Admission Requirements and Procedures

Admission

The Graduate School at SUNY New Paltz offers more than 60 programs of study interspersed amongst its five schools: the School of Education, the College of Liberal Arts and Sciences, the School of Fine and Performing Arts, the School of Science and Engineering and the School of Business. Admission to graduate study is based on the applicant’s academic and professional qualifications without regard to sex, race, color, age, disability, creed, or ethnic origin. The basic requirements for admission are: a baccalaureate degree from an accredited institution and a minimum cumulative undergraduate grade-point average of 3.00 on a 4.00 scale. There is a non-refundable application fee of $50.

Before submitting your application, please review information on admission requirements and deadlines. When you are ready, you can apply to the program of your choice online or by paper. If you have questions about beginning a program of study, please contact the Graduate Advising Office. If you have already applied, please contact the Graduate School Administrative Office.

APPLICATION INSTRUCTIONS

1. Request TWO sets of official transcripts from all post-secondary institutions including all transfer schools. When requesting the official transcripts, have them sent to your own address. If the college or university’s policy does not permit official transcripts being sent to a student address, then use the Graduate School’s mailing address. However, clearly note in your application packet which transcript is being sent directly to the Graduate School. Otherwise your application will be coded as incomplete. If you are a graduating senior, you may be required to submit a final transcript indicating when your degree is awarded. NOTE: New Paltz graduates only need to submit one set of official New Paltz transcripts.

2. Collect THREE letters of recommendation from people who are in a position to comment on your potential for graduate study in your chosen area. Letters from former professors in your major are preferred and at least one letter from a professor who taught you in an advanced course would be ideal. Using the letter of recommendation form provided in the paper application or online supplemental item packet, fill out the top portion and submit the form to your recommender. Ask each recommender to seal his/her letter in a self-addressed envelope that you provide, to sign it across the seal and to return it directly to you.

3. Compose a Graduate School Application Essay that clearly addresses the following:
   - What are your professional goals?
   - How have your previous experiences contributed to your decision to enter the program?
   - How will graduate study assist you in achieving your future career and educational aspirations?

Your essay should be typed, double-spaced and between 400-500 words. Since you essay provides us with a sample of your writing, it should reflect exemplary organization, writing style and mechanics. Certain programs have specific guidelines for the admission essay; therefore, refer to your intended program of study’s description in the graduate catalog or the departmental website.
4. Assemble and submit to the Graduate School ONE completed packet of items which includes, but are not limited to:
   - Application form
   - **TWO** sets of Official college transcripts (from every college/university attended)
   - **THREE** Letters of recommendation (in sealed envelopes)
   - A final transcript when the degree was awarded (only applicable if you have not yet graduated, see step 1 above)
   - Application fee and payment form
   - Official GRE, MAT or GMAT* scores (if applicable for your program of study)
   - Official TOEFL score (required of all international students)
   - Copy of Passport (required for all international students)
   - Foreign Student Financial Statement (required of all international students)
   - NYS Teaching certificate** (Xerox copy)

5. Mail the COMPLETE application packet to the above address. We will not process incomplete applications.

**ART STUDIO APPLICANTS**
Submit your portfolio directly to the Art Department, FAB 225, 1 Hawk Dr., New Paltz, NY 12561-2443
Contact the department directly at (845) 257-3830 to arrange for the required portfolio review.

**REQUIRED TEST SCORES**
* Satisfactory GRE or MAT scores are required for the MST in Early Childhood or Childhood and the MSEd in School Leadership programs. The GRE is required for the MA in Biology and Psychology, MS in Communication Disorders, Electrical Engineering, Computer Science (for international applicants only), Mental Health Counseling, School Counseling and may be required for Nursing. Satisfactory GMAT Scores are required from all MBA applicants. The TOEFL is required of all international applicants and any applicant whose undergraduate degree is from a country where English is not the main language of instruction.

**NYS TEACHING CERTIFICATION REQUIREMENT**
**A valid NYS teaching certificate is required for the MSEd in Childhood, Early Childhood, Adolescence, Literacy, Special Ed., Visual Arts Education and the Certificate of Advanced Study in School Leadership.**
See the Graduate Catalog for further details.

**TO CHECK THE STATUS OF AN APPLICATION**
Your userID, PIN and web address will be e-mailed to you once your application has been processed.

Additional requirements for admission to specific programs are described below in each program section.
Requests for additional information about admission requirements should be directed to the department chairperson or to the Graduate School.

The applicant’s completed admissions file is forwarded to the department office for the intended program of study to be evaluated. Upon the recommendation of the department chairperson, the Dean of the Graduate School will notify the student of acceptance or non-acceptance in the specific program.

Deficiencies or inadequacies in the undergraduate preparation to meet the requirements for acceptance to a degree program may require that the applicant undertake additional preparatory work, the nature and amount of which shall be determined by the department.

**Deadlines for Application for Admission to a Graduate Program**
Many departments have deadlines for admission. They may only accept students for the Fall semester or for both the Fall and Spring semesters. You will need to go to the individual department’s web site to verify its deadline. The Graduate School web site is: www.newpaltz.edu/graduate.
Online applications will be accepted according to the following schedule:

- **Fall/Summer Admission:** January 1 - May 15 (refer to Requirements & Deadlines for specific program application deadlines)
- **Spring Admission:** August 1 - November 15 (refer to Requirements & Deadlines for specific program application deadlines)
- Applicants choosing to apply early, or to programs with a rolling admission deadline must submit a paper application.

In the event a department has not set an earlier deadline, applications will be considered for matriculation according to the following schedule:

- May 15 . . . . . . . . . . . .Summer & Fall Semesters
- November 15 . . . . . . . Spring Semester

**INTERNATIONAL STUDENTS**

Prospective international students for whom English is not the native language, and any applicant whose undergraduate degree is from a country where English is not the main language of instruction are required to achieve an acceptable score on the TOEFL (typically an 80 for the Internet-based exam or a 550 for the official paper-based exam from ETS). Individual departments set their own criteria for acceptable scores. Please note that the MSEd in Second Language Education program requires a minimum score of 85 on the internet based exam or a 575 on the paper-based exam.

Every international student for whom English is not the native language must undergo English proficiency testing by the university's ESL program (Haggerty Institute). Contact the Center for International Programs for additional information on applying for admission to the Graduate School (www.newpaltz.edu/admissions/international.html).

**STANDARDIZED TESTS**

Some departments (see appropriate program descriptions) require satisfactory test scores as part of the matriculation process. Registration forms for the Miller Analogies Test (MAT) are available in the Center for Research, Regional Education, and Outreach (Grimm House) (845-257-3285) and on line at: http://www.newpaltz.edu/graduate/exams.html. Registration forms for the Graduate Management Admissions Test (GMAT) are available from the Career Resource Center (845-257-3265).

The Graduate Record Examination (GRE) general exam is no longer administered at SUNY New Paltz. It is a computer-based exam administered at Sylvan Learning Centers. Information on the GRE is available by calling 1-800-GRE-CALL or on the internet at: www.gre.org. The GRE subject exams are still administered on the New Paltz campus through the Center for Research, Regional Education, and Outreach.

**DEGREE APPLICATIONS**

The semester before graduation, file an application for the degree and/or permanent certification with the Office of Records and Registration, Haggerty Administration Building 25, (845-257-3110). Forms are available in Haggerty Administration Building, room 19 and Old Main Building, room 105. (See the Academic Calendar in the Schedule of Classes or go to http://www.newpaltz.edu/events/academic.html for deadlines).

To obtain your degree, you must complete the courses in your program of study, including “incompletes.” Be advised that substitutions (course changes) require the written permission of the program advisor and the Dean of the Graduate School.

Upon completion of Education programs, SUNY New Paltz will recommend candidates to the State Education Department for certification. It is the responsibility of the State Education Department to issue the appropriate administrative credential or advice concerning initial/professional certification.