

NEW PALTZ

**Graduate School**

[www.newpaltz.edu/graduate](http://www.newpaltz.edu/graduate)

# An Overview of SUNY New Paltz

## Character:

Highly selective, publicly assisted, regional university, offering programs leading to the Bachelor's degree, the Master's degree and the Certificate of Advanced Study.

## Founded:

1828 as the New Paltz Classic Academy,  
New Paltz is the 99<sup>th</sup> oldest collegiate institution in the country

## Location:

New Paltz, New York  
Small, historic village (population 11,300) in Mid-Hudson Valley, midway between Albany and NYC; exit 18 off the New York State Thruway (I-87)

## Campus:

216 acres set in the beautiful Hudson River Valley, settled next to the nation's oldest street with its original houses just blocks from campus; 39 non-residence buildings, 14 residence halls.

## Enrollment:

Graduate – 1,466  
Undergraduate – 7,690

## Academic Structure:

The Graduate School  
School of Business  
School of Education  
School of Fine & Performing Arts  
College of Liberal Arts & Sciences  
School of Science & Engineering

## Faculty:

303 full-time; 92% holding a Ph.D. or terminal degree  
Student-Faculty Ratio– 14:1

## Accreditation:

The College is fully accredited by the Middle States Association of Colleges and Secondary Schools and is approved as a degree-granting institution by the Trustees of the State University of New York and the Regents of New York State. Academic programs with national certification include:

- Teacher certification by the New York State Education Department and accreditation by the National Council for Accreditation of Teacher Education
- Music programs are accredited by the National Association of Schools of Music and the National Association for Music Therapy
- Art programs are accredited by the National Association of Schools of Art and Design
- Theatre programs receive accreditation from the National Association of Schools of Theatre
- Chemistry program is accredited by the American Chemical Society
- Nursing program is accredited by the Board of Nursing of New York Education Department and the Commission on Collegiate Nursing Education
- Electrical Engineering program is accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology
- Communication Disorders is accredited by the American Speech-Language and Hearing Association

**The Graduate School  
Academic Polices Handbook  
2008 - 2010**

**Published by The Graduate School  
Design and production by Publications  
State University of New York at New Paltz  
September 2008**

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# State University of New York

# SUNY

## **Facts:**

The nation's largest and most comprehensive state university system, The State University of New York (SUNY), was founded at Potsdam, New York in 1816. Years later, the Morrill Act of 1862 led to the creation of four Ivy League land-grant SUNY colleges, which now currently exist at Cornell University. SUNY was officially established in February 1948 when New York became the 48th state, of the then 48 states, to create a state university system. SUNY initially represented a consolidation of 29 unaffiliated institutions, including 11 teachers colleges. All of these colleges, with their unique histories and backgrounds, united for a common goal: To serve New York State. Since 1948 SUNY has grown to include 64 individual colleges and universities that were either formerly independent institutions or directly founded by the State University of New York.

Today, the State University of New York's 64 geographically dispersed campuses bring educational opportunity within commuting distance of virtually all New Yorkers and comprise the nation's largest comprehensive system of public higher education. The State University of New York's 64 campuses are divided into four categories, based on educational mission, the kinds of academic opportunities available, and degrees offered. SUNY offers students a wide diversity of educational options: short-term vocational/technical courses, certificate programs, associate degree programs, baccalaureate degree programs, graduate degrees and post-doctoral studies. The University offers access to almost every field of academic or professional study somewhere within the system via 7,669 degree and certificate programs overall.

SUNY students represent the society that surrounds them. In January 2008, 19.9% of all enrolled students were minorities. While SUNY students are predominantly New York State residents, representing every one of the state's 62 counties, they also hail from every other state in the United States, the District of Columbia, four U.S. territories, and 168 foreign countries. SUNY enrolls 40% of all New York State high school graduates, and the total enrollment of 418,000 full-time and part-time students represents 37% of New York State's higher education student population. SUNY alumni number over 2.4 million graduates residing in New York State and throughout the world.

SUNY attracts the best and brightest scholars, scientists, artists and professionals and boasts nationally and internationally recognized faculty in all major disciplines. Faculty are regular recipients of prestigious awards and honors. SUNY colleges and universities range from world-renowned community colleges, such as the Fashion Institute of Technology, to first-rate graduate schools and the nation's top veterinary school. The highly-regarded doctoral degree granting universities are home to top research programs and attract experts in a variety of fields. Students study in campus classrooms and laboratories or work from a distance through the SUNY Learning Network, which provides educational opportunities to more than 70,000 students through 4,000 courses and 60 degree and certificate programs.

The State University of New York is committed to providing quality education at an affordable price to New Yorkers and students from across the country and the world.

## **Faculty:**

SUNY is committed to bringing its students the very best and brightest scholars, scientists, artists and professionals. SUNY campuses boast nationally and internationally recognized faculty in all the major disciplines. Their efforts are regularly recognized in numerous prestigious awards and honors. Among our faculty are Nobel Laureates, Dirac and Fields Medal winners, National Medal of Science Laureates, and members of the National Academies of Science, Engineering and Medicine. Also among SUNY faculty are winners of the Pulitzer Prize, MacArthur Foundation "Genius Grants" and Grammy, Emmy and Tony Awards. SUNY highly values the work our faculty do in the classroom as well. We are proud to note that the 62 percent of our faculty at state-operated campuses who are full-time teach 75 percent of total credit hours.

## Research:

SUNY encourages research and innovation. In FY 2005, funding for SUNY research and sponsored programs totaled \$894.1 million, supporting more than 18,000 employees and 10,500 SUNY research projects. This is a 10 percent increase from the previous year and more than a 95.3 percent increase since FY 1995. In FY 2004, a diverse range of SUNY ideas and discoveries generated 44 U.S. patents and \$13.5 million in royalties. Based on the most recent Association of University Technology Managers "Licensing Survey: FY 2003," SUNY is ranked the 14th largest producer of patents of all universities public and private, just behind Harvard and Cornell Universities. Our research also ranked 10th among New York State organizations in number of patents from 1999 to 2003, ahead of Carrier Corp., Siemens, Lockheed Martin, Bausch & Lomb and Bristol-Meyers Squibb.

Biomedical advances by SUNY professors include the invention of MRI technology, the first implantable heart pacemaker, discovery of the causes of Lyme disease and the invention of Nicorette® gum for smoking withdrawal.

State University of New York is governed by a Board of Trustees, appointed by the Governor, which directly determines the policies to be followed by the 34 state-supported campuses. Community colleges have their own local boards of trustees whose relationship to the State University Board is defined by law.

The University's motto is: "To Learn—To Search—To Serve."

## BOARD OF TRUSTEES

|   |                  |
|---|------------------|
| Alyssa Amyotte.....                         | Lacona           |
| Aminy I. Audi . . . . .                     | Fayetteville     |
| Robert J. Bellafiore.....                   | Delmar           |
| Christopher P. Conners.....                 | Niskayuna        |
| Edward F. Cox. . . . .                      | New York City    |
| John J. Cremins . . . . .                   | Forest Hills     |
| Randy A. Daniels, Vice Chairperson. . . . . | New York City    |
| Candace de Russy . . . . .                  | Bronxville       |
| Thomas F. Egan, Chairperson. . . . .        | Rye              |
| Gordon R. Gross . . . . .                   | Amherst          |
| Michael E. Russell.....                     | East Setauket    |
| Teresa Santiago.....                        | Hartsdale        |
| Kay Stafford.....                           | Plattsburgh      |
| Harvey F. Wachsman . . . . .                | Upper Brookville |
| Gerri Warren-Merrick.....                   | New York City    |

## SYSTEM ADMINISTRATION

Interim Chancellor  
John B. Clark

University Counsel &  
Vice Chancellor for Legal Affairs  
Nicholas Rostow

Vice Chancellor for Academic Affairs and Provost  
Dr. Risa I. Palm

Vice Chancellor & Chief Financial Officer  
Vacant

Vice Chancellor for Community Colleges  
Dr. Dennis Golladay

Vice Chancellor for Capital Facilities

Phillip W. Wood

Vice Chancellor and Secretary of the University,  
President of the Research Foundation  
John J. O'Connor

Vice Chancellor for Government Relations  
Michael C. Trunzo

# State University of New York at New Paltz

# New Paltz

The State University of New York at New Paltz is an exciting blend of tradition and vision. At its educational core is the ever-present belief in the importance of a liberal arts education. This served as the guiding principle at the time the university was founded, in 1828, and continues to aid in the preparation of students for transition into the global community today. Equally important is the commitment to the growth of the student -intellectually, culturally, and socially. Throughout its history, New Paltz has led the way in the development of significant innovations, not the least of which has been its dedication to providing an international focus to all areas of its curriculum.

Between the founding of this school and the establishment of the present 257-acre campus of the State University of New York at New Paltz, many historic changes took place.

- 1828 - School for teaching of classics started
- 1833 - The New Paltz Academy established
- 1885 - State normal school established
- 1886 - Normal school opened
- 1925 - Changed from offering a two year degree to three year
- 1942 - Normal school becomes State Teachers College at New Paltz; authorized to grant baccalaureate degree
- 1947 - Graduate courses leading to master's degree introduced
- 1948 - State University of New York created by legislative action; The College at New Paltz joins 30 other institutions of higher learning
- 1951 - New Paltz adds art education degree to its program
- 1959 - College's name changed to College of Education
- 1960 - Authorization of liberal arts program leading to Bachelor of Arts degree granted
- 1961 - College renamed State University of New York College of Arts and Science at New Paltz
- 1994 -College renamed State University of New York at New Paltz

Today, the State University of New York at New Paltz has many more programs, facilities, and students than the founders of the classics school could have foreseen in 1828. What has not changed in the course of the history of higher education at the State University of New York at New Paltz is a strong commitment to the principle of excellence in teaching and learning.

## COLLEGE COUNCIL

- Kenneth J. Abt . . . . .Middletown
- Bythema B. Bagley '83, Interim Chairperson . . . . . New Paltz
- Michael E. Catalinotto, Esq. . . . .Saugerties
- Marianne Collins . . . . .Woodstock
- Vincent Cozzolino '83. . . . . New Paltz
- Robert J. DiCarlo '79 . . . . .Stony Brook
- Carolyn Kuhlmann . . . . . Ellenville
- Eleanor Venables . . . . .New Paltz
- Michael Reifmueller, '00 Alumni Representative
- Simin Mozayeni, Faculty Representative

Brian Gold President, Student Association

## THE COMMUNITY

Located in the 329 year-old village of New Paltz (founded in 1677 by French Huguenots), the contemporary buildings of the landscaped campus are a fitting contrast to the historic structures of the community and to the farmlands and vineyards beyond. Nestled between the historic Hudson River to the east and the majestic Shawangunk Mountains to the west, New Paltz provides some of the most breathtakingly beautiful countryside on the east coast. The community is surrounded by the fertile farmlands of the Walkill River Valley and hill upon hill of apple orchards and vineyards, making the region one of the prime apple-growing and wine making areas in New York State.

New Paltz is an aesthetic blend of commerce and natural beauty and is great for hiking and biking or just strolling along its many quiet tree-lined streets. Restaurants, retail shops and professional offices intermingle with historic stone houses built in the 17th and 18th centuries.

New Paltz is most famous for Huguenot Street, the oldest street in America, where visitors are welcome to tour the original stone houses, gaining a glimpse of 17th century colonial life.

The local terrain -- from underground caverns to mountain peaks -- is perfect for on-site study in geology. New York City, an educational gold mine, is less than a two hour drive, and benefits business, political science, communication, international relations, and fine and performing arts students with voluminous offerings: the UN, network studies, national publications, Wall Street, Broadway, museums and galleries, -- to scratch only the surface.

Regional beauty is but one reason to consider attending New Paltz. The region itself abounds in educational experiences. History students, for example, would be hard-pressed to find a more suitable location for exploring America's past. The nation's oldest street with its original houses is just blocks from campus and ancient Native American artifacts abound. Former US presidents' homes, as well as Kingston's historic Rondout district, become natural labs for history and anthropology students. Political science majors are just a short drive away from the state capital and internships in state government. An abundance of health care agencies offer beneficial observation experience to students with ambitions for medical or allied health careers.

## THE FACULTY

The State University of New York at New Paltz has a distinguished faculty consisting of approximately 300 full- and 300 part-time members. Eighty-four percent of the full-time faculty hold the doctorate or appropriate terminal degrees and represent more than 100 American and 15 foreign universities.

In addition to their outstanding academic and professional credentials, the faculty is distinguished by a devotion to excellence in teaching.

*Distinguished Professors* – Michael Adams, Gerald Benjamin, Arthur Cash (Emeritus), David Clark, Laurence Hauptman, Ronald Knapp

*University Professor* – Vladimir Feltsman

*Distinguished Service Professorship* – Peter D.G. Brown, Dorothy Hayes (Emeritus), Henry Urbanski

*Distinguished Teaching Professors* – Jan Z. Schmidt, Gerald Sorin (Emeritus), Harry Stoneback

The following faculty have received the *State University's Chancellor's Award for Excellence in Teaching*:

M. Robin Arnold, 1999; Gerald Benjamin, 2002; Mary Boyle, 1990; Peter D. G. Brown, 1993; Julio Gonzalez, 2001; Laurence Hauptman, 1991; Sarah Ann Lovett, 1989; Myra Mimplitsch-Gray, 1998; Thomas Olsen, 2003; Hadi Salavitar, 1991; H.P. Sankappanavar, 1989; Nancy Schniedewind, 1978; Pauline Uchmanowicz, 2003; and Donald Walker, 1973. Retired emeriti faculty: Salvatore Anastasio, 1980; Paul Brown, 1973; David Fractenberg, 1978; Harold Jacobs, 1975; Loyd Lee, 1992; Betty McKnight, 1974; David Morse, 1974; Vanderlyn Pine, 1975; Susan Puretz, 1976; and George Schnell, 1990.

*The Chancellor's Award for Excellence in Faculty Service* was given to Elaine B. Hofstetter, 2003.

*The Chancellor's Award for Excellence in Professional Service* was given to Robin Cohen, 2002; Daniel Kempton, 2003; and Neil Trager, 1995. Emeriti: Rosemarie McBride, 1978; Emeritus Librarian: William

Connors, 1991.

*The Chancellor's Award for Excellence in Librarianship* was given to Chui-chun Lee, 1989 and Corinne Nyquist, 1986.

*The Chancellor's Award for Excellence in Scholarship and Creative Activities* was awarded to James Bennett, 2003; Rimer Cardillo, 2006.

## **STUDENT CONSUMER INFORMATION REQUIREMENT**

In compliance with both Federal and State laws, the College makes available to students or prospective students information about instructional programs, costs of attending the institution, financial assistance available to students, refund policy, qualification of faculty, graduation rates and placement of graduates. The College Registrar is available to assist students or prospective students in obtaining information specified in the Regulations of the Commissioner of Education, Chapter 2, Sections 53.1-3, 4.

### **ACCESS TO EDUCATIONAL RECORDS**

1. The Family Education Rights and Privacy Act (FERPA) provides that qualified individuals and agencies shall have the right to inspect and review certain student educational records. Individuals and agencies so qualified are:
  - Presently and formerly enrolled students (who may see their own records);
  - Parents of formerly enrolled students of the van den Berg Learning Center;
  - School and government officials and agencies specifically described in Section 438 of the Act.
2. The following records are maintained by the college and may be reviewed by duly qualified persons by making a written request at the designated office. The law requires that access must be provided not more than 45 days after receipt of the request.
  - Records relating to student payments, receipts, applications for refunds, dormitory damage assessments – *Office of Student Accounts*.
  - Information concerning NDSL and Perkins Loans *Student Loan Office*.
  - Student teaching records, including personal information and evaluation reports (other than confidential evaluation reports received prior to January 1, 1975) – *Student Teaching Office*.
  - Records and recommendations relating to overseas academic programs (other than letters of recommendation received prior to January 1, 1975) – *Center for International Programs*.
  - Student housing records, including current addresses, records of dormitory disciplinary actions, requests for single rooms and accommodations for other special housing needs, dormitory damage assessments, resident assistant employment information – *Department of Residence Life*.
  - Records relating to Continuing Education (other than letters of recommendation received prior to January 1, 1975) – *Center for Continuing and Professional Education*.
  - Undergraduate admissions and readmissions files (other than letters of recommendation received prior to January 1, 1975) – *Office of Records & Registration*.
  - Records relating to Educational Opportunity Program students including academic records, letters of academic probation and dismissal – *Educational Opportunity Program*.
  - Graduate admissions applications, related correspondence (other than letters of recommendation received prior to January 1, 1975), and transcripts of baccalaureate work for matriculated and non-matriculated graduate students – *Office of the Graduate School*. Graduate Record Examination or Miller Analogies Test scores where required and letters of reference for matriculated students are on file in the respective department offices. Duplicate transcripts of baccalaureate work are on file in the respective department offices.
  - Records relating to career planning and placement – *Career Resource Center*.

- Transfer students credit evaluations – *Office of Records & Registration*.
  - Records relating to student financial aid (other than Parents' Confidential Statements and Income tax returns)
  - *Office of Financial Aid*.
  - Records relating to disciplinary action, legal action, or complaints about students – *Office of the Vice President for Student Affairs*.
  - Student employment records – *Payroll Office*.
  - Records relating to applications to medical and dental schools (other than letters of recommendation dated prior to January 1, 1975) – *Pre-Medical and Pre-Dental Advisory Committee*, Dr. Tom Nolan, Chairman.
3. The following records maintained by the college are specifically excluded from the Family Education Rights and Privacy Act and will not be available for inspection:
- Personal notes made by instructional, supervisory, or administrative personnel, in the sole possession of the maker and not available to anyone else except a substitute.
  - Records maintained by the Health and Counseling Centers, or by other college counselors. These records will be made available to an appropriate professional of the student's (or parent's) choice.
  - Confidential letters of recommendation, reference, or evaluation if the right of access has been waived (see paragraph 8).
  - Other letters of recommendation, reference, or evaluation received prior to January 1, 1975.
  - Parents' Confidential Statements and parents' income tax returns.
4. Each of the offices mentioned in paragraph 2 will maintain a record of individuals or agencies who have requested and/or obtained access to the student records for which it is responsible, and will be available for inspection on the same basis as the basic records.
5. Access to records listed in paragraph 2 may be obtained by submitting a written request to the office indicated. Forms for this purpose are available in these offices but are not required. Arrangements will be made available within 45 days of the request for inspection of such records in the office in which they are maintained.
6. Requests by the student (or parent) for permanent removal of any document or record from the file or for permission to file a response to such document or record shall be made to the officer maintaining the record. If the request is denied, a hearing may be obtained in the following manner:
- If the officer maintaining the record is a vice president, the hearing will be conducted by the president (or designee).
  - If the officer maintaining the record is not a vice president, the hearing will be conducted by the vice president (or designee) responsible for supervision of the office in which the record is maintained. In such cases the president (or designee) may entertain appeals.
  - The hearing will be held within a reasonable time after request thereof is made and a written decision will be issued within 10 working days of completion of the hearing.
7. Each student may waive his/her right to access confidential recommendations used solely in connection with applications for admission to this or any other college or university, applications for employment, or receipt of an honor. The names of persons making such recommendations will be provided upon request. The executed waiver will be sent to the individual providing the recommendation and will place the recommendation in the category of documents not available for inspection and review.
8. It is the general policy of the college to obtain a student's consent before releasing any information. However, in the case of normal public relations such as a specific public event (theatrical production, concert, athletic event, graduation, awarding of scholarship), information regarding a student's participation in that event, the student's class and major field of study, and the height and weight of members of athletic teams maybe released without consent. Any student who does not wish to have this information released must so notify the college relations officer in writing not later than the second week of classes – *Office of Public Affairs*.

## STUDENT SERVICES

Student Health Service

*Medical Problems and Education*

(845) 257-3400

Student Counseling

*Individual and Group Counseling and Outreach*

(845) 257-2920

Disability Resource Center

*Disabled Student Information and Services*

(845) 257-3020

Career Resource Center

*Career Advisement Resources*

(845) 257-3265

Educational Opportunity Program

*Assistance for Historically Disadvantaged Students*

(845) 257-3220

Center for International Programs

*International Student Advising*

(845) 257-3125

Office of Financial Aid

*Information on Grants and Loans*

(845) 257-3250

Office of Student Accounts

*Payment Information*

(845) 257-3150

Department of Residence Life

*On-Campus Housing*

(845) 257-4444

College Bookstore

(845) 257-3050

Campus Auxiliary Services

*ID Cards, Food Service*

(845) 257-3370

Registrar

*Course Registration, Transcript Requests*

(845) 257-3100

Office of Computer Services

*Student Computing*

(845) 257-3130

Telecommunications & Parking Office

*Parking Permits*

(845) 257-3001

University Police

*Emergencies*

(845) 257-2222

## **CAMPUS REGULATIONS**

Campus regulations are available either from the Office of the Vice President for Student Affairs or on-line at [www.newpaltz.edu/studentaffairs/regulations.html](http://www.newpaltz.edu/studentaffairs/regulations.html).

## **ACADEMIC RESOURCES**

Sojourner Truth Library  
Instructional Media Services  
Samuel Dorsky Museum of Art  
Haggerty Intensive English Language Program  
Mid-Hudson Teacher Center  
Mid-Hudson School Study Council  
Classroom Technology Institute  
Software Institute Curriculum Center  
Speech and Hearing Center  
Teaching and Learning Center

## **ACADEMIC FACILITIES**

General Use Classrooms – 77  
General Use Lecture Halls – 8  
Smart/Electronic Classrooms – 17  
Science and Engineering Labs – 29  
Open and Specialized Computer Labs – 61  
Music Practice Rooms – 10  
BFA Studios – 48 in 5 locations  
MFA Studios – 45 in 5 locations  
Specialized Art Task Rooms & Art Labs - 41  
Theatres – 3  
Recital Halls – 1  
Planetarium – 1  
Speech & Hearing Clinic – 1  
Music Therapy Clinic – 1  
Language Learning Center – 1

# **The Graduate School**

**Laurel M. Garrick Duhaney, Ph.D.  
Associate Provost for Academic Affairs  
Dean of the Graduate School**

**(845) 257-3285**

**Toll Free: 1-800-248-8856**

**Haggerty Administration Building (HAB 804)**

**[www.newpaltz.edu/graduate](http://www.newpaltz.edu/graduate)**

The Graduate School has a long and proud history of providing professionals in the Hudson Valley the tools for success in their chosen career path.

## **Graduate Academic Policies Handbook State University of New York at New Paltz**

The information presented in this handbook is a summary of the policies of the State University of New York at New Paltz that are pertinent to how graduate Teaching Assistants carry out their responsibilities. It is intended as a guide. For complete information about a particular policy, please consult the reference indicated.

We have made every effort to provide salient and accurate information in this handbook. However, the State University of New York at New Paltz assumes no liability for errors or omissions in this publication and reserves the right to alter existing rules and regulations such as those governing academic programs, academic standards, and organizational structures within its jurisdiction and after appropriate consultation. Students, faculty, and staff are expected to be governed by the information herein published or subsequently altered.

### **Affirmative Action**

SUNY New Paltz supports Affirmative Action and Equal Opportunity and does not discriminate against individuals or groups on the basis of race, sex, age, national origin, religion, disability, veteran status, marital status, or sexual orientation in education or employment, or in any of its policies or programs. All actions toward employees and students are based upon performance-related criteria. Further, SUNY New Paltz will not tolerate sexual harassment of employees or students.

Any persons alleging discrimination should contact the Affirmative Action Office at 257-3271.

# THE GRADUATE SCHOOL MAJOR/ HEGIS/ PROGRAM CODES

|  | MAJOR | HEGIS   | PRG   |  | MAJOR | HEGIS   | PRG   |
|--|-------|---------|-------|--|-------|---------|-------|
| <b>MASTER OF SCIENCE IN EDUCATION (MSED)</b><br><span style="color: orange;">MSED programs require a NYS Teaching Cert. for application</span> |       |         |       | <b>MASTER OF ARTS IN TEACHING (MAT)</b><br><span style="color: orange;">MAT programs lead to NYS Teaching certification</span> |       |         |       |
| Early Childhood Education  | 011A* | 0823    | 25286 | Adolescence Education: Biology   | 101A  | 0401.01 | 25309 |
|  |       |         |       | Adolescence Ed: Earth Science  | 102A* | 1917.01 | 25310 |
| Childhood Education  | 013A  | 0802    | 25287 | Adolescence Education: English   | 103A  | 1501.01 | 25305 |
| Early Childhood Concentration B-2 (013B)   |       |         |       | Adolescence Education: Chemistry   | 104A* | 1905.01 | 25311 |
| Environmental Concentration 1-6 (013E)   |       |         |       | Adolescence Education: French  | 105A* | 1102.01 | 25306 |
| Humanistic Concentration 1-6 (013H)  |       |         |       | Adolescence Education: Mathematics   | 107A* | 1701.01 | 25308 |
| Math, Science, Technology Concentration 1-6 (013H)   |       |         |       | Adolescence Ed: Social Studies   | 109A  | 2201.01 | 25312 |
| Reading-Literacy Concentration 1-6 (013R)  |       |         |       | Adolescence Education: Spanish   | 110A* | 1105.01 | 25307 |
| Special Education Concentration 1-6 (013S)   |       |         |       |  |       |         |       |
|  |       |         |       | <b>MASTER OF SCIENCE (MS)</b>  |       |         |       |
| Literacy Ed & Childhood Spec Ed  | 029A  | 0899    | 31415 | Electrical Engineering   | 265   | 0909    | 20281 |
| Literacy Ed & Adolescence Spec Ed  | 029B  | 0899    | 31413 | Computer Science   | 270   | 0701    | 83390 |
| Literacy Education B-6   | 030A  | 0830    | 25284 | Nursing  | 280*  | 1203.01 | 92006 |
| Literacy Education 5-12  | 030B  | 0830    | 25285 | Music Therapy  | 285   | 1099    | 31000 |
|  |       |         |       | Mental Health Counseling   | 290   | 2104    | 31095 |
| Adolescence Education: Biology   | 031A  | 0401.01 | 25318 | School Counseling  | 295   | 0826.00 | 32351 |
| Adolescence Education: Chemistry   | 032A* | 1905.01 | 25320 | Communication Disorders  | 090   | 1220    | 25668 |
| Adolescence Ed: Earth Science  | 033A* | 1917.01 | 25319 | Speech- Language Disabilities Concentration (090I)   |       |         |       |
| Adolescence Education: English   | 034A  | 0501.01 | 25314 | Speech-Language Pathology Concentration (090S)   |       |         |       |
| Adolescence Education: French  | 035A* | 1102.01 | 25315 |  |       |         |       |
| Adolescence Ed: Mathematics  | 037A* | 1701.01 | 25317 | <b>MASTER OF PROFESSIONAL STUDIES (MPS)</b>  |       |         |       |
| Adolescence Education: Spanish   | 039A* | 1105.01 | 25316 | Humanistic Ed. /Multicultural Ed.  | 070   | 0801    | 25291 |
| Adolescence Ed: Social Studies   | 040   | 2201.01 | 25321 | General Program (070G)   |       |         |       |
| Economics Concentration (040E)   |       |         |       | Teaching Certification: Special Subjects Only (070C)   |       |         |       |
| Geography Concentration (040G)   |       |         |       |  |       |         |       |
| History Concentration (040H)   |       |         |       | Multicultural Education Certificate Program (non-degree cert. program) (071)   |       |         |       |
| Political Science Concentration (040P)   |       |         |       |  |       |         |       |
|  |       |         |       | <b>MASTER OF BUSINESS ADMINISTRATION (MBA)</b>   |       |         |       |
| Visual Arts Education  | 050A  | 0831    | 25277 | Business Administration  | 261   | 0506    | 19744 |
| Interdisciplinary Art Ed Summer Intensive Conc. (050I)   |       |         |       | Public Accountancy   | 262   | 0502    | 25662 |
|  |       |         |       |  |       |         |       |
| Adolescence Spec. Ed. & Literacy   | 059A  | 0899    | 31412 | <b>MASTER OF ARTS (MA)</b>   |       |         |       |
| Childhood Spec. Ed. & Literacy   | 059C  | 0899    | 31414 | Biology  | 202   | 0401    | 03706 |
| Special Education: Adolescence Ed  | 060A  | 0808    | 25282 | Chemistry  | 203*  | 1905    | 03750 |
| Special Education: Childhood Ed  | 060C  | 0808    | 25283 | English  | 204   | 1501    | 12327 |
| Special Education: Early Childhood   | 060E  | 0808    | 31416 | Geology  | 205*  | 1914    | 03753 |
|  |       |         |       | Mathematics  | 206*  | 1701    | 03743 |
| Second Language Education  | 065   | 1508    | 25313 | Psychology   | 208   | 2001    | 03755 |
|  |       |         |       | Sociology  | 209*  | 2208    | 30490 |
| School Leadership  | 080A  | 0828    | 79090 | Art Studio   | 256   | 1002    | 82116 |
|  |       |         |       | Interdisciplinary Art Studio Summer Intensive Conc. (256I)   |       |         |       |
| <b>MASTER OF SCIENCE FOR TEACHERS (MST)</b><br><span style="color: orange;">MST programs lead to NYS Teaching certification</span>             |       |         |       | <b>MASTER OF FINE ARTS (MFA)</b>   |       |         |       |
| Early Childhood Education  | 020B* | 0823    | 25279 |  |       |         |       |
| Childhood Education  | 020A  | 0802    | 25281 | Ceramics   | 301   | 1009    | 03729 |
|  |       |         |       | Metal  | 302   | 1009    | 03731 |
| <b>CERTIFICATE OF ADVANCED STUDIES (CAS)</b>   |       |         |       | Painting/Drawing   | 303   | 1002    | 12319 |
| Clinical Nurse Spec: Adult Health  | 400*  | 1203.12 | 30089 | Photography  | 304*  | 1011.00 | 03733 |
| School Leadership  | 401A  | 0827    | 29035 | Printmaking  | 305   | 1009    | 12316 |
| Alt Cert: School District Leader (Trans D)   | 401B  | 0899.54 | 29036 | Sculpture  | 306   | 1002    | 03724 |
| School Business Leadership   | 402A  | 0827    | 29037 | Intermedia Design  | 307*  | 1009    | 03730 |

\* These programs are not accepting new applications.

## **THE COLLEGE OFFERS PROGRAMS LEADING TO NINE MASTER'S DEGREES AND TO THE CERTIFICATE OF ADVANCED STUDY.**

### **Master of Science in Education**

The Master of Science in Education program is for teachers who wish to improve their professional competence and mastery of subject matter. Completion of a degree program may lead to professional certification in a field and level, providing the student has at least three years of full-time teaching experience and has initial certification in a teachable major.

### **Master of Arts in Teaching**

The Master of Arts in Teaching degree is designed specifically for non-certified students who have bachelors' degrees in an academic discipline and who wish to earn a teaching certificate at the secondary level.

### **Master of Science for Teachers**

The Master of Science for Teachers degree is designed specifically for non-certified students who have bachelors' degrees in an academic discipline and who wish to earn a teaching certificate at the elementary level.

### **Master of Professional Studies**

The Master of Professional Studies degree is offered in humanistic/multicultural education. This program is designed for individuals who are involved in education in its broadest sense by seeking to help others develop their intellectual capacities, expand their self-knowledge, develop interpersonal skills, or foster humane working, learning or living situations. Students currently enrolled include individuals in the helping professions and teachers with certification in special subjects such as family-consumer science, health, music, physical education, and technology.

The Humanistic/Multicultural Education program also offers a 15-credit Multicultural Education Certificate program. This post-master's certificate program prepares teachers and other educational professionals to further develop knowledge and skills to effectively educate and support the diverse students in our schools and close the achievement gap. This certificate program does **not** lead to a graduate degree.

### **Master of Arts**

The Master of Arts degree may serve as a complete program in a specific discipline or as a first stage of graduate study. If a student has initial certification at the secondary level in the same discipline as the MA, application for professional certification may be made upon completion of the degree, providing the student has at least two years of full-time teaching experience in the area of certification.

### **Master of Arts: Art Studio**

The Master of Arts degree in Art Studio program offers a summer-intensive interdisciplinary concentration where students share studio space with visual art education students. The professional goals of the MA in Art Studio program are substantially different from those of the MFA degree. Admission into the MA in Art Studio program and completion of some or all of the program's requirements does not insure continuation into the MFA program. A student enrolled in the MA in Art Studio program who wishes to transfer into the MFA must request a faculty review after the completion of 12 credits in residence in the area of concentration, and be approved by the faculty for transfer into the MFA program.

## **Master of Science**

**Communication Disorders.** The Department of Communication Disorders offers two concentrations leading to the Master of Science: Speech-Language Pathology and Speech and Language Disabilities. The Speech-Language Pathology concentration leads to New York State licensure and ASHA certification in speech-language pathology. The “Speech and Language Disabilities” concentration leads to New York State teacher certification as a Teacher of Students with Speech and Language Disabilities.

**Computer Science.** The computer science program is designed to provide students with a strong foundation for advanced professional work or doctoral study in the computer field. Courses are offered in computer software, hardware, theory, and mathematics. This graduate-level program requires 30 credit hours selected from three course categories, allowing for both breadth and depth of study. To accommodate part-time students, most graduate courses are offered in the late afternoon or evening and meet once a week. Teaching assistantships are available on a competitive basis. The program does not require a baccalaureate degree in computer science.

**Electrical Engineering.** The Electrical Engineering program offers courses in electromagnetic fields and waves, telecommunications, electronics, and control systems. The program has two options: thesis and non-thesis. The thesis option emphasizes research and requires submission of a thesis in addition to taking advanced core and elective courses in electrical engineering. This option requires the completion of 30 credits, 24 course credits and 6 thesis credits. The non-thesis option requires completion of 30 course credits and successful passing of a comprehensive examination. The program, which can be pursued either full- or part-time, is designed to serve recent graduates and practicing engineers who need in-depth knowledge in the rapidly changing and expanding areas of electrical engineering beyond what can be included in the traditional bachelor’s program.

**Music Therapy.** The Master of Science in Music Therapy is a 48- credit program designed to provide students with a comprehensive education in Music Therapy at the advanced level. A second purpose of this program is to comply with the new requirements as set forth by New York Article 163 that requires Music Therapists to become licensed creative arts therapists in New York. The program meets the guidelines for the approval of academic programs in music therapy as set forth by the National Association of Schools of Music, the American Music Therapy Association, and the *Commissioner’s Regulations – Sec. 52.34 Creative Arts Therapy*.

**Counseling.** The Mental Health Counseling program offers students the opportunity to pursue a specialized course of study leading to a 60-credit Master of Science degree in Mental Health Counseling. It serves both students seeking licensure as mental health counselors and those who intend to eventually proceed into doctoral programs. Degree requirements cover a core curriculum and specialized courses. Three required fieldwork courses provide unique, varied, and intense hands-on mental health counseling training experiences under supervision of licensed professionals.

The School Counseling program offers a 60-credit Master of Science in School Counseling, which prepares students for certification as school counselors. The curriculum covers school counseling practice and research, in addition to necessary coursework in human growth and development, social and cultural foundations, helping relationships, group work, career and lifestyle development, appraisal, research and program development, and professional orientation. Practicum and internship experiences provide unique, varied, and intense hands-on school counseling training experiences that meet state certification requirements. The degree can be completed full-time in two years, including summer classes.

### **Master of Business Administration**

The Master of Business Administration program prepares career-oriented individuals for a broad range of management responsibilities, with a focus on a concentration specialization. The MBA program will enable students to take managerial and professional leadership roles in regional, national, and international enterprises.

### **Master of Fine Arts**

The Master of Fine Arts degree program is a 60-hour program specializing in ceramics, metal, painting/drawing, printmaking and sculpture (photography and graphic design). Candidates holding a master's degree may petition the department to transfer a maximum of 30 credits toward the 60-credit requirement.

### **Certificate of Advanced Study**

The Department of Educational Administration's Certificate of Advanced Study program is a 60-hour program (30 hours beyond the master's degree) leading to professional certification, and to the College's Certificate of Advanced Study. The following specializations are offered: School Leadership, Alternate Certificate: School District Leader (Transition D) and School Business Leadership.

The **Certificate of Advanced Study, Clinical Nurse Specialist (CNS) Adult Health**, is an 18-credit program designed for students who hold a master's degree with a concentration in nursing. Graduates will be prepared for the American Nurses Credentialing Center (ANCC) board examination in the specialty of adult health/medical surgical nursing. Upon successful examination the applicants' credential will be APRN, BC (Advanced Practice Registered Nurse, Board Certified).

# Teacher Education Programs

## OFFICE OF EDUCATIONAL ADVISEMENT

(845) 257-2807

### **Certification**

The information listed below reflects the new guidelines, as of February 2, 2004, which is subject to change based on the State Education Department's certificate initiatives.

**Initial and Professional Certification.** An Initial Certificate, valid for five years, will be issued at the request of the student upon completion of an approved program. After receiving an Initial Certificate, there is a five-year requirement in which an appropriate master's degree must be earned. One may receive a one-year extension by contacting SED, restricted by a rigid set of protocols. A Professional Certificate will be issued upon completion of the requirements for Professional Certification in effect at the time of issuance.

Candidates must file with SED official qualifying scores on the New York State Teacher Certification Exams (NYSTCE). There are three exams: The Liberal Arts and Science Test (LAST), the Assessment of Teaching Skills-Written (ATS-W), and the Content Specialty Test in the appropriate certification area. All three tests are required for the Initial Certification. For further test information call (518) 474-3901 or visit their website at: [www.nystce.nesinc.com](http://www.nystce.nesinc.com).

Candidates pursuing the MAT and the MST programs are recommended for both the Initial and Professional Certification upon successful completion of their program, which includes a final semester of student teaching.

Candidates pursuing additional certification in a field not offered at New Paltz, but who are taking courses through us must consult the Alternate Route Division of the Office of Teacher Education and Certification, Cultural Education Center, Empire State Plaza, Albany, New York 12230. The phone number is: (518) 474-3901 and their website is: <http://www.highered.nysed.gov/tcert/contact.htm>. The e-mail is: [tcert@mail.nysed.gov](mailto:tcert@mail.nysed.gov).

### **CHILD ABUSE IDENTIFICATION AND REPORTING WORKSHOP:**

All candidates for teacher certification in the State of New York are required to attend a two-hour training in the recognition and reporting of child abuse or neglect. Group sessions are offered on campus, or students may take the mandatory training at local state education approved agencies or hospitals. Candidates taking this training off campus must submit proof of completion to the Education Advise ment Office in OMB 105. Evidence of training must be documented in this office before recommendation of certification can be processed and sent to SED. On campus information regarding workshop dates can be obtained by calling the Assistant to the Dean's Office at (845) 257-2874.

### **SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION WORKSHOP (SAVE):**

All candidates for teacher certification in the State of New York are required to attend a two-hour training in school violence and prevention. Group sessions are offered on campus, or students may take the mandatory training at local state education approved agencies or hospitals. Candidates taking this training off campus must submit proof of completion to the Educational Advise ment Office in OMB 105. Evidence of training must be documented in this office before recommendation of certification can be processed and sent to SED. On campus information regarding workshop dates can be obtained by calling the Mid-Hudson Teacher Center at (845) 257-2885.

### **FINGERPRINTING:**

All candidates for teacher certification in the State of New York are required to be fingerprinted and have a criminal history records search done for certification and employment. The Education Advise ment Office and the University Police Department offer fingerprinting sessions each semester. On campus information can be obtained by calling the Education Advise ment Office at (845) 257-2807. The phone number in SED is (518) 473-2998, the website is: <http://www.highered.nysed.gov/tcert/ospra/index.html>, and the e-mail address is: [ospra@mail.nysed.gov](mailto:ospra@mail.nysed.gov).

# Academic Policies and Procedures

# Policies

Consistent with its mission as a public institution of higher education SUNY New Paltz sponsors a broad spectrum of opportunities and services for graduate students in its service region. Although there is a stringent set of criteria for matriculation in a degree program, most students will have access to post-baccalaureate study at New Paltz. Although enrollment in some courses is restricted to matriculated students, many courses have prerequisites, and many others are open and available to students with graduate standing regardless of their field of preparation.

Graduate studies at New Paltz presupposes a rigorous course of study at a higher level and in greater depth than at the undergraduate level. Matriculated students follow a prescribed program, the “plan of study”, and must remain in academic good standing. Other students may register for courses for which they are qualified without regard to a “plan.”

Non-matriculated students who subsequently apply for matriculation are considered in a manner similar to undergraduate transfer students. That is, graduate credits earned prior to matriculation will be evaluated by the department to determine which, if any, may be applied to the degree. Factors to be considered in evaluating these credits include the grade received, the accreditation status of the school, and, for rapidly changing fields, the currency of skills and information covered in the courses.

The non-matriculated classification includes visiting students, students in the last term of their baccalaureate study, and others who do not plan to work toward a degree. On request, the College will provide an official transcript of all graduate courses completed and the grades earned. No official status or obligation pertains to non-matriculated students.

## DEFERRAL POLICY

The following deferral policy is applicable to some programs. Please check with your departmental advisor to see if this policy applies to you. Graduate program acceptance and matriculation is for the semester indicated in the student’s acceptance letter. Students who do not enroll in the semester for which they are accepted forfeit their place in the program. Students who have forfeited acceptance into a program have up to one year to request that their acceptance be reinstated. However, granting this request remains at the discretion of the program and the Dean of the Graduate School. After that point, it will be necessary to reapply. The Request for Deferral of Matriculation may be downloaded from our website at: <http://www.newpaltz.edu/graduate/forms.html>.

## PLAN OF STUDY

Once a student receives his/her letter of matriculation from the Dean of the Graduate School, he/she should meet with the assigned advisor to complete a Plan of Study. The Plan of Study is to be signed by the student, the student’s academic advisor(s), the department chair, and is approved by the Dean of the Graduate School. Secondary Education graduate students must have their plans approved by the Education and Content area advisors. ***Please note that undergraduate courses cannot be listed on a graduate Plan of Study.***

An official Plan of Study must be forwarded to the Graduate School for final approval by the Dean by end of the student's first semester of coursework following matriculation. Subsequent minor revisions to the plan may be made using the "Request for Change in Plan of Study" form which is available from the academic advisor(s) or from the Graduate School website at: <http://www.newpaltz.edu/graduate/forms.html>. If the student requires more extensive revision to his/her original plan of study, then a replacement plan should be filed with the Dean of the Graduate School.

## ADVISING

Candidates for graduate degrees are assigned an advisor who will assist in developing a plan of study to reflect the student's interests and career plans and to fulfill degree requirements. Students should not select elective coursework without consulting their advisor or developing a plan of study.

Non-matriculated students may contact the Graduate School for advisement.

## ACADEMIC "GOOD STANDING" **Note: Revised Academic Standing rules as of 10/12/2007**

**Academic Good Standing** is defined as a cumulative GPA between 3.0 and 4.0.

**Academic Warning** is defined as a cumulative GPA between 2.75 and 2.99, after nine credits of graduate coursework. Students placed on academic warning will receive a letter from the Graduate School and must make appointments to meet with their academic advisor and the Dean of the Graduate School. After two consecutive semesters of academic warning, a student's registration is barred and the block is only removed after the student meets with the Dean of the Graduate School. If the student's academic status does not return to good standing after the third consecutive semester, the student may be academically dismissed.

**Academic Probation** is defined as a cumulative GPA between 2.50 and 2.74 after nine credits of graduate coursework. Students placed on academic probation will receive a letter from the Graduate School and must make appointments to meet with their academic advisor and the Dean of the Graduate School. While in this academic status, the student's transcript will be marked with a probation indicator. If a student fails to meet with the Dean, he/she will be blocked from future registration. Students will be academically dismissed after two consecutive semesters of academic probation.

**Academic Dismissal** is incurred once a student has earned a cumulative GPA below 2.5, after twelve credits of graduate coursework. Students will also be dismissed after three consecutive semesters of academic warning or after two consecutive semesters of academic probation. Once a student has been academically dismissed, the student is deregistered from current coursework and future registration is prohibited. This action also means that the student cannot matriculate into another graduate program at SUNY New Paltz.

| GPA        | Academic Standing                              | Comments  |
|------------|--|---|
| 3.00-4.00  | Good Standing (GS)                             |   |
| 2.75-2.99  | Academic Warning—1 <sup>st</sup> semester (W1) | Registration is not affected.   |
| 2.75-2.99  | Academic Warning—2 <sup>nd</sup> semester (W2) | Registration is prohibited. Student must meet with Dean of The Graduate School before he/she will be allowed to register. |
| 2.50-2.74  | Academic Probation (AP)                        | Future registration is prohibited. A probation indicator will be noted on the student's transcript.                       |
| 2.49 and ↓ | Academic Dismissal (AD)                        | Registration is prohibited and student is deregistered from coursework.   |

# ACADEMIC INTEGRITY

Students are expected to maintain the highest standards of honesty in their college work. Cheating, forgery, and plagiarism are serious offenses, and students found guilty of any form of academic dishonesty are subject to disciplinary action.

Cheating is defined as giving or obtaining information by improper means in meeting any academic requirements. The use for academic credit of the same work in more than one course without knowledge or consent of the instructor(s) is a form of cheating and is a serious violation of academic integrity. Forgery is defined as the alteration of college forms, documents, or records or the signing of such forms or documents by someone other than the proper designee.

Plagiarism is the representation, intentional or unintentional, of someone else's words or ideas without attribution or as one's own. Since words in print are the property of an author or publisher, plagiarizing is a form of larceny punishable by fine. When using another person's words in a paper, students must place them within quotation marks or clearly set them off in the text and give them appropriate footnoting. When students use only the ideas and change the words, they must clearly identify the source of the ideas. Plagiarism, whether intentional or unintentional, therefore, is a violation of the property of the author plagiarized and of the implied assurance by the students when they hand in work that the work is their own. If students have any questions about what constitutes plagiarism, it is their responsibility to clarify the matter by conferring with the instructor.

Faculty members must report in writing cases of cheating, plagiarism or forgery to their department chair, academic Dean and Associate Dean for Student Affairs. Faculty members are also responsible for making the initial determination of the academic penalty to be imposed in cases of cheating, plagiarism, or forgery and for informing in writing the department chair, the academic Dean, and the student of the alleged violation and the proposed penalty. The academic penalty may range, for instance, from failure of a specific piece of work in a college course to failure of the course itself.

Cases requiring disciplinary and/or grade appeal action will be adjudicated in accordance with *Procedures for Resolving Academic Integrity Cases*, a copy of which is available in the office of the Dean of the Graduate School, the office of the Provost for Academic Affairs, and in the academic Dean's office.

## GRADUATE APPEALS PROCEDURES

### PROCEDURE FOR IMPLEMENTING GRADUATE ACADEMIC APPEALS

The appeal system, which deals with inequitable application of academic policy, affords recourse to a student who has evidence, or believes that evidence exists, to show that an inappropriate grade has been assigned or other inappropriate formal academic action has been taken.

The following steps should be taken to initiate and process an academic appeal. It is imperative that the individual student recognizes the responsibility for taking the initiative in the appeal and for processing the appeal through each step of the procedure. It is the student's decision whether or not to proceed to each step of the procedure.

**Step 1:** The student must consult with the instructor concerning the problem. If a satisfactory resolution of the problem is not achieved and the student wishes to go to step 2, the student must request a signed and dated acknowledgement of the consultation from the instructor. A handwritten note is sufficient.

**Step 2:** The student must consult with the *chair of the department offering the course*. If a satisfactory resolution of the problem does not result from this consultation and the student wishes to go to step 3, the student must request a signed and dated acknowledgement of the consultation from the chair. A handwritten note is sufficient.

**Step 3:** The student must go to the *Dean of the School offering the course* in question, complete the "Student Form for Academic Appeals," and arrange a meeting with the Dean. If no satisfactory resolution is achieved after consultation with the Dean, the student may initiate step 4. The student must request a signed and dated acknowledgement of the consultation from the Dean.

**Step 4:** The student should forward to the Graduate Council, via the Dean of the Graduate School (HAB 804), an explanatory cover letter, a copy of the “Student Form for Graduate Academic Appeals,” and any pertinent documentation.

**Step 5:** The Graduate Council will review the material submitted. After due consideration of the issues, the Council will decide whether further action is justified and the nature of such action. The Council may request a consultation with the student at this step; however, consultation should not be considered routine. The Council may also request a consultation with other individuals involved in the appeal or may request any other information needed for clarification of the issues. The Council will inform the student of its decision in writing.

**Step 6:** The Graduate Council will recommend to the Provost/Vice President for Academic Affairs such action as he/she deems appropriate to resolve the appeal. A copy of this recommendation will be forwarded to the student.

**Step 7:** The Provost/Vice President for Academic Affairs will have the ultimate authority in rendering a judgment in cases presented to him or her through the above process. The Provost/Vice President for Academic Affairs will inform the student in writing of the decision.

## STUDENT FORM FOR GRADUATE ACADEMIC APPEALS

This form is to be filled out with the assistance of the appropriate representative of the Dean’s office and only after the instructor and the chair of the department have been consulted, and if the problem has not been resolved. The Student Form for Graduate Academic Appeals may be downloaded from our website at: <http://www.newpaltz.edu/graduate/forms.html>

**NOTE:** Three (3) copies of this form will be needed (appropriate Dean, Graduate Council, [via the Dean of the Graduate School—HAB 804], student) if the appeal has not been resolved by the Dean.

## COURSE-NUMBERING SYSTEM

The first three letters identify the department of origin of the course; the third digit denotes the level; the last two digits identify the course in the department’s course taxonomy.

### 500-Level Courses.

These are graduate courses designed to build upon the knowledge and skills achieved in an undergraduate field of specialization.

### 700-Level Courses.

These are advanced courses designed specifically to extend in depth and specialization the knowledge and skills of the student who has an extensive background in the subject area. Appropriate prerequisites are indicated for these courses.

Graduate students do not receive credit for any course below XX5XX.

## GRADING SYSTEM

Student performance in most courses is evaluated by letter grades according to the following scale: grades of A, A- which is outstanding work of consistently high order; B+ for work which is distinctly above average; B which is average work; B-, C+ for below average work; C, C-, D+, D, or D- for less than marginal work; F is failing.

The computation of grade point average is based upon the following point values:

|             |             |
|-------------|-------------|
| A.....4.00  | C.....2.00  |
| A-.....3.67 | C-.....1.67 |
| B+.....3.33 | D+.....1.33 |
| B.....3.00  | D.....1.00  |
| B-.....2.67 | D-.....0.67 |
| C+.....2.33 | F.....0.00  |

The mark of I (Incomplete) is awarded at the discretion of the instructor and on the request of the student only when the student has completed at least three-quarters of the required work for a course and where a personal emergency prevents the student from finishing the work on schedule. Students must complete the course work by midterm of the next semester they are registered or the I will be converted to an F.

A student who does not register for one calendar year after the semester or summer session in which the incomplete was awarded will have the incomplete converted to a “permanent incomplete” (I\*) if the course is not completed, or an extension not granted, and the instructor does not change the grade within a calendar year of granting the incomplete. The “permanent incomplete” can never be changed, but a student may graduate with the mark on his/her record.

The mark of H (Hold) is used only in those few courses for which it has been approved, such as where the work begun for a Thesis in a given semester is continued into the following semester. The grade given at the end of the second semester automatically replaces the H given for the first semester. The mark of H is also frequently assigned, instead of an I, when the coursework in “Thesis” is incomplete.

Students may not graduate with an H or an I mark on their record. There is one exception to this rule. A student with an incomplete in a course which was taken in his/her last semester at New Paltz and which is not needed to fulfill any college, curriculum, major, or minor requirement may request a permanent incomplete (I\*). This request must be made in writing to the Registrar, HAB 13, and, if the permanent incomplete is granted, the mark can never be changed. This exception does not apply to the mark of H.

### **Calculation of Grade Point Average**

All SUNY New Paltz graduate courses on the student’s graduate transcript regardless of matriculation status are used to calculate the GPA.

### **S/F Option**

Graduate students may not elect the S/F Option (formerly listed as the S/U Option) for graduate classes.

Graduate students who take an undergraduate class outside of their disciplinary area may petition the Dean of the Graduate School for the S/F option (formerly listed as the S/U Option) for this class. This option will be granted once for any graduate student.

### **Replace Course Grading Option**

Matriculated graduate students may elect to repeat a course under the “Replace Course Grading Option.” The “Replace Course Grading Option” is available to matriculated graduate students as a *one-time*, single course option, subject to the approval of their advisor or department chair, and the Dean of the Graduate School. Under this option, when the course is repeated, only the second grade will be calculated in a student’s cumulative grade-point average.

## **WITHDRAWAL FROM A COURSE**

A student may withdraw from a course until the date specified in the academic calendar with the payment of a fee. The relevant dates are specified in the academic calendar which appears in the Schedule of Classes. A course withdrawal after that date will be permitted only for compelling non-academic reasons; students should consult with the office of the appropriate Dean of the faculty for detailed information. No record of

course enrollment will appear on the transcript if a course is dropped during the course-change period. A grade of W will be recorded for withdrawals from courses after the course-change period and until the course withdrawal deadline date. A grade of F\* will be recorded for any student who informally drops a course without following the procedure outlined above. The signature of the instructor and last date of attendance must be on the withdrawal form.

## **SECOND DEGREE AT THE SAME LEVEL**

Under certain conditions, students may earn a second degree at the same level. Students may pursue a second master's degree once the first degree has been awarded. Petitions for a second degree are referred to the Dean of the Graduate School by the Department Chair of the discipline in which the second degree is proposed. The following regulations apply:

1. The plan of study of the second degree must be substantially different from the plan of study of the first degree so as to constitute, in the judgment of the faculties concerned, a new discipline.
2. Normally, at least two-thirds of the credits of the second degree, or a minimum of 24 credits, whichever is greater, must be credits that were not included in the first degree.
3. All relevant degree requirements, including residency requirements, must be satisfied for both degrees.

In addition, we have three approved concurrent programs:

- The MAT in Biology and the MA in Biology
- The MAT in English and the MA in English
- The MAT in Mathematics and the MA in Mathematics (This program has been temporarily placed on hold.)

## **FIELDWORK/SELECTED TOPICS COURSES**

Selected topics courses are regularly scheduled courses that focus on a particular subject. They may be offered by any department. Descriptions of selected topics courses are printed in the Schedule of Classes each semester.

Fieldwork courses are approved experiences offered by individual academic departments to enable students to enrich their academic program with applied work in their field of study. Fieldwork courses may be offered by any department. Permission of the instructor, the chairperson, and the Dean of the Faculty are required to enroll in a fieldwork course. The Fieldwork request form may be downloaded from the Registrar's website at: <http://www.newpaltz.edu/registrar/forms.html>

## **INDEPENDENT STUDY**

The primary purpose of an independent study is to enable the student to pursue knowledge and understanding in an area not covered by a regularly offered course or to a greater depth than is possible through an existing course. Independent study places the major responsibility for learning directly upon the student, who must have sufficient maturity to identify and resolve a problem through extensive and rigorous research, to search for and to integrate information from a variety of sources, to interpret the data, and to express clearly the meaning of the whole. It is essentially a tutorial course involving close and frequent contact between the student and an instructor.

Because an independent study presupposes a serious interest on the part of the student to study and to research a particular problem or area, it is expected that the instructor and student will devote sufficient time to consider the project in advance to ensure that it is both worthwhile and feasible.

Any single independent study may be offered for 1, 2, 3 or 4 semester credit hours. Up to 6 semester credit hours in independent study may be applied to graduate degrees. All independent study requests must be approved in advance by the instructor, the advisor, the department chairperson and the Dean of the Faculty. The Independent Study request form may be downloaded from the Registrar's website at: <http://www.newpaltz.edu/registrar/forms.html>

## **NON-MATRICULATED STUDENT CREDIT LIMIT**

Registration is blocked for any non-matriculated student after six to nine graduate credits. The student is required to sign a waiver in the Graduate School in order to remove the block. He/She must obtain the permission (through signature) of the department chair or the appropriate academic dean before registering for courses beyond the 6-9 credit limit. Should the student be accepted for matriculation, only 6-9 graduate credits may be transferred to the graduate degree program. The Non-matriculated Student Waiver may be downloaded from our website at: <http://www.newpaltz.edu/graduate/forms.html>

## RESIDENCE AND TRANSFER CREDIT POLICY

Residence credit is defined as credit earned in courses offered by New Paltz full-time or adjunct professors in a regular or summer session. Twenty-four semester hours of graduate study normally constitute the minimum residence credit requirement for graduate degrees.

On the recommendation of the department, up to nine transfer credits (some departments may accept fewer) may be applied to the degree at the time of matriculation, subject to the following conditions:

- The course was taken at the graduate level at an accredited institution.
- A grade of B or better was earned in the course.
- The course was taken **before** matriculation at New Paltz.
- Courses may be no older than seven years.

For transfer credits to be posted to the New Paltz transcript, these conditions must be met. The Graduate School requires an **official** copy of the transcript, the course must be listed on an approved Plan of Study (or amended Plan of Study) and a New Paltz equivalent course must be assigned by the department. The Graduate Credit Transfer Request form may be downloaded from our website at: <http://www.newpaltz.edu/graduate/forms.html>

- *Transfer credits may be given after matriculation under special circumstances with permission of the Dean of the Graduate School.*

### Graduate credits taken while an undergraduate at New Paltz, but not required for the undergraduate degree

On the recommendation of the department and with the approval of the Dean of the Graduate School, SUNY New Paltz graduate students may transfer to their graduate program up to nine (9) graduate credits taken as an undergraduate at SUNY New Paltz, that were not used to fulfill requirements for their undergraduate degree. These courses must be listed on the Plan of Study as approved transfer credits. Students must pay the tuition differential at the current graduate rate in order for the course credits to be transferred to their graduate transcript. Some departments limit transfer credits to fewer than nine (9) graduate credits. Courses may be no older than seven years. The Graduate Credit Transfer Request form may be downloaded from our website at: <http://www.newpaltz.edu/graduate/forms.html>

## TIME LIMIT FOR COMPLETION OF DEGREE

All requirements for a graduate degree, including transfer credits, must be met within seven years of the completion date of the first course listed on the plan of study. After that date, students' matriculation status may be cancelled. Some departments may specify a shorter period. If the time limit expires, students must write to the department with a request, and a projected completion date. If the department recommends approval, the coordinator sends this request to the Dean of the Graduate School for consideration. The Request for Extension of Time form may be downloaded from our website at: <http://www.newpaltz.edu/graduate/forms.html>

*NOTE: Students are expected to consult college publications to determine deadlines for various procedures related to their academic programs. These include course withdrawals, graduation notification, registration, and payments.*

## AUDIT PRIVILEGES

Some academic courses may be audited. Registered students at the State University of New York at New Paltz, faculty and staff of New Paltz, and persons over 60 years of age may audit courses without paying a

registration fee. For all others, a non-refundable registration fee of \$50.00 will be charged and payable to Student Accounts. Persons who would like to audit a course must obtain an Audit Form from the Office of Records and Registration. The completed form must have the signatures of (a) the chair of the department offering the course and (b) the course instructor.

The Audit Form must be returned to the department offering the course by the end of the “course add” period. Persons required to pay the registration fee must submit proof of payment with their completed Audit Forms.

The audit privilege permits the auditor to attend a course, providing there is room in the course and the necessary approvals have been granted, and to do assignments, but it does not permit the auditor to take examinations in the course or to have his or her work evaluated in any other way. The auditor receives no grade for the course, nor is any record of course attendance kept in the Office of Records and Registration. Students may not change their enrollment status from audit to credit, or from credit to audit.

Audit privileges are not ordinarily available in studio, laboratory, fieldwork, or performance courses, or courses where class participation of students is of major importance, nor are they available in credit-free courses offered by the institution or in any foreign study program or course.

## **CULMINATING ASSESSMENTS**

The requirements for a master’s degree may include at least one of the following: passing a comprehensive exam, writing a thesis based on independent research, giving an oral defense of the thesis, or completing an appropriate special project or internship.

## **COMPREHENSIVE EXAMINATIONS**

Students who fail the comprehensive examination may petition the department for permission to take it a second time. The petitioner must outline what additional study is planned to prepare for the second attempt. In some cases, students may not repeat the examination earlier than one calendar year after the first attempt. Failure of the examination on the second attempt results in forfeiture of matriculation.

Comprehensive examinations are required for the following curricula:

### **Master of Science in Education Adolescence Education**

*Biology, Chemistry, Earth Science, English, Mathematics, Social Studies:*

Liberal arts subject matter only. Morning test of 150 minutes. Earth Science also requires an oral examination. The Biology program requires an oral examination based on course work.

*French, Spanish:* Liberal arts subject matter only.

### **Master of Arts in Teaching**

Biology, Chemistry, Earth Science, English, French, Mathematics, Social Studies, Spanish: Liberal Arts subject matter only. Consult with the advisor or the chairperson of the Department of Secondary Education.

### **Master of Arts**

Biology, Chemistry, English, Geology, Mathematics, Psychology (oral defense of the thesis), Sociology: (Consult with the advisor or the department chairperson).

### **Master of Science**

Communication Disorders: Written examination based on the student’s course work.

Computer Science: A comprehensive examination based on graduate course work is required.

Electrical Engineering: A comprehensive examination is required for students pursuing the non-thesis option. The examination will cover several subjects.

Please consult the advisor or the department chairperson about the comprehensive exam.

## **THESIS**

Theses are required for some masters' programs. After approval by the thesis committee and the department chairperson, all theses are submitted to the Library for binding and/or for cataloging. Only after the Library accepts the thesis and provides the student with the necessary acceptance letter for the Registrar's Office may the degree be granted. There is a \$25 binding fee for M.A. and M.S. theses and a \$10 fee for M.F.A. theses, which become part of the permanent collection and do not circulate. The procedure must be completed before awarding of the degree. Guidelines for the submission of a master's thesis to the Sojourner Truth Library are available on the Library's web site: <http://lib.newpaltz.edu/policies/masters.html>.

## **Basic Requirements for Theses**

### **1) Thesis Basics**

- a. A thesis is generally intended to be a capstone experience for graduate students.
- b. Theses involving the participation of or the collection of data from or about human subjects require prospective review and approval by the Institutional Review Board (IRB) prior to recruitment of or interaction with human subjects. An application must be submitted to the IRB in a timeframe that allows adequate time for review and approval prior to the anticipated start of the research project.
- c. Each program must develop its own written thesis guidelines, which it should disseminate to students and faculty in a systematic and clear way. These guidelines must be reviewed by the Graduate Council and should be consistent with the basic requirements described below.
- d. Graduate programs can:
  - i. Require a thesis of all students
  - ii. Make a thesis optional for all students
  - iii. Not offer a thesis

### **2) Thesis Credits and Registration**

- a. The Graduate School permits theses of 3 or 6 credits.
- b. Each program determines which of these credit options are available to its students.
- c. Each program must have a clear procedure that indicates when a student is eligible to register for thesis. Further, programs must differentiate requirements for completing thesis course requirements from requirements for completing the thesis itself.

### **3) Thesis Advising**

- a. A thesis advisor is required for every thesis.
- b. Each program must clearly inform students how to solicit and select a thesis advisor.
- c. In some programs, advisors may be assigned to students. In others, students may solicit advisors.
- d. If a student encounters difficulty obtaining a thesis advisor, the department chair and program/graduate coordinator must work with the student to resolve the issue.

### **4) Thesis Committees and Oral Defenses**

- a. The incorporation of thesis committees and oral defenses of thesis are up to individual programs.
- b. The composition of a thesis committee (if any) and the planning, meeting, and review/defense schedules pertaining to the thesis are at the discretion of individual programs. These details must be communicated in writing, in a timely fashion, to the student, the advisor, the department chair, and filed with the Dean of the Graduate School.

### **5) Thesis Grading**

- a. Theses are graded using traditional A-F letter grades.
- b. Thesis advisors assign thesis grades, though it is expected that in doing so they will listen to the input of the thesis committee (in programs where there is one).

### **6) Thesis Credits**

- a. Students can register for 3 or 6 credits of thesis at a time; for a 6-credit thesis, students may divide their credits into 3 or 6 credits per term, as necessary.
- b. Thesis credits are graded on an "A-F" basis.
- c. The "H" grade is assigned when the student is making good progress on the thesis, but is not finished within the semester the credits were taken.

- d. Students with an “H” grade who are not taking any other classes must register for 1-credit of Continued Registration for every fall and spring semester that follows until the thesis is completed. If the student is working on the thesis during a summer session, the student must register for the 1-credit Continued Registration for that summer session, as well.

**7) Thesis Completion Deadline**

- a. Students have until their degree deadline to complete their theses.
- b. Students are urged to work with their advisors to devise a schedule that allows them to complete theses in a reasonable time period. Though individual situations vary, it is anticipated that in most cases theses will not take more than one academic year to complete.

**8) Thesis Submission and Storage**

- a. Theses must be submitted to the library in accordance with its submission standards. It is the student’s responsibility to submit the thesis with original signature page prior to graduation.
- b. Programs should keep their own copies of student theses, or at least have online access to them once the library switches over to electronic thesis submission.
- c. Students and advisors must insure that any “H” grades are changed to a credit-bearing letter grade; until this is done, the student cannot graduate.

## **CONTINUED REGISTRATION**

Some graduate students may be required to register for a one (1) credit “Continued Registration” course. See your advisor for further information.

### **Continued Registration for Non-Completers of Comprehensive Exams:**

- 1) Students who wish to devote the semester immediately following the completion of their coursework to prepare for their comprehensive exams, must obtain approval from their graduate program coordinator or chairperson. These students must register for a zero credit (no fee) workshop in the semester immediately following the completion of their coursework. This Comprehensive Exam Workshop is only offered for one semester.
- 2) Students who have completed their coursework, the Comprehensive Exam Workshop and have failed to complete the comprehensive exam at the end of the semester, must register for a one credit continued registration course each subsequent semester until they pass the comprehensive exam or maximize the 7-year years allowed for the completion of their degree. There will be no extensions beyond this 7-year time limit.

# 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 MEd 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 MEd 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](http://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 so applicants should consult their departments. Please note that the MEd in Second Language Education program requires a minimum score of 85 on the internet based exam or a 575 on the paper-based exam.

International students should be prepared to submit a translation and evaluation of their transcript, if requested by The Graduate School. We accept translations and evaluations by members of the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)) such as the World Education Services or Educational Credential Evaluators, Inc. Indian applicants are required to submit individual mark sheets of their academic course work. We do not accept consolidated reports.

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](http://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](http://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.

## Tuition and Fees

# Fees

**Please Note: Matriculated graduate students must pay the graduate tuition rate for all courses regardless of the course level**

The most current tuition and fee rates, along with information about payment and payment arrangements, can be found on the web at: [www.newpaltz.edu/student\\_accounts](http://www.newpaltz.edu/student_accounts)

### **FULL-TIME STATUS DEFINED**

Full-time status is defined as being registered for 12 or more credits.

The total number of credit hours taken by matriculated graduate students are to be included in determining whether the student is full-time (i.e., a regular student taking at least 12 credits). A student enrolled as a graduate student either fully or conditionally and taking nine graduate credits and six undergraduate credits will pay the appropriate graduate student rate.

**Note:** Students who participate in the Graduate Opportunity Tuition Waiver program and elect to register for the minimum of nine graduate credits are not considered full-time.

# Financial Aid

# Aid

(845) 257-3250 FAX # (845) 257-3568

## HOW TO APPLY

Students must file the Free Application for Federal Student Aid (FAFSA) each year as soon as possible after January 1. Although parents' information may be required, it is the student's responsibility to complete all application requirements for all aid programs. NOTE: Students must be sure to indicate "SUNY-College at New Paltz" in the college release section of the **FAFSA**, code # **002846**.

The FAFSA is the form used to apply for Federal Pell Grants, Federal Stafford Loans, and the three "Campus-Based" programs. They are Federal Supplemental Educational Opportunity Grants, Federal Perkins Loan, and Federal College Work Study Program. For more graduate student information, access the financial aid website at: <http://www.newpaltz.edu/financialaid/graduateinfo.html>

## ESTIMATED GRADUATE DIRECT COSTS OF ATTENDANCE

|         | Estimated Fall 2008 – Spring 2009 Costs |                             |                          |                             |
|---------|---|-----------------------------|--------------------------|-----------------------------|
|         | NYS RESIDENT                            | NYS RESIDENT<br>MBA TUITION | OUT OF STATE<br>RESIDENT | OUT OF STATE<br>MBA TUITION |
| TUITION | \$ 6,900                                | \$7,100                     | \$ 10,920                | \$ 11,340                   |
| FEES    | \$ 1,604                                | \$ 1,604                    | \$ 1,604                 | \$ 1,604                    |
| ROOM    | \$ 5,600                                | \$ 5,600                    | \$ 5,600                 | \$ 5,600                    |
| BOARD   | \$ 2,900                                | \$ 2,900                    | \$ 2,900                 | \$ 2,900                    |
| TOTALS  | \$ 17,004                               | \$ 17,204                   | \$21,024                 | \$21,444                    |

### Graduate Students

Financial aid is available to matriculated graduate students that are enrolled at least half time. Graduate students usually receive Stafford loans and potentially, NYS TAP. Alternative loans are available as well.

### Student Employment

The College also offers part-time employment to students enrolled at the College. There are no income requirements; however, to be considered you should visit the Financial Aid Office for an information packet. Temporary service information is also available on the college web site.

### New Paltz Time Payment Plan

The New Paltz Time Payment Plan allows you to make equal monthly payments toward the cost of tuition, fees, and on-campus room and board. By utilizing the Time Payment Plan, you and your family can incorporate the cost of college into the family budget for up to five months. This is not a loan. There is no interest charged. There are no hidden costs. Just add the \$25.00 application fee to your first installment. Even if you are receiving scholarships or some financial aid, you may enroll in the Time Payment Plan. It is an easy way to pay the balance of your bill NOT covered by aid or other resources. As long as the amount due from you exceeds \$500 for the semester we will accept a Time Payment Plan for the balance. Enroll online at [my.newpaltz.edu](http://my.newpaltz.edu).

# ADDITIONAL GRADUATE FUNDING

## Sojourner Truth Fellowships

*(SUNY Graduate Diversity Fellowship)*

The Sojourner Truth Fellowship is designed to increase the diversity of New Paltz's graduate student population. It may be available on a competitive basis to eligible U.S. citizens or permanent residents.

### Eligibility:

Applicants must meet the following criteria:

- have a 3.0 undergraduate GPA to initially qualify
- be matriculated in a graduate program at SUNY New Paltz
- be enrolled for full-time study (12 graduate credits each semester)
- be a US citizen or Permanent Resident
- be in pursuit of an initial master's degree (second degree candidates are not eligible for funding)
- adequately meet the diversity criteria set forth in the essay question below

### Awards:

Students who are awarded a Sojourner Truth Fellowship will receive a stipend that may be applied towards their tuition and expenses.

- It is the student's responsibility to sign all registration/student invoices and pay all college fees
- The stipend amount is determined annually (presently it ranges from \$2500-5000/semester)
- Students must maintain a 3.0 graduate GPA in order to continue receiving funding

### How to Apply:

To be considered for an award:

1. Submit a Sojourner Truth Fellowship application form
2. Submit a supplemental essay with your application that addresses how any of the following criteria apply to you:
  - a history of overcoming disadvantage first-generation college student
  - raised in a single-parent household
  - member of an underrepresented minority group (American Indian or Alaskan native, Black/African American, Mexican American, Native Hawaiian or other Pacific Islander, Puerto Rican, Other Hispanic)
3. If applying to the Graduate School for matriculation in a graduate program, submit the supplemental essay with your application.
4. If you are already a graduate candidate, e-mail your supplemental essay and application as attachments to Vika Shock at: [shockv@newpaltz.edu](mailto:shockv@newpaltz.edu) for consideration.
5. **Application Deadlines:** Fall Semester—July 1, Spring Semester\*—December 1  
\*Spring funding is limited. Contact The Graduate School before applying.)

All awards are competitive. For more information, applicants should contact the Graduate School at: [gradschool@newpaltz.edu](mailto:gradschool@newpaltz.edu). The Sojourner Truth Application packet may be downloaded from our website at: [www.newpaltz.edu/graduate/forms.cfm](http://www.newpaltz.edu/graduate/forms.cfm).



## **Graduate Opportunity Tuition Waiver Program**

*(former EOP, SEEK, HEOP)*

Former undergraduate students who were enrolled in "Opportunity" programs may be eligible for a partial or full tuition waiver for full-time matriculated study. This is a New York State sponsored program. The application procedure includes: proof of undergraduate enrollment in an educationally disadvantaged opportunity program; TAP application; FAFSA and Graduate School admissions application and a GPA of 3.0. Apply through the Graduate School Office, or you may download the Graduate Opportunity Tuition Waiver Program Application packet from our website at: <http://www.newpaltz.edu/graduate/forms.html>.

Graduate Opportunity Program Waiver students may register for fewer than 12 credits (but not fewer than nine (9) credits) and still remain eligible for a GOPW tuition scholarship proportional to their credit load. Students registering for fewer than 12 credits are no longer considered full-time and will not be eligible for TAP. Loan aid does, however, remain available to part-time students (six or more credits).

## **Research and Creative Projects Award:**

(Internal Grant Awards for Graduate Students)

The purpose of the RCPA is to support and encourage research and creative projects that enhance graduate students' professional development as they pursue their master's degree or Certificate of Advanced Study. All matriculated graduate students in good standing (cumulative gpa of 3.0 or higher) are eligible to apply for this grant. The maximum award amount per recipient is \$400 per academic year. Students may obtain award application guidelines and forms from the Office of the Graduate School, Haggerty Administration Building, Room 804, or on-line housed within the Graduate Studies channel in [my.newpaltz.edu](http://my.newpaltz.edu).

## **McFadyen Merit Scholarship in Metal**

The McFadyen Merit Scholarship is a full-year tuition waiver, designed to recognize the exceptional talent of an incoming MFA Metal student. It is available to one recipient on a competitive basis each year.

### **Eligibility:**

Applicants must meet the following criteria:

- have a 3.0 undergraduate GPA to initially qualify
- be full-time matriculated in the MFA Metal program at SUNY New Paltz, with intent to begin the MFA plan of study in the Fall semester
- be enrolled for full-time study (12 graduate credits each semester)
- be in pursuit of an initial master's degree (second degree candidates are not eligible for funding)
- successfully meet the criteria of excellence as demonstrated by the complete application and portfolio

### **Award:**

Students who are awarded a McFadyen Merit Scholarship will receive a full year's tuition waiver. It is the student's responsibility to sign all registration/student account invoices and pay all college fees beyond tuition for that year. The stipend amount is determined annually, based on tuition at time of application.

### **How to Apply:**

To be considered for an award:

- Submit a McFadyen Merit Scholarship application form
- Finalists are expected to participate in an interview on site or by telephone.
- Application Deadlines: February 15th.

All awards are competitive. For more information, applicants should contact the Metals Department at: 845-257-3836.

**Russell Pistachio Scholarship in Metal**

The Russell Pistachio Scholarship in Metal is an award of up to \$2,000 per semester. It is awarded to a SUNY New Paltz MFA Metal student who demonstrates exceptional talent and need. The Fall semester award recognizes a talented applicant's special financial needs; the Spring award is designed to recognize the exceptional progress of the first year student.

**Eligibility:**

Applicants must meet the following criteria:

- have a 3.0 undergraduate GPA to initially qualify (Fall award); maintain a 3.5GPA for Spring award
- be full-time matriculated in the MFA Metal program at SUNY New Paltz
- be enrolled for full-time study (12 graduate credits each semester)
- be in pursuit of an initial master's degree (second degree candidates are not eligible for funding)
- successfully meet the criteria of excellence as demonstrated by the complete application and portfolio
- demonstrate financial need through submission of a brief supplementary essay with the application form

**Award:**

Students who are awarded a The Russell Pistachio Scholarship in Metal will receive a \$2000. Tuition reduction for one semester. It is the student's responsibility to sign all registration/student account invoices, pay all college fees and remaining tuition for that year/semester.

**How to Apply:**

To be considered for an award:

- Submit a The Russell Pistachio Scholarship application form and essay
- Finalists are expected to participate in an interview on site or by telephone.
- Application Deadlines: February 15th for incoming students; November 15th for continuing students.

All awards are competitive. For more information, applicants should contact the Metal Department at: 845-257-3836.

For additional information on Student Financial Aid Programs for Graduate and Professional Students visit the SUNY New Paltz Financial Aid web site:  
[http://www.hesc.com/content.nsf/SFC/2/Programs for Graduate Study in New York State.](http://www.hesc.com/content.nsf/SFC/2/Programs%20for%20Graduate%20Study%20in%20New%20York%20State)

**STANDARD OF SATISFACTORY ACADEMIC PROGRESS**

**Only for the Purpose of Determining Eligibility for Student Aid**

**Semester Calendar — All Graduate-Level Programs**

|  |   |     |     |      |     |     |     |     |
|--|---|-----|-----|------|-----|-----|-----|-----|
| Before being certified for this payment                | 1 | 2   | 3   | 4    | 5   | 6   | 7   | 8   |
| A student must have accrued at least this many credits | 0 | 6   | 12  | 21   | 30  | 45  | 60  | 70  |
| With at least this grade point average                 | 0 | 2.0 | 2.5 | 2.75 | 3.0 | 3.0 | 3.0 | 3.0 |

## RIGHTS AND RESPONSIBILITIES

- ☑ Depending on the type of aid received, students must meet the following general requirements to continue their eligibility. Specific program requirements are outlined in the applications.
- ☑ Meet satisfactory progress guidelines.
- ☑ Be in good academic standing.
- ☑ Not be in default of any prior student loan.
- ☑ File application(s) annually.
- ☑ Notify the Financial Aid Office, bank or lending institution or any agency that offers any type of aid of any change in enrollment status, financial circumstances, change of address or any other information as required by the aid program.
- ☑ Not be in default on any loan offered by the College.
- ☑ Not owe a repayment on any awards paid.