Admission Requirements and Procedures

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. Application forms are available from our web site at www.newpaltz.edu/graduate/applications.html or by mail. There is a non-refundable application fee of $50.

The basic requirements for admission are a baccalaureate degree from an accredited institution and a minimum cumulative undergraduate average of 3.00 on a 4.00 scale.

A change from non-matriculated to matriculated status may be made with the understanding that a maximum of six – nine credits completed at New Paltz may be applicable toward course requirements for a degree program.

Applicants for graduate degrees must submit to the Graduate School an application for admission, two official copies of transcripts of all undergraduate and graduate course work, and, where appropriate, official GRE or other test scores. SUNY New Paltz only will accept official scores on standardized tests. In addition, many departments will accept scores that are no older than five years. Student or evaluation copies of transcripts are not acceptable. Official copies of transcripts, as well as letters of recommendation, remain the property of the College and will neither be returned to the student nor forwarded to another institution.

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 rejection 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 New Paltz web site is: www.newpaltz.edu/graduate.

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

Every prospective international student for whom English is not the native language is required to achieve an acceptable score on the TOEFL (typically a minimum of 550 for the paper-based and 213 for the computer-based
Every international student for whom English is not the native language must undergo English proficiency testing by the university’s ESL program (Haggerty Institute). Contact the Center for International Programs for additional information on applying for admission to the Graduate School (www.newpaltz.edu/admissions/international.html).

**STANDARDIZED TESTS**

Some departments (see appropriate program descriptions) require satisfactory test scores as part of the matriculation process. Registration forms for the Miller Analogies Test (MAT) are available in the Center for Continuing and Professional Education (Grimm House) and on line at: [www.newpaltz.edu/graduate/exams.cfm](http://www.newpaltz.edu/graduate/exams.cfm). Registration forms for the Graduate Management Admissions Test (GMAT) are available from the Career Resource Center (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 Continuing and Professional Education.

**DEGREE APPLICATIONS**

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

Complete the courses, including “incompletes,” listed on the approved plan of study. 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 permanent/professional certification.