

APPLICATION FOR CHANGE OF MAJOR

Buffalo State
State University of New York
THE GRADUATE SCHOOL

The Graduate School • Cleveland Hall 204 • 1300 Elmwood Ave. • Buffalo, NY 14222 • (716) 878-5601

Buffalo State uses a student-managed application process that requires the applicant to submit a complete application packet 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 the applicant.** It is the applicant's responsibility to review individual program admissions requirements before applying to determine if supplemental materials are

required. Supplemental application materials may include department application, letter of intent, letters of recommendation, copy of teaching certificate, or exam scores. Please download the appropriate supplemental forms from www.buffalostate.edu/graduateschool. Program descriptions may be found at www.buffalostate.edu/gradprog.xml.

Applications received after the deadline may be deferred to the following semester.

Applicant Checklist

A completed application packet includes:

- Completed Change of Major application.
- Any additional supplemental materials.

Send complete application packet to:

The Graduate School
Cleveland Hall 204
Buffalo State College
1300 Elmwood Avenue
Buffalo, NY 14222-1095
(716) 878-5601

gradoffc@buffalostate.edu

www.buffalostate.edu/graduateschool

1 Social Security no.: _____ - _____ - _____

(Valid U.S. Social Security no. only)

2 Name: _____

Last

First

Middle

Other name(s) under which records may appear

3 Please check semester and year for which you request admission:

200__ Spring Summer Fall

4 Curriculum and degree to which you seek admission:

5 Curriculum in which you are currently enrolled:

6 Home phone: _____

Area code

Work phone: _____

Area code

7 Mailing address:

Number and street

City

State or province

County

Country

Zip/Postal code

8 E-mail address: _____

9 Have you previously applied for graduate studies or previously attended graduate classes at Buffalo State?

No previous application/attendance

Yes. Last application/attendance:

Semester _____ Year _____

10 Have you been:

Convicted of a felony? Yes No

Dismissed from college for disciplinary reasons? Yes No

An affirmative response to either question will not automatically prevent admission, but you will be asked to provide additional information. This information will be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data may result in a denial of admission or disciplinary action.

Please read and sign reverse side of this form.

11 List all colleges/universities attended

| College | Dates of attendance | Major | Degree | Date of degree |
|----------------|----------------------------|--------------|---------------|-----------------------|
| _____ | | | | |
| _____ | | | | |
| _____ | | | | |

12 Occupational background

| Occupation | Address (city and state) | Dates |
|-------------------|---------------------------------|--------------|
| _____ | | |
| _____ | | |
| _____ | | |

13 I certify that the information submitted in this application is complete and accurate to the best of my knowledge. I understand that entering incorrect information on this form may be cause for denial of admission or cancellation of admission. **I understand that my application packet will be returned to me if it is incomplete and that no record of my incomplete application will be maintained by the Graduate School.**

Signature of applicant

Date

Graduate Program Application Requirement Check List

Submit all materials as one complete packet: Application, fee, sealed official transcripts of all college work**, and other requirements, if any, as listed below. If you do not meet the 3.0 GPA minimum, some departments may allow you to take the GRE to fulfil this deficiency.

Application deadlines vary by department. It is the student's responsibility to contact the Graduate School for appropriate deadlines.

Late or Incomplete applications will not be accepted.

| Program | Award | Program Code | Statement of Intent | Reference Letters (*=download dept forms) | Tests | Other Requirements (See www.buffalostate.edu/graduateadmissions for download of department forms) | Department Contact (area code=716) |
|------------------------------------------------------------------------|-------------------------------------------|--------------------|---------------------|-------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Adult Education | MS or Graduate Certificate | 6850 or 6851 | Yes | 0 | | | Educational Foundations, 878-4303 |
| Applied Economics | MA | 5650 | Yes | 3 | | | Economics, 878-4606 |
| Art Conservation | MA and CAS | 5700 | Yes | 3 | GRE | Submit all materials to Art Cons. Department, RH 230 | Art Conservation, 878-5025 |
| Art Education (K-12) | MSED | 6100 | No | 0 | | Copy of NYS Teaching Certificate | Art Education, 878-4106 |
| Biology or Biology Education | MA or MSED | 5631 or 6631 | Yes | 3 | GRE | | Biology, 878-5203 |
| Business and Marketing Education | MSED | 6300 | Yes | 2 | | Current Resume | Business, 878-4303 or 3010 |
| Career and Technical Education | MSED | 6800 | No | 0 | | | Educational Foundations, 878-4303 |
| Chemistry or Chemistry Education 7-12 | MA or MSED | 5632 or 6632 | No | 3 | | | Chemistry, 878-5204 |
| Childhood Education (grades 1-6) | MSED | 6520 | Yes | 3* | | Copy of NYS Teaching Certificate (if pending, note date expected on application) | Elementary Education, 878-5916 |
| Childhood Education (grades 1-6) | MSED (initial certification) | 6212 | Yes | 3* | LAST | LAST score report; completed Application Requirement Worksheet (department form) | Elementary Education, 878-5916 |
| Creative Studies | MS or Graduate Certificate | 6700 or 6701 | Yes | 2* | | | Creative Studies, 878-6217 |
| Criminal Justice | MS | 6771 | Yes | 0 | | minimum 3.0 GPA | Criminal Justice, 878-4517 |
| Curriculum and Instruction (birth - grade 6) | MSED | 6210 | Yes | 3* | | Copy of NYS Teaching Certificate (if pending, note date expected on application) | Elementary Education, 878-5916 |
| Early Childhood Education (birth-grade 2) | MSED | 6521 | Yes | 3* | | Copy of NYS Teaching Certificate (if pending, note date expected on application) | Elementary Education, 878-5916 |
| Early Childhood Education (birth-grade 2) | MSED (initial certification) | 6211 | Yes | 3* | LAST | LAST score report; completed Application Requirement Worksheet (department form) | Elementary Education, 878-5916 |
| Earth Science Education | MSED | 6633 | No | 3 | | minimum 2.65 GPA | Earth Science, 878-4734 |
| Educational Computing | MSED | 6950 | Yes | 3 | | minimum 3.0 GPA | Educational Computing, 878-3531 |
| Educational Leadership | CAS | 9201 | Yes | 3* | MAT | Copy of NYS Teaching Certificate; Master's degree; paid, full-time, admin/PPS/classroom teaching experience-3yrs; Interview required | Elementary Education, 878-5916 |
| English or English Education 7-12 | MA or MSED | 5610 or 6610 | No | 0 | | 2.75 overall; 3.0 in English for MA | English, 878-5417 |
| History or History with Museum Studies | MA | 5640 | Yes | 2 | | 500-word statement; minimum 2.75 GPA | History and Social Studies, 878-5412 |
| Human Resource Development | Graduate Certificate | 6852 | Yes | 0 | | | Educational Foundations, 878-4303 |
| Industrial Technology | MS | 6600 | Yes | 3 | | | Technology, 878-6017 |
| Literacy Specialist, birth-grade 6 or grades 5-12 | MSED or MPS | 6261 or 6251 | Yes | 3* | | Copy of NYS Teaching Certificate (if pending, note date expected on application); and Supplemental Student Teaching Form, minimum 3.0 GPA | Elementary Education, 878-5916 |
| Mathematics Education 7-12 | MSED | 6620 | No | 0 | | | Mathematics, 878-5621 |
| Multidisciplinary Studies-Individualized Option | MA or MS | 5000 or 6000 | Yes | 0 | | Principal Advisor Consent Form; Tentative Course Outline, Interview required. | Graduate Office, 878-5601 |
| Multidisciplinary Studies- Environmental Education and Research Option | MS | 6000 | Yes | 3 | GRE | Principal Advisor Consent Form; Tentative Course Outline, Interview required | Graduate Office, 878-5601 |
| Multidisciplinary Studies- Human Services Administration Option | MS | 6000 | Yes | 2 | | Tentative Course Outline, Interview required. | Graduate Office, 878-5601 |
| Multidisciplinary Studies- Public Relations Management Option | MS | 6000 | Yes | 0 | | Tentative Course Outline, Interview required. | Graduate Office, 878-5601 |
| Museum Studies | Graduate Certificate | 7641 | Yes | 2 | | 500-word statement; minimum 2.75 GPA | History and Social Studies, 878-5412 |
| Physics Education 7-12 | MSED | 6634 | Yes | 3 | | | Physics, 878-5004 |
| Physics Education 7-12 Alternative Certification (Trans B) | MSED (initial/professional certification) | 6635 | Yes | 3 | LAST; CST (physics) | Copy of LAST and CST scores if taken tests already | Physics, 878-5004 |
| Social Studies Education | MSED | 6640 | No | 0 | | Copy of NYS Teaching Certificate (if pending, note date expected on application); minimum 2.75 GPA | History and Social Studies, 878-5412 |
| Special Education: Adolescence, Childhood or Early Childhood | MSED | 6342,6341, or 6340 | Yes | 0 | | Department Application; Teaching Certificate in Early Childhood, Childhood or Secondary Education | Exceptional Education, 878-5317 |
| Speech-Language Pathology | MSED | 6322 | Yes | 3 | GRE | minimum 3.0 GPA (last 60 cr) | Speech-Language Pathology, 878-5502 |
| Student Personnel Administration | MS | 6900 | Yes | 3 | | minimum 2.8 GPA | Educational Foundations, 878-5502 |
| Teaching Bilingual Exceptional Individuals | MSED | 6326 | No | 0 | | | Exceptional Education, 878-5317 |
| Technology Education | MSED | 6500 | No | 0 | | | Technology, 878-6017 |

Postbaccalaureate Teacher Certification Program Application Requirement Check List

Submit all materials as one complete packet: application, fee, sealed official transcripts of all college work, and other requirements, if any, as listed below.**

Application deadlines vary by program. It is the student's responsibility to contact the Graduate School for appropriate deadlines.

Late or incomplete applications will not be accepted.

| Program | Award ** | Program Code | Statement of Intent | Reference Letters (*=download dept forms) | Other Requirements (See catalog or department website for download of department forms) | Department Contact (area code=716) |
|------------------------------------------------|----------|--------------|---------------------|-------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------|
| Art Education | none | 7010 | Yes | 0 | Current Resume | Art Education, 878-4106 |
| Biology Education 7-12 or 5-6 extension | none | 7013 or 7016 | No | 0 | | Biology, 878-5203 |
| Business & Marketing Education | none | 7019 | Yes | 2 | Current Resume | Business, 878-4303 |
| Career and Technical Education | none | 7022 | No | 0 | | Educational Foundations, 878-4303 |
| Chemistry Education 7-12 or 5-6 extension | none | 7025 or 7028 | No | 0 | | Chemistry, 878-5204 |
| Earth Science Education 7-12 or 5-6 extension | none | 7037 or 7040 | No | 0 | | Earth Science, 878-6731 |
| English Education 7-12 | none | 7043 | No | 0 | Dept. checklist is not mandatory | English, 878-5417 |
| French Education 7-12 | none | 7046 | No | 0 | 2.75 GPA | Modern and Classical Languages, 878-5414 |
| Mathematics Education 7-12 or 5-6 extension | none | 7055 or 7058 | No | 0 | LAST and CST (math) score reports | Mathematics, 878-5621 |
| Social Studies Education 7-12 or 5-6 extension | none | 7070 or 7073 | No | 0 | PRAXIS II Exam results | History and Social Studies, 878-5412 |
| Spanish Education 7-12 | none | 7076 | No | 0 | 2.75 GPA | Modern and Classical Languages, 878-5414 |
| Technology Education | none | 7079 | No | 0 | | Technology, 878-6017 |

** No degree or certificate is awarded: upon successful completion student is recommended to New York State Department of Education for certification.