, class rank, and SAT or ACT scores [only if submitted by student]. Personal essays and letters of recommendation are encouraged.

SUNY 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 immediately upon completion of application review.

Admissions Procedures

Office of Admissions, Raymond 104, (admissions@potsdam.edu)

The State University of New York Application Guidebook (available at www.suny.edu/student starting August 1) contains information which provides direction for filling out forms and the submission of transcripts of previous academic records.

Prospective students are encouraged to visit the campus and community. This is the best way for students to judge the match between themselves and the College. Appointments should be made in advance so that arrangements may be made to talk with an admissions counselor, tour the campus, attend classes and meet with a professor.

Visits are regularly scheduled by appointment Monday through Friday. The Office of Admissions can be reached at 315-267-2180, or toll free at 1-877-POTSDAM (1-877-768-7326).

Requirements for Undergraduate Admission

Transcripts

Requirements for all Applicants: official transcripts must be submitted directly to the Office of Admissions from the records office of EACH high school or college a student has attended. Student, fax or unofficial copies are not acceptable. International transcripts must be accompanied by official translation from the issuing institution.

Official transcripts and scores are those sent directly to the Office of Admissions from the issuing institution.

Sealed copies of high school transcripts delivered by the student are acceptable. The guidance counselor or principal's signature must appear over the envelope seal.

Note: prior to matriculation, all deposited first-year students must present a final high school transcript that includes their graduation date.

Test Scores

Our test optional admissions process allows students to decide if they want to submit SAT or ACT scores with their application. If test scores are submitted they must be official. Official SAT or ACT scores are submitted directly to the Office of Admissions from the issuing agency.

Official TOEFL (Test of English as a Foreign Language) are required for all international applicants and must be submitted directly to the

Office of Admissions from the issuing agency. Minimum required score is a 550 on the paper version of the test, a 213 on the computerized version of the test, or a 79 on the internet based version of the test.

Range of Requirements for Regular Freshman Admission

The following college preparatory courses are recommended: four years of English, three years of mathematics, four years of social sciences, three years of science, three years of foreign language and one year of fine or performing arts.

The Director of Admissions has the flexibility to make discretionary admission decisions on borderline cases. These decisions will be shared with and monitored by the Faculty Senate Admissions Committee.

Admission requirements are established for the purpose of consistency. Competitive applicants for regular admission will have a high school average of 88 and have completed or are completing a rigorous high school curriculum.

Early Admission to Undergraduate Programs

SUNY Potsdam will offer early admission to well-qualified high school juniors and seniors. Students applying for early admission must possess a "B" average or above in their coursework and have test scores indicating strong potential for college-level work. They should have 14 or more academic units from high school in the areas of social studies, English, foreign language, science and mathematics. In addition, applicants for early admission must demonstrate the necessary maturity to adjust to college life. This is accomplished through submission of at least two letters of recommendation (including one from the high school principal or school counselor and one from a teacher of an academic subject). The high school principal or school counselor must approve any coursework taken at SUNY Potsdam. Early admission candidates seeking federal financial aid assistance will need to have a letter signed by the high school principal stating that coursework will not be counted toward the high school diploma; students who are concurrently enrolled in high school and at SUNY Potsdam, or who are transferring SUNY Potsdam coursework toward the high school diploma are ineligible for Financial Aid.

Bridges Undergraduate Admission Program

Students who do not meet regular admission requirements may be offered admission through the Bridges Program. Bridges is a special admission program for students who are not academically eligible for regular admission. It provides enrolled students with basic academic support services including personal counseling, learning skills, academic advising, and workshops.

To be considered for Bridges admission the student must:

- Provide two letters of recommendation and an essay;
- Provide their most current transcript of senior grades;
- Have their application file reviewed by the Admissions Committee;
- May be required to have an on campus interview;
- First semester restricted course load to 15 credits
- Sign a one-year learning contract and participate in the Bridges academic enhancement and review process.

Students entering as Bridges freshmen students at SUNY Potsdam, typically have high school averages that range from 78 to 84; have completed or are completing a rigorous high school curriculum; and if

requested SAT scores that range from 900 to 1000; and/or ACT scores that range from 18 to 20.

Please note that Bridges Admission may close as early as March 1st.

For more information on the Bridges Program, please see page 42.

Educational Opportunity Program Admission

The State University of New York's Educational Opportunity Program (EOP) provides academic support and financial aid to undergraduate students who show promise of mastering college-level work but who may otherwise not be accepted. Students must qualify both academically and financially for the program. In selecting students for the program, SUNY Potsdam gives priority to applicants from historically disadvantaged backgrounds.

To be considered for admission to EOP, a student must:

- Be a New York State resident (lived in NYS at least 12 consecutive months prior to applying);
- Have earned a New York State high school diploma or its equivalent;
- Be ineligible for admission under regular standards but able to demonstrate the potential for completing a college program;
- Meet the program's economic guidelines;
- Participate in the EOP academic enhancement and review process for a maximum of five years.

Students entering as EOP freshmen students at SUNY Potsdam typically have high school averages that range from 76 to 84; have completed or are completing a rigorous high school curriculum; and if requested SATs that range from 850 to 1000; and ACTs that range from 17 to 20.

For more information about EOP, please see page 42.

Transfer Admission to Undergraduate Programs

Office of Admissions, 120 Raymond, admissions@potsdam.edu
315-267-2180 or toll free 1-877-POTSDAM (1-877-768-7326)

A transfer student is a student who has attended another higher education institution as a matriculated student.

Students applying for transfer admission must:

- Be graduates of fully accredited high schools or private secondary schools (a General Equivalency Diploma [GED] satisfies this requirement);
- Have at least 12 hours of college coursework completed subsequent to high school graduation;
- Be in good academic standing and eligible to return to the most recently attended college or university.

A 2.25 grade point average is recommended for admission to most majors at SUNY Potsdam; a 2.5 is required for education majors. The average transfer student at SUNY Potsdam has a 3.0 grade point average.

Admission of Non-traditional Students

SUNY Potsdam is committed to the ideals and goals of lifelong learning. In keeping with this philosophy, admission of non-traditional students is based more on current potential for successful completion of a college program than on high school records and test scores. Non-traditional students are considered students who are 22+ years of age.

Prospective students should possess a high school diploma (or equivalent) and the desire and motivation to pursue a college education. A

supplemental application form is required to document life experiences. Students pursuing entry to the College with a General Equivalency Diploma (GED) will have a minimum 500 on each subtest. Although official high school and/or college transcripts are required, greater emphasis is placed on current potential.

Admission of International Students

SUNY Potsdam currently does not offer any English-as-a-Second Language (ESL) courses for non-native speakers, therefore international applicants must be able to speak and write fluently in English. A proficiency in English will be critical to success as a SUNY Potsdam student.

In addition to the requirements for transfer or regular admission, international students must provide:

- Autobiographical Essay
- Certification of finances

Non-Native English speaking international students must also provide the following:

- Results from ONE of the following exams:
 - > International English Language Testing System (IELTS) – a score of 6 or higher on the academic module (no less than 5.5 in any sub-section);
 - > Test of English as a Foreign Language (TOEFL) – a score of 79 or higher on internet based exam (213 or higher on the computer-based exam; 550 on the paper-based exam);
 - > Eiken/STEP Test in Practical English Proficiency (Eiken) – a score of Grade 1
- English Proficiency Statement - completed by a director of courses in English (or duly designated representative) of a bi-national center or a professor of English at a school or university.

Non-matriculated Undergraduate Admission

Contact Person:

Kathie Pierce, Office of Extended Education
Raymond 206, 315-267-2590, piercekm@potsdam.edu

Non-matriculated is a non-degree status at SUNY Potsdam. A maximum of 30 credit hours may be taken under a non-matriculated status, with no more than 15 hours per academic year and 6 hours per semester. Non-matriculated students may register for courses one week prior to the start of the semester, unless indicated otherwise in the official Schedule of Classes. All of the documentation required for non-matriculated admission must be received in the Office of Extended Education by the first day of the semester. Failure to do so may result in being dropped from the course(s). It is important to note that admission as a non-matriculated student does not imply automatic admission to SUNY Potsdam as a matriculated student. For more information regarding matriculated admission, contact the Admissions Office at 315-267-2180.

Non-matriculated categories and admission requirements:

1. Current High School Student:
 - a. Minimum of 80.0 grade point average in a Regents/college preparatory curriculum as indicated on an official high school transcript.
 - b. A letter of recommendation from the high school principal or guidance counselor.
 - c. If under age 18, completion of the first page and last page of the Student Health Report.

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2. High School Graduate:
 - a. A copy of the high school diploma or GED Certificate.
 - b. Students who have been enrolled at other post-secondary institutions must provide an official transcript from the most recent college attended. Individuals who have been dismissed from their previous post-secondary institution may not enroll within one year of their dismissal.
3. College Graduate:
 - a. A copy of the college diploma for the highest degree earned.
4. Currently Enrolled Student with another College or University:
 - a. An official transcript through last semester attended. Students who have been dismissed or separated, and who are not eligible to return to the current college or university they are attending, do not qualify for admission as a non-matriculated student. Students must have both a current and overall minimum grade point average of 2.0 to be admitted.

Note: Employees of SUNY Potsdam, SUNY Canton, Clarkson or St. Lawrence Universities are required to complete the non-matriculated registration packet.
5. Previously Enrolled Student with another College or University:
 - a. An official transcript through the final semester attended. Students who have been dismissed or separated, and who are not eligible to return to the most recent college or university attended, do not qualify for admission as a non-matriculated student. Students must have both a current and overall minimum grade point average of 2.0 to be admitted.
6. Students registered under a non-matriculated status with SUNY Potsdam must maintain a 2.0 grade point average each semester and a cumulative 2.0 average to remain in good academic standing and to register for future courses.

Students interested in non-matriculated admission as a graduate student should contact the Office of Graduate Studies, located in Satterlee 117, 315-267-2165.

Admission to The Crane School of Music

See Crane School of Music, see page 193.

Transfer Admission to The Crane School of Music

Students applying for transfer to The Crane School of Music curricula may be required to have audition and placement examinations.

See Crane School of Music, see page 194.

Health Requirements

Compliance with all health requirements must be met by completing a Health Report that can be downloaded from the Web at www.potsdam.edu/shs. These forms must be returned prior to the first day of classes. The information that is required and how to go about submitting it can be found on the Health Report form.

New York State law requires the following health information for all students taking 6 or more credits:

1. Proof of immunization or immunity against measles, mumps and rubella (MMR) for all students born on or after January 1, 1957. You may request these records from your high school or your primary care provider.

2. Complete Meningococcal Meningitis vaccination response form; or documentation signed by a health care provider indicating receipt of the vaccine.

Failure to comply with New York State health laws will result in disenrollment 30 days from the first day of class for New York State residents and 45 days from the first day of class for out of state residents.

Please call Student Health Services at 315-267-2377 with questions. Information may also be faxed to 315-267-3260.

Advance Deposits

Tuition and housing deposits totaling \$100 become payable for accepted students by May 1 for fall semester and January 15 for spring semester, or 30 days after acceptance, whichever is later, but before registration. This amount is credited at registration time against charges then due. Refunds are made under the following conditions:

1. If requested prior to the indicated dates or within 30 days after acceptance and before the first day of classes.
2. If the College withdraws conditional acceptance.
3. If the College president deems that conditions beyond the student's control warrant a refund.

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. Students attending college elsewhere are not eligible for a deferral and must reapply to the College. For students in a music curriculum, please contact the Office of the Associate Dean of The Crane School of Music at 315-267-2775.

Readmission to the College

The College encourages former students to return to school. However, readmission is considered a privilege and not a right. The following procedures apply to those who were previously matriculated to SUNY Potsdam and who desire readmission (whether they have attended another institution or not):

1. Contact the Office of the Registrar, 315-267-2154 to obtain a re-admission application and forward completed forms and transcripts from any other colleges attended (if applicable);
2. Complete applications by July 15 for the fall semester and December 15 for the spring semester.
3. Decisions on the application for readmission will be sent to the applicant shortly after all necessary forms have been completed;
4. Students planning to be readmitted to a teacher education program must contact the Teacher Education Department, Satterlee 302, 315-267-3083 for advising.

See also Readmission after Dismissal, see page 54.

Second Bachelor's Degree and Post-Baccalaureate Admissions

A student may be permitted to matriculate for a second bachelor's degree at SUNY Potsdam, either after completing the first bachelor's degree, or concurrently with the first bachelor's degree at the College. A student with a bachelor's degree may also be permitted to enroll as a non-matriculated student to complete a minor or a second major, to fulfill teacher certification requirements or prerequisites for a graduate program (see "Post-Graduation Admission of Non-Degree Students" below).

Matriculation for a Second Bachelor's Degree

General Requirements

Requirements for completion of a second bachelor's degree include the following:

1. The student must complete at least 30 academic credit hours at SUNY Potsdam above those required for the first bachelor's degree. For students pursuing post-completion study, these 30 hours must be earned subsequent to admission for the second degree. Students completing the two degrees concurrently must earn a minimum of 150 academic credit hours. A minimum 2.0 cumulative grade point average is required for completion of the second degree program.
2. The student must complete all major and cognate requirements for the second degree. All departmental and College policies will apply during the pursuit of the second bachelor's degree.
3. Courses taken to complete General Education requirements in the first degree will apply to the second degree as appropriate. If the General Education requirements for the two degrees are different, requirements for both degrees must be satisfied. General Education requirements for students pursuing post-completion study will be those in place at the time of admission for the second degree.
4. Of the additional hours of coursework for the second bachelor's degree, at least 15 must be taken at the upper-division level in the major of the second degree program, and in residence at SUNY Potsdam.
5. All baccalaureate-level coursework taken at SUNY Potsdam will appear on one transcript with a single cumulative grade point average.

Students wishing to receive a second bachelor's degree from SUNY Potsdam must meet all conditions for one of the following options:

Post-Completion Options

1. If the student's first degree was awarded by SUNY Potsdam, the student must apply to the Office of the Registrar for readmission for a second bachelor's degree. The second degree must be in a different department from the first. Any exceptions to this rule must be approved by the Provost or designee; exceptions are rarely granted, and only when the second degree is in a discipline significantly different from the first degree. Students must also complete a form (available from the Registrar) specifying their educational goals and a detailed educational plan including all courses they will take each semester at the College. This plan must be signed by the chair of the department in which the second degree program is offered. The student must also meet the other general requirements above.
2. If the student's first degree was not awarded by SUNY Potsdam, the student must apply to the Office of Admissions as a transfer student. The second degree must be in a discipline significantly different from the first degree earned. The student must also meet the other general requirements above.

Concurrent Study Option

Students working concurrently toward completion of two bachelor's degrees need to file an application for a concurrent second degree and submit an approved educational plan for completion of their second program degree with the Office of the Registrar before completing ninety (90) academic hours of classes. Students must have completed College requirements for both degrees by the end of the semester the degrees will be awarded. The two degrees must not be of the same type. For example, a B.A. and a B.S. would be appropriate, but two B.A. degrees would not, as the latter could be accomplished through the declaration of a second major. The student must also meet the other general requirements above.

Post-Graduation Admission of Non-Degree Students

Students who have a bachelor's degree may apply to the Office of Extended Education for admission as non-matriculated students for the following purposes:

1. Completion of an additional major or minor. Upon certification by the Office of the Registrar that the major or minor requirements have been fulfilled, a comment will be added to the transcript: "Completed all courses required for XXX major/minor." Note that students in this category are not eligible for financial aid and are limited to registering for eight (8) credits per semester unless they receive special permission from the Admissions Committee.
2. Completion of prerequisites for a graduate program into which they have been admitted. Students who can supply a letter from the SUNY Potsdam Office of Graduate Studies, or another institution with accredited graduate programs, verifying that they have been provisionally admitted to a graduate program pending only the completion of specific prerequisite courses, may register for the number of credits permitted for matriculated students and may be eligible for financial aid.