

# ADMISSIONS

**Admission to Buffalo State College is based on the academic and personal qualifications of the applicant, and is granted without regard to race, sex, ethnicity, national origin, sexual orientation, religion, age, disability, or marital or veteran status of individuals.** Detailed information regarding procedures is available at [www.buffalostate.edu/admissions](http://www.buffalostate.edu/admissions). Questions and requests for applications should be directed to the Admissions Office, Moot Hall 110, (716) 878-4017; [admissions@buffalostate.edu](mailto:admissions@buffalostate.edu).

## Freshman Admission

Admission is based on high school grades, strength of program, class rank, standardized test scores, an essay or untimed writing sample of at least 250 words, and academic recommendations. Special attention is given to grades in math, English, science, history, and foreign language. Standardized test scores are used in conjunction with the overall high school record to project first-year performance. Enrolling freshmen must hold a high school diploma, GED, or New York State-recognized equivalent.

## Early Decision

Early Decision is an early-application, early-notification option at your first-choice college. Students who apply for Early Decision to Buffalo State are allowed to apply regular decision to other colleges. Accepted students are expected to make a tuition deposit at Buffalo State and to withdraw all applications to other institutions. Please refer to the Buffalo State website for deadline information [www.buffalostate.edu/admissions](http://www.buffalostate.edu/admissions).

## Early Admission

Well-qualified high school juniors may apply to Buffalo State for full- or part-time study during their senior year in high school under the early admission option.

The college offers several options:

- Enrollment on a part-time basis while attending high school.
- Enrollment as a full-time freshman during the last semester of the senior year.
- Enrollment as a freshman for the entire academic year instead of completing the senior year of high school.

The college arranges with the high school to have remaining diploma requirements fulfilled by taking appropriate freshman courses; therefore, high school diploma requirements are met while college credit is earned. Early-admission students are not eligible for federal financial aid.

## Educational Opportunity Program

The Educational Opportunity Program (EOP) is designed to provide special admission and counseling to individuals who are academically disadvantaged and in need of financial assistance. Applicants must be New York State residents with a high school diploma or its equivalent. They must not qualify for admission under general admission standards and must have a family income equal to or less than published standards. EOP candidates may not apply for Early Decision.

## International Students

Applicants should possess the equivalent of 12 years of elementary and secondary education, and must provide evidence of proficiency in the English language and the ability to meet the financial costs of attending college. Accepted students receive an I-20 form or an IAP-66 form enabling them to obtain, respectively, an F-1 (student) visa or a J-1 visa from the U.S. Embassy or Consulate in their home country.

All international students must enroll in a group health insurance plan available through the college unless they carry a health insurance policy that provides comparable coverage and the plan is approved by the medical director of the Weigel Health Center. The annual premium for the SUNY plan was \$951.00 for the 2009 academic year. The premium for future years is subject to change. The insurance premium must be paid to the Student Accounts Office, Moot Hall. International students must take their receipts to the International Student Health Insurance Office in Weigel Health Center 201 to prove they have paid for the College Student Health Insurance and to have their enrollment in the plan processed. Failure to do so will automatically cancel registration.

Approximately \$25,400 a year will be necessary to cover all expenses. Students are to make arrangements prior to entering the country. International students who reside on campus may live in the international residence hall, which remains open during the holidays, or in any other residence hall, provided they move out of the residence hall during holidays. (See Student Services section for additional information regarding international students.) This college is authorized under federal law to enroll non-immigrant alien students.

## Transfer Students

Admission is based on academic performance in college and on space availability. A minimum GPA of 2.0 out of 4.0 is necessary for consideration, although some programs are very competitive and will require a higher minimum GPA for admission. Transfer students with more than 44 credit hours must apply for and be admitted to specific programs. Those with 44 or fewer credit hours may apply for undeclared status. No student who is on academic probation at another institution or who has been academically dismissed in the past year will be accepted.

Previously earned credit will be evaluated for all transfer students after acceptance, and accepted students will be apprised regarding transferable credit. A maximum of 88 credit hours may be transferred from regionally accredited four-year institutions with no more than 66 credit hours from two-year regionally accredited colleges.

The State University of New York (SUNY) Board of Trustees in 1998 adopted a resolution that established a general education requirement for all baccalaureate degree candidates at the university's state-operated campuses. The requirement was instituted with students who entered the SUNY system as first-time freshmen in fall 2000. Community colleges have been working closely with their transfer students to ensure that these students complete most, if not all, of the general education requirements at the community college.

Students transferring to Buffalo State with an A.A. or A.S. degree must complete the remaining hours of the trustees' general education requirements at Buffalo State. An Intellectual Foundations student transferring into Buffalo State with an A.A. or A.S. degree is exempt from 3 credits only in each of the following areas: technology and society, arts, social science, natural science, and humanities. A student with an A.A. or A.S. degree is still responsible for all of the Buffalo State College requirements, such as diversity, foreign language, basic writing, Writing across the Curriculum, and math/quantitative reasoning.

Transfer students should understand that only credit is transferable. Credit is granted only from institutions listed on the application for admission. Grades, quality points, and cumulative averages do not transfer. Additional information on transfer credit policies is available on page 00 in the Academic Policies section. Students dissatisfied with credit evaluations may formally request a review from the Admissions Office or may submit a petition to the Academic Appeals Committee.

Undergraduate Admissions assists transfer students in their enrollment and transition to Buffalo State. Services include information regarding enrollment through the Dual Admissions and Joint Teacher Preparation Programs with local community colleges and assistance with resolving transfer-credit issues. The Admissions Office also serves as a resource in facilitating transfer articulation agreements between Buffalo State academic departments and programs at other two- and four-year colleges.

## Special Credit

In addition to credit awarded for traditional college work, up to 45 credit hours may be accepted from the following combined sources:

Source	Maximum Credit Hours
1. Published examinations . . . . .	30
No more than 18 credit hours may be in general examinations	
2. Course challenge . . . . .	30
3. Military service courses . . . . .	Pending review
4. Noncollegiate institutions . . . . .	15
5. Proprietary institutions . . . . .	15

Further details may be found in the section on Academic Policies, page 00.

## State University of New York Transfer Guarantee

An opportunity to continue full-time study at a four-year State University college is guaranteed to all New York State residents who transfer directly from a SUNY or CUNY two-year college with an A.A. or A.S. degree. To be eligible, students must:

- File an application with the Application Services Center by March 1 for fall admission or October 1 for spring admission.
- Provide four-year campuses with an official two-year college transcript, showing three semesters of completed studies, by March 15 for fall admission or by October 15 for spring admission.
- Complete any required supplemental application materials by April 15 for fall admission or by November 15 for spring admission.

The transfer guarantee becomes effective if applicants are denied admission at all SUNY four-year college choices. All applications at baccalaureate campuses must be complete.

## Dual Admission Programs

- Erie Community College
- Genesee Community College
- Monroe Community College
- Niagara County Community College

First-time freshmen who expect to receive an A.A. or A.S. degree from Erie Community College, Genesee Community College, Monroe Community College, or Niagara County Community College and are in a parallel program may file a single application for simultaneous admission to one of the two-year colleges and to Buffalo State. These students follow a definitive curriculum at the two-year college, and receive counseling and advisement that will facilitate enrollment into a parallel program at Buffalo State upon completion of the associate's degree. They will matriculate at Buffalo State as juniors and must meet current admissions requirements into their choice of major. They can expect to earn the baccalaureate degree for most programs in four additional semesters of full-time study. Students planning to pursue programs requiring certification (e.g., education) may require more than four semesters of full-time study to finish.

The admission, Intellectual Foundations, and major requirements for the bachelor's degree at Buffalo State will be those in effect at the time of the student's application for dual admission at the two-year college. Further details are available from the Undergraduate Admissions Office at Buffalo State or the transfer counseling office at the participating two-year college.

## Admission Procedures

The college uses the state's common application form or the national common application, which may be completed and submitted online at [www.suny.edu/student](http://www.suny.edu/student), [www.buffalostate.edu/admissions](http://www.buffalostate.edu/admissions), or [www.common-app.org](http://www.common-app.org). Decisions are made on a rolling basis beginning in mid-September for spring applicants and mid-December for fall applicants. Processing continues until new-student enrollment goals have been met. Applicants are encouraged to submit their application and supporting materials as early as possible to receive timely consideration.

All matriculating students born on or after January 1, 1957, must submit proof of immunity to measles, mumps, and rubella. Students who cannot show proper proof of immunity will not be permitted to register. A completed health report and physician's certificate also must be on file at the college's Weigel Health Center.

With the exception of EOP participants, all accepted students must submit a \$125 advance tuition deposit. This deposit is applied to the fall or spring semester tuition bill (whichever is appropriate).

Refunds of the tuition deposit are made only under the following circumstances:

1. A refund request must be made within 30 days after the date of acceptance, or by May 1 for summer/fall terms or November 1 for spring term, whichever is later, but prior to the first day of registration.
2. If the college withdraws a conditional acceptance.
3. If the student withdraws to enter military service.
4. If the college comptroller deems that conditions beyond the student's control warrant a refund and appropriate documentation is provided.

Requests for tuition deposit refunds must be received in writing and include the appropriate documentation.

## Nondegree Status

Nondegree status enables individuals to take college courses for credit without working toward a degree. Students may enroll in up to 11 credit hours of coursework each semester on a space-available basis. Credits earned may be applicable to a degree at the college if the student applies and is accepted as a formally matriculated student. The only entrance requirement is a high school diploma or its equivalent. Students who have been academically dismissed from any institution must wait one full year from the time of dismissal before enrolling under nondegree status. To register, complete a one-page application, available from the Admissions Office. Nondegree students are not eligible for financial aid.

Adult learners without college experience who do not qualify for matriculated study may also enroll as part-time, nondegree students. After completing 15 credit hours of college-level coursework with a minimum GPA of 2.0, they are eligible for degree study pending a completed application. The credit hours that they have earned will be applicable to their degree.

Students are responsible for completing the degree requirements in effect at the time they reach matriculated status.

## Readmission

Students who attended Buffalo State previously in a matriculated status and wish to re-enroll must apply for a specific program and have their applications reviewed by the appropriate department. If other courses have been taken at other institutions since leaving the college, official transcripts must be submitted.

Undergraduate and graduate students who discontinue attendance without taking a leave of absence can register for classes, without applying for readmission, for up to four fall and spring semesters beyond the semester in which they were last registered, unless they attend another institution, in which case a readmission application is required. Baccalaureate graduates and undergraduate students with less than a 2.0 cumulative average retain registration eligibility for only one fall or spring semester beyond the semester in which they were last registered.

Effective fall 2009, all new transfer and readmitted students at Buffalo State College are required to fulfill Intellectual Foundations requirements regardless of their initial matriculation date into a regionally accredited four-year institution or two-year college. A student who has been advised at his/her previous school based on General Education 2000 (GE2K) requirements can petition to be placed in GE2K if it is advantageous for graduation.

Students who have been academically dismissed must wait one full year from the time of dismissal before being considered for readmission. If readmitted, all coursework taken previously will be considered in computing the cumulative average.

Readmission forms are available in the Undergraduate Admissions Office.

## Summer Session

The college offers one of the largest and most comprehensive summer programs in the state university system, with more than 500 graduate and undergraduate courses available. Departments often choose to offer creative or unique courses in the summer. Summer session consists of two four-week sessions and one three-week session beginning in late May. The last session begins in mid-July. Summer session courses and course registration dates are posted in January online at [www.buffalostate.edu/summer](http://www.buffalostate.edu/summer).

Students from other colleges are required to complete a nondegree application for admission in advance of registration.

## Evening Study

Buffalo State offers 12 undergraduate evening degree programs and four minor programs. The college recognizes that evening students tend to hold daytime jobs and may be somewhat older than the traditional college age. Every effort is made to provide the programs and services necessary for students contemplating career changes.

Adult students will find that Buffalo State maintains no separate evening division. Instead, all students—whether part time or full time, day or evening—are admitted through the Admissions Office. As a result, the provision of basic college services is direct and efficient. Students enjoy the flexibility of being able to switch between day and evening schedules simply on the basis of the courses for which they register. The general programs, policies, procedures, and course descriptions throughout this catalog apply to day and evening students alike.

Of the college's over 70 undergraduate academic majors, the 12 available to evening students are business administration; career and technical education; computer information systems; criminal justice; electrical engineering technology; electronics; electrical engineering technology, power and machines; individualized studies; industrial technology; mechanical engineering technology; media production; social work; and urban and regional analysis and planning. Evening-available minors are computer information systems, criminal justice, quality, and safety studies.

The courses for each of these programs are sequenced over several semesters so that evening students are able to fit them into their schedules. Courses are offered on weekends and online.

## Student Retention

The college routinely collects and maintains data regarding student persistence and graduation rates. Buffalo State graduation rates compare most favorably with national benchmarks, averages, and graduation rates for other similar public metropolitan institutions. Further information is available upon request.