

ADMISSION TO A GRADUATE PROGRAM

Buffalo State's graduate programs nurture student creativity, scholarship, and professional development. The college welcomes qualified applicants seeking intellectual enrichment and professional advancement through advanced study in its master of arts, master of professional studies, master of science, master of science in education, certificate of advanced study, graduate certificate, and postbaccalaureate teacher certification programs.

Admission is granted jointly by the Graduate School and the academic department in which the student plans to pursue graduate studies. Individual departments may establish separate standards by which they judge admission. Specific program requirements are listed in the program descriptions in this catalog.

All admission applications and supplemental forms can be obtained online at www.buffalostate.edu/graduateschool or through the Graduate School in Cleveland Hall 204, (716) 878-5601, gradoffc@buffalostate.edu.

Admission Classifications

Degree (Matriculated) Student — a student who has been accepted for matriculation in a master's degree, graduate certificate or certificate of advanced study. An adviser appointed by the department chair develops the student's program of study in consultation with the student. A student is not officially working toward a specific degree until he or she is admitted to degree candidacy (see page 8).

Premajor (Nonmatriculated) Student — a student who has been accepted to premajor status instead of the matriculated major due to a deficiency in admission credentials as determined by the academic department. A maximum of 6 credit hours may be applied toward degree requirements upon approval of the major department. Admission in this status does not imply or guarantee admission to a master's degree or certificate of advanced study program. Students accepted in this status may register for coursework with open seating only. Premajor students must apply to the matriculated major using a change of major application once all admission deficiencies have been removed.

Postbaccalaureate Teacher Certification Program (Nonmatriculated) Student — a student who has earned a baccalaureate degree in a teaching-related content area (or equivalent coursework) from an accredited college or university and intends to complete required coursework for New York State teaching certification eligibility.

Some teacher certification programs may include only undergraduate courses, while others may require coursework at both the undergraduate

and graduate levels. If graduate coursework is completed during the certification program and with the approval of the department, these credit hours may be applied toward a master's degree program.

After successfully completing the teacher certification program, students are eligible to apply online for New York State certification at www.highered.nysed.gov/tcert/teach. Contact the Teacher Certification Office, Caudell Hall 101, with questions. No degree or certification is awarded by Buffalo State.

Admission in this status does not imply or guarantee admission to a master's degree program. Students must apply for admission to the appropriate master's program; admission is not automatic upon completion of the teacher certification program.

Nondegree (Nonmatriculated) Student — a student who has obtained a bachelor's degree and who wishes to enroll in graduate coursework for reasons other than completing a master's degree, graduate certificate, or certificate of advanced study. A student who has missed the application deadline for matriculation in a master's or certificate program may also apply for nondegree status. Students denied admission to a degree program may apply for nondegree status.

All students are advised that a maximum of 6 credit hours taken as a nondegree student may be applied toward degree requirements upon approval of the major department.

Not all programs/departments permit nondegree students to take coursework intended for their graduate degree students. Preference will be given to students matriculated in degree programs. Therefore, registration for all nondegree students is on a space-available basis only.

Acceptance in this status does not imply or guarantee admission to a graduate degree program. Coursework may not be applicable to a degree program; department approval is required.

Undergraduates Enrolling in Graduate Courses

Second-semester seniors (students who have completed more than 106 credits by end of previous semester) at Buffalo State may register for graduate-level courses if they have maintained a minimum cumulative GPA of 2.5. A maximum of 6 graduate credit hours may be taken as a senior. The combined enrollment of undergraduate and graduate courses should not exceed 15 hours per semester.

Courses taken in this manner are related to a graduate program of study and will not apply toward an undergraduate degree. These courses may be

applied toward an advanced degree if they are acceptable to the department. The six-year time limitation on the completion of the master's degree program applies to these as well as other credits.

An Override Request Form—Undergraduate Request to Enroll in Graduate Course must be signed by the instructor and department chair. This form is available from the appropriate academic department.

Admission Requirements

For admission to matriculated graduate study, a student must:

1. Hold an approved baccalaureate degree from an institution that is accredited by an approved regional accrediting agency. International students must hold a baccalaureate degree that is equivalent to a four-year baccalaureate degree in the United States, from an institution that is accredited by an approved regional or national accrediting agency.
2. Have a minimum cumulative GPA of 2.5 (4.0 scale) in the baccalaureate program or a 3.0 in previous graduate coursework. If the applicant has attended an institution using the quarter system, credit hours will be converted to semester hours using the following equation:

1 quarter hour = $\frac{2}{3}$ (.66) semester hour

2 quarter hours = $1\frac{1}{3}$ (1.33) semester hours

3 quarter hours = 2 semester hours

Some departments may establish higher standards for admission or require applicants to submit additional materials, such as a department application, letter of intent, letters of recommendation, teaching certificate, or recent test scores. Refer to the Academic Programs section of this catalog or contact academic departments to determine any additional requirements for admission.

For information on the Graduate Record Exam (GRE), visit www.gre.org; for information on the Miller Analogies Test (MAT), visit www.milleranalogies.com. Buffalo State will accept scores from tests taken in the past five years; older scores are not acceptable.

How to Apply

Buffalo State maintains a student-managed admissions process that requires an applicant to submit a complete application with all required components to the Graduate School by the appropriate deadline. Thus, applicants are assured the admissions committee has all the necessary information to evaluate their qualifications. Incomplete applications will be returned to students, resulting in a delay in application processing. Submitted materials are the property of the Graduate School. Copies of application materials will not be supplied to the student or any other institution.

Degree Applicants and Postbaccalaureate Teacher Certification

Applicants — Complete the Graduate Admission Application and submit a complete application packet according to the directions below.

Nondegree Applicants — Complete the Nondegree Student Application and submit it with the application fee and, in a sealed envelope, official transcripts from the institution granting your highest degree earned to the Graduate School, Cleveland Hall 204.

Admissions applications, application fee payment forms, transcript request forms, and supplemental department materials are available at www.buffalostate.edu/graduateschool/admissions.xml; The Graduate School, Cleveland Hall 204; or e-mail gradoffc@buffalostate.edu.

Application Deadlines

Application deadlines vary by department. Some programs have specific deadlines, as indicated in their supplemental application materials or

program description. Others review applications on a continual basis. A significant amount of time is required by the Graduate School and the academic department to process an application and make an admissions decision. Generally, applications must be received at least one week prior to the beginning of classes for programs with rolling admissions. Further information on this deadline can be obtained from the Graduate School, Cleveland Hall 204, www.buffalostate.edu/graduateschool, (716) 878-5601.

Completed Application Packet

A completed application packet includes:

1. Completed Graduate Admission Application.
2. Completed Application Fee Payment Form and a \$50 nonrefundable application fee. Acceptable methods of payment: Visa, MasterCard, or check or money order made payable to Buffalo State College.
3. Any supplemental application materials, such as department application, letter of intent, letters of recommendation, copy of teaching certificate, or recent exam scores as stated in the program description. It is the applicant's responsibility to review the individual program admissions requirements before applying to determine if supplemental materials are required. Individual program descriptions may be found in the Academic Programs section of this catalog, beginning on page 30. Supplemental materials are available for download at www.buffalostate.edu/graduateschool/admissions.xml. Incomplete applications will be returned to the applicant. International applicants: see next section for instructions.
4. Official transcripts from all colleges and universities attended must be in sealed envelopes. Each institution must send the transcript directly to the student. Students submit unopened transcript envelopes with other application materials. Buffalo State graduates are not required to submit transcripts, as the Graduate School will obtain them. In some cases, transfer credits into an institution conferring a degree are acceptable. Official transcripts from the institution(s) not granting the degree are not required.

Note: Failure to report all previous college attendance on the application is considered to be academic dishonesty. Discovery of such dishonesty will result in no transfer of credit and can result in suspension from Buffalo State College.

International Applicants

A completed international application packet includes:

1. Completed Graduate Admission Application.
2. Completed Application Fee Payment Form and a \$50 nonrefundable application fee. Acceptable methods of payment: Visa, MasterCard, or check or money order made payable to Buffalo State College.
3. Any supplemental application materials as stated in the program admissions requirements, such as department application, letter of intent, letters of recommendation, copy of teaching certificate, or recent exam scores. It is the applicant's responsibility to review the individual program admissions requirements before applying to determine if supplemental materials are required. Individual program descriptions may be found in the Academic Programs section of this catalog, beginning on page 30. Supplemental materials are available for download at www.buffalostate.edu/graduateschool/admissions.xml. Incomplete applications will be returned to the applicant.
4. Official or certified true copies of transcripts along with a certified English translation of all transcripts from postsecondary schools outside the United States.
5. A degree evaluation is required for all students who have completed a bachelor's degree outside the U.S. Applicants must submit official copies of postsecondary diplomas/transcripts to one of the following organizations for a document-by-document evaluation* to determine equivalency to a U.S. bachelor's degree:

Josef Silny and Associates, International Education Consultants, P.O. Box 248233, Coral Gables, FL 33124, Phone: (305) 273-1616, Fax: (305) 273-1338, www.jsilny.com.

World Education Services Inc., P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745, Phone: 1-800-937-3895, Fax: (212) 739-6100, www.wes.org.

Students should contact the organization or visit its Web site for the most current requirements and to request or download an application. Completed applications listing the Buffalo State College Graduate School as the recipient should be returned to the organization with the required fees and credentials. The organization will forward its evaluation report to Buffalo State. This evaluation can take up to four weeks to complete after all documents are received. Check with the organizations for specific fee structure(s).

6. Applicants for whom English is a second language must submit a score on the Test of English as a Foreign Language (TOEFL) as documentation of English language proficiency. Only applicants with minimum TOEFL scores of 550 on the paper exam or 79 on the Internet exam are considered for admission. Information on the TOEFL can be found at www.toefl.org.

Canadian Applicants: Students holding undergraduate degrees from a Canadian college or university should submit official transcripts to the Graduate School. If transcripts follow a system similar to that of the United States, they will be evaluated locally. If not, Canadian applicants will be required to comply with the above international student credential policy.

*Academic departments may subsequently request that students obtain a course-by-course evaluation as well.

Other International Student Enrollment Information

Contact the International Student Affairs Office for more information about services for international students: Campbell Student Union 400, www.buffalostate.edu/internationalstudentaffairs, or (716) 878-5331.

Student Visas: International students must show proof of financial support for the duration of studies on the Confidential Statement of Finances form. About \$21,500 a year should be budgeted to cover expenses. By the time they arrive on campus, international students should have arranged for the funds to cover their college career. Payment of all college-related expenses must be made prior to the beginning of each semester.

Once an applicant has been officially accepted to a degree program, the Graduate School will mail an acceptance letter and the paperwork necessary to apply for an I-20 form. The applicant must return these forms to the International Student Affairs Office, which will send an I-20 form to the student to obtain an F-1 (student) visa from the U.S. embassy or consulate in their home country.

Mandatory Student Health Insurance: All international students must enroll in a group health insurance plan mandated by the State University of New York. Visit the Weigel Health Center at www.buffalostate.edu/weigel or call (716) 878-6711 for current international student health insurance costs.

Housing: International students may live on or off campus. On campus, they may live in the international residence hall, which remains open during U.S. holidays, or in any other residence hall, provided they move out of the hall during the holidays. Visit the Residence Life Office at www.buffalostate.edu/residencelife or call (716) 878-6808 for more information.

Incomplete Transcripts

Conditional admission may be granted to applicants whose baccalaureate degree or master's degree has not yet been conferred, or if grades for the current term have not yet closed at the time of application. Applicants must have a final official transcript showing the awarding of the degree sent to the Graduate School as soon as the degree is conferred. The Graduate School will obtain final transcripts for Buffalo State graduates. Failure to meet this requirement will result in rescission of acceptance to the college and cancellation of course enrollment.

Readmission to Graduate Study

Discontinuance Registration Procedure

Students who do not register for and complete one graduate course within four academic semesters (fall/spring) must apply for readmission to graduate study in accordance with established deadline dates and current admission requirements. Those seeking readmission should:

1. Complete general graduate admissions application.
2. Resubmit all undergraduate transcripts (except Buffalo State) as well as all supplemental application materials as listed in current program admission guidelines.
3. If degree candidacy was awarded during previous study, the student will have to complete a new degree candidacy application upon readmission. Failure to resubmit degree candidacy will restrict further registration.
4. Submit the application and other materials as one packet to the Graduate School, Cleveland Hall 204, by stated deadlines.

Academic Clemency Procedure

Conditions for academic clemency:

1. The graduate student will have the option to request clemency for up to two consecutive semesters of previous work (9 to 12 consecutive credit hours if earned on a part-time basis). A decision for clemency will include all coursework taken within the one or two semesters indicated at Buffalo State College and shall not be selectively applied. Therefore, the student forfeits all prior coursework up to the 12 credit hour maximum and any remaining credit hours at the time of clemency must result in a 3.0 GPA or greater.
 2. Clemency cannot be used by students who have already earned a degree for any work completed prior to the award of that degree.
 3. Credits for which the student has requested academic clemency will remain on the student's transcript but will not be calculated into the overall cumulative average and will not count toward graduation. The student's transcript will contain a notation of academic clemency.
 4. The student will be required to sign a statement indicating his/her understanding of the conditions stated in the academic clemency policy and will file a formal petition with the Graduate School. Such a statement will indicate that computation of the grade point average for admission to other graduate programs could include all college work completed.
 5. Students approved for academic clemency will be required to meet with their academic adviser in order to determine the appropriate selection of courses.
 6. Students will be advised that the decision to file for academic clemency may affect qualification for financial aid.
 7. The decision to exercise the academic clemency provision is final and irreversible.
- The dean of the Graduate School will be responsible for overseeing the implementation of this policy.

Change of Major

Students wishing to transfer from one degree curriculum to another must apply to the new degree program in accordance with established deadline dates and current admission requirements. Those seeking to change majors should:

1. Complete a Change of Major Application (available online at www.buffalostate.edu/graduateschool/formsandpolicies.xml).
2. Submit any departmental supplemental application materials (available online at www.buffalostate.edu/graduateschool/admissions.xml).
3. Submit the application and supplemental materials as one packet to the Graduate School, Cleveland Hall 204, by stated deadlines.