NEW PALTZ

Graduate School

2004 – 2006

www.newpaltz.edu/graduate
An Overview of SUNY New Paltz

Character:
SUNY New Paltz is a 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 99th 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
- Electrical Engineering program is accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology
- The Master of Science program in speech-language pathology (Department of Communication Disorders) is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association, 2200 Research Boulevard #310, Rockville, MD, 20850, 800-498-2071 or 301-296-5700.
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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
Joseph Belluck
Eric Corngold
Henrik Dullea
Ronald Ehrenberg
Angelo Fatta
Tina Good
Stephan Hunt
Eunice A. Lewin
Marshall Lichtman
H. Carl McCall (Chairman)
John Murad
Peter Knuepfer
Tremayne Price
Linda Sanford
Richard Socarides
Carl Spielvogel
Cary Staller
Gerri Warren-Merrick

SYSTEM ADMINISTRATION
Chancellor
Nancy L. Zimpher
Interim Provost and Vice Chancellor
Elizabeth L. Bringsjord
Senior Vice Chancellor for Community Colleges and the Education Pipeline
Johanna Duncan-Poitier
Senior Vice Chancellor and General Counsel, Secretary of the University
William F. Howard
Vice Chancellor for Policy and Chief of Staff
James J. Malatras
Interim Chief Financial Officer,
Vice Chancellor for Capital Facilities and General Manager of Construction Fund
Robert Haelen
Vice Chancellor for Research and President of the Research Foundation
Timothy Killeen
Associate Vice Chancellor for Government Relations
Stacey Hengsterman
Associate Vice Chancellor for Strategic Planning and University Advancement
Kaitlin Gambrill
Jennifer LoTurco
Assistant Vice Chancellor for External Affairs
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 (Chair.............). ..Middletown
Bythema B. Bagley ’83, .........................New Paltz
Eli Basch, .....................................Kingston
Michael E. Catalinotto, Esq. .................Saugerties
Vincent Cozzolino ’83, ..........................New Paltz
Robert J. DiCarlo ’79 .............................Stony Brook
Carolyn Kuhlmann ..............................Ellenville
Ronald Law ’74 ..................................Bronx
Eleanor Venables ................................New Paltz
Manuel Tejada, Student Association
Paul Zuckerman, Faculty Representative
Vacant, Alumni Representative
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 Wallkill 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, Lawrence Fialkow, Laurence Hauptman, Ronald Knapp, Keqin Li, Jan Z. Schmidt, Harry Stoneback

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

State University’s Chancellor’s Award for Excellence in Teaching:


The Chancellor’s Award for Excellence in Faculty Service:

The Chancellor’s Award for Excellence in Professional Service:

The Chancellor’s Award for Excellence in Librarianship:

The Chancellor’s Award for Excellence in Scholarship and Creative Activities:

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.

A copy of the State University of New York at New Paltz campus crime statistics as reported annually to the U.S. Department of Education will be provided upon request by SUNY New Paltz University Police. Please direct all such requests to University Police at 845-257-3340, or 845-257-3802, or download the report at www.newpaltz.edu/police/securityact.html. Additionally, information may be obtained from the U.S. Department of Education website at www.ed.gov.

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) – Office of Extended Learning.

   ▪ 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 may be 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.

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

Our Mission: The Graduate School at SUNY New Paltz aims to meet the educational needs of graduate, pre-professional, professional and career-changing students seeking timely, innovative, and intellectually stimulating study while providing the breadth and depth of knowledge necessary in their chosen disciplines. Whether in the classroom, in the field, or online, our graduate, certificate and non-credit programs prepare students to be knowledgeable and skilled, ethical, and culturally sensitive individuals prepared to contribute meaningfully to their profession and their communities.

SUNY New Paltz Mission
The Graduate School has a long and proud history of providing professionals in the Hudson Valley and beyond the tools for success in their chosen career path.
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.
## MAJOR/HEGIS/PROGRAM CODES

### Master of Science in Education (MSED)

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### Adolescence Education

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### Special Education

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### Master of Professional Studies (MPS)

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### Master of Science for Teachers (MST)

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<th>Program Name</th>
<th>Major</th>
<th>HEGIS</th>
<th>Prg #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Childhood Education</td>
<td>020</td>
<td>0802</td>
<td>25281</td>
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</table>

### Master of Arts in Teaching (MAT)

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Major</th>
<th>HEGIS</th>
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<tbody>
<tr>
<td>Adolescence Education: Biology</td>
<td>101B</td>
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</tr>
<tr>
<td>Adolescence Education: Chemistry</td>
<td>104B</td>
<td>1905</td>
<td>25311</td>
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<td>Adolescence Education: Earth Science</td>
<td>102B</td>
<td>1917</td>
<td>25310</td>
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<tr>
<td>Adolescence Education: English</td>
<td>103B</td>
<td>1501</td>
<td>25305</td>
</tr>
<tr>
<td>Adolescence Education: French</td>
<td>105B</td>
<td>1102</td>
<td>25306</td>
</tr>
<tr>
<td>Adolescence Education: Mathematics</td>
<td>107B</td>
<td>1701</td>
<td>25808</td>
</tr>
<tr>
<td>Adolescence Education: Social Studies</td>
<td>109B</td>
<td>2201</td>
<td>25312</td>
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<tr>
<td>Adolescence Education: Spanish</td>
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<td>1105</td>
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### Master of Arts (MA)

<table>
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<tbody>
<tr>
<td>English</td>
<td>204</td>
<td>1501</td>
<td>12327</td>
</tr>
<tr>
<td>Psychology</td>
<td>208</td>
<td>2001</td>
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### Master of Business Administration (MBA)

<table>
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<th>Program Name</th>
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<tr>
<td>Business Administration</td>
<td>261</td>
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<tr>
<td>Public Accountancy</td>
<td>262</td>
<td>0502</td>
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### Bachelor of Science/Master of Science (BS/MS)

<table>
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<tbody>
<tr>
<td>BS Comp Eng/MS Electrical Eng</td>
<td>266</td>
<td>0909</td>
<td>34687</td>
</tr>
<tr>
<td>BS Elec Eng/MS Electrical Eng</td>
<td>267</td>
<td>0909</td>
<td>34687</td>
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### Master of Science (MS)

<table>
<thead>
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<th>Program Name</th>
<th>Major</th>
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</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>270</td>
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<tr>
<td>Electrical Engineering</td>
<td>265</td>
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<tr>
<td>Music Therapy</td>
<td>285</td>
<td>1099</td>
<td>31000</td>
</tr>
<tr>
<td>Mental Health Counseling</td>
<td>290</td>
<td>2104</td>
<td>31095</td>
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<tr>
<td>School Counseling</td>
<td>295</td>
<td>0826</td>
<td>32351</td>
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<tr>
<td>Speech-Lang. Disabilities Conc.</td>
<td>090</td>
<td>1220</td>
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<td>Speech-Lang. Pathology Conc.</td>
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### Master of Fine Arts (MFA)

<table>
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<th>Program Name</th>
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<tbody>
<tr>
<td>Ceramics</td>
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<td>Metal</td>
<td>302</td>
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<tr>
<td>Painting/Drawing</td>
<td>303</td>
<td>1002</td>
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<td>Printmaking</td>
<td>305</td>
<td>1099</td>
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<tr>
<td>Sculpture</td>
<td>306</td>
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### Graduate Certificate Programs

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<th>Program Name</th>
<th>Major</th>
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<tr>
<td>Mental Health Counseling</td>
<td>291</td>
<td>2104</td>
<td>35776</td>
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<tr>
<td>Multicultural Education</td>
<td>071</td>
<td>0909</td>
<td>34618</td>
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<tr>
<td>Teaching English Language Learners</td>
<td>067</td>
<td>1508</td>
<td>35335</td>
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### Certificate of Advanced Study (CAS)

<table>
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<th>Program Name</th>
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<tbody>
<tr>
<td>School Leadership</td>
<td>401A</td>
<td>0827</td>
<td>29035</td>
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<tr>
<td>Alt Cert. School District Leader (Trans D)</td>
<td>401B</td>
<td>0899.54</td>
<td>29036</td>
</tr>
<tr>
<td>School District Business Leadership</td>
<td>402A</td>
<td>0827</td>
<td>29037</td>
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</table>

### Application to the following programs has been temporarily suspended:

- MSED - Literacy Ed & Adol Spec Ed - 029B - 0899 - 31413
- MSED - Early Childhood Education - 011A - 0823 - 25286
- MST - Early Childhood Education - 020B - 0823 - 25279
- MA - Biology - 202B - 0401 - 03706
- MA - Chemistry - 203B - 1905 - 03750
- MA - Geology - 205B - 1914 - 03753
- MA - Mathematics - 206B - 1701 - 03743
- MA - Art Studio - 256B - 1002 - 82116
- MFA - Photography - 304B - 1011 - 03733
- MFA - Intermedia Design - 307B - 1009 - 03730
THE COLLEGE OFFERS PROGRAMS LEADING TO EIGHT MASTER’S DEGREES, GRADUATE CERTIFICATE PROGRAMS AND TO THE CERTIFICATE OF ADVANCED STUDY.

Master of Science in Education
The Master of Science in Education degree 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 who are seeking to help others develop their intellectual capacities, expand their self-knowledge, enhance interpersonal skills, and 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.

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 Science
Communication Disorders. The Master of Science degree in Communication Disorders offers two concentrations: 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 Master of Science degree in Computer Science 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 Master of Science degree in Electrical Engineering 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 degree in Music Therapy comprises 48-credits. It provides students with a comprehensive education in Music Therapy at the advanced level. 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 Master of Science degree in Mental Health Counseling comprises 60-credits. It offers students the opportunity to pursue a specialized course of study. It serves both students seeking licensure as mental health counselors and those who intend to pursue doctoral studies. 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 Master of Science degree in School Counseling comprises 60-credits and leads to certification as a school counselor. 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 degree prepares career-oriented individuals for a broad range of management responsibilities by offering concentrated study in business administration or public accountancy. 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 comprises 60-credits specializing in ceramics, metal, painting/drawing, printmaking and sculpture (photography and graphic design). Candidates holding a master’s degree in art studio or fine arts may petition the department to transfer a maximum of 30 credits toward the 60-credit MFA program.

**Certificate of Advanced Study**  
The Department of Educational Administration’s Certificate of Advanced Study program is a 60-credit program (30 credits 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.

**Graduate Certificate Programs**  
**Counseling:**  
The 18-24-credit Advanced Certificate in Mental Health Counseling is a bridge program that addresses the needs of two distinct cohorts, both requiring supplemental coursework and training to qualify for licensure as mental health counselors in New York State.

**Education:** *These certificate programs do not lead to NYS certification.*  
The Department of Educational Studies offers a 15-credit Multicultural Education Certificate program. This post-master’s certificate program prepares teachers and other educational professionals to develop knowledge and skills to effectively educate and support the diverse students in our schools.

The Advanced Certificate in Teaching English Language Learners (TELL) offers just the right balance of content knowledge, current research, personal reflection, and hands-on practice to help you work more effectively with English language learners in and outside the U.S.
Teacher Education Programs

Certification
The information listed below reflects the new guidelines and requirements, as of January 1, 2014, which is subject to change based on the New York State Education Department's (NYSED) initiatives and regulations. For more information on all the following requirements, please access our Certification Assistance website at:
http://www.newpaltz.edu/schoolofed/certification.html

Initial and Professional Certification
Candidates completing the MSED are recommended for Professional certification, and those completing MAT and the MST programs are recommended for both Initial and Professional certification, upon conferral of degrees. However, students must also apply for their certificates on their own TEACH Accounts. The Initial Certificate is valid for five years, in which time an appropriate master's degree must be earned and 3 years of teaching experience need to be accrued and documented. Candidates may apply for a one- or two-year extension, if the required conditions are met:
http://www.highered.nysed.gov/tcert/certificate/timeext.html. The Professional certificate requires the completion of 175 hours of professional development every 5 years in order to maintain validity to continue to teach. For more information, please check: http://www.highered.nysed.gov/tcert/certificate/maintaincert-prof.html.

Fingerprint Processing
All candidates for teacher certification in the State of New York are required to apply for verification of their fingerprints and must be processed prior to fieldwork observations. Start by applying on your TEACH Account at: www.highered.nysed.gov/tcert/ospra/

Workshops: Child Abuse Identification, SAVE (School Violence Prevention), and DASA (Dignity for All Students Act)
In order to graduate, all candidates for teacher certification in the State of New York are required to complete a two-hour training in the mandated reporting of child abuse or neglect, a two-hour training in school violence prevention, and a six-hour training in the Prevention and Intervention for Harassment, Bullying, Cyberbullying, and Discrimination In Schools. For the Child Abuse and SAVE on-campus workshops, which are offered at least once per semester, pick up registration forms at the OM 115 bulletin board. Otherwise, take the workshops on-line at: www.childabuseworkshop.com www.violenceworkshop.com and enter the registration code NewPaltz9 for the same rate as on-campus. This code only works for SUNY New Paltz students.

Teacher Certification Examinations
Candidates must file with NYSED official qualifying scores on the New York State Teacher Certification Exams (NYSTCE). As of 2014, there are four exams: The Teacher Performance Assessment (edTPA), the Educating All Students Test (EAS), the Academic Literacy Skills Test (ALST), and the Content Specialty Test (CST) in the appropriate certification area. All four tests are required for the first Initial Certification. For further test information, call (518) 474-3901 or visit the NYSTCE website at: http://www.nystce.nesinc.com/ and http://www.nystce.nesinc.com/NY_annProgramUpdate.asp.

Certificate Applications
Student Application Information Sheets with step-by-step directions and Program Codes will show you how to register, log-in, and apply for the appropriate teaching certificate at: http://www.newpaltz.edu/schoolofed/certification_infosheet.html. Candidates pursuing additional certifications and taking courses at our campus must apply for their certificates directly through NYSED on their own TEACH Account via the Additional Classroom Teaching Certificate Pathway. As a caveat regarding any class taken for evaluation, SUNY New Paltz is not a NYSED evaluator, and in the end, only NYSED can decide whether a certain course will be accepted to meet a specific certificate requirement, and we cannot be held responsible for their decisions regarding our courses.
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 presuppose 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. Only two courses below B- (2.67 on the 4.00 scale) will be counted toward a graduate degree. Matriculated students with four or more grades below B- will forfeit their
matriculated status. Please note that neither undergraduate courses, nor graduate courses with a grade of F may be included 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 courses 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.

<table>
<thead>
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<th>GPA</th>
<th>Academic Standing</th>
<th>Comments</th>
</tr>
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<td>3.00-4.00</td>
<td>Good Standing (GS)</td>
<td></td>
</tr>
<tr>
<td>2.75-2.99</td>
<td>Academic Warning—1st semester (W1)</td>
<td>Registration is not affected.</td>
</tr>
<tr>
<td>2.75-2.99</td>
<td>Academic Warning—2nd semester (W2)</td>
<td>Registration is prohibited. Student must meet with Dean of The Graduate School before he/she will be allowed to register.</td>
</tr>
<tr>
<td>2.50-2.74</td>
<td>Academic Probation (AP)</td>
<td>Future registration is prohibited. A probation</td>
</tr>
</tbody>
</table>
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 perceived 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
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 Chair.

COURSE-NUMBERING SYSTEM

The first three letters identify the department of origin of the course; the first 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 XXX5XX.

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The mark of I (Incomplete) is awarded at the discretion of the instructor and at the request of a 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. A student who receives an incomplete grade must complete the course work by the midterm (or by the date indicated on the campus calendar) of the next semester 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 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. 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 chair, 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 chair and the Dean of the Faculty. The
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. 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 chair 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 chair).

**Master of Science**

Communication Disorders: Written and oral examination based on the student’s course work and clinical practica.
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 chair about the comprehensive exam.

THESIS

Theses are required for some masters’ programs. After approval by the thesis committee and the department chair, 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
   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 advisers 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 chair. 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 ONE set of Official transcripts from all post-secondary institutions, including all transfer colleges and any college where college credit was earned during High School. If you are in the process of completing a degree, please send an official transcript that shows your current progress. You will need to submit an official final transcript once your degree has been conferred. When requesting 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. NOTE: New Paltz graduates only need to submit one set of official New Paltz transcripts.

INTERNATIONAL APPLICANTS: You may be asked to provide a translation or evaluation of your transcript. We accept translations/evaluations by member organizations of the National Association of Credential Evaluation Services (www.naces.org).

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 Admissions 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 your essay provides us with a sample of your writing, it should reflect exemplary writing style, organization, 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.
1. Assemble and submit to the Graduate School ONE completed packet of items which includes, but are not limited to:
   - Application form
   - ONE set 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)
   - Evidence of English Language Proficiency ** (required of all international students)
   - Copy of Passport (required for all international students)
   - Foreign Student Financial Statement (required of all international students)
   - Evidence of a NYS Teaching certificate*** (Xerox copy of your certificate, or confirmation of certification from the TEACH website)

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

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

**REQUIRED TEST SCORES**
* Satisfactory GRE or MAT scores are required for the MST in Early Childhood or Childhood and the MSEd in School Leadership programs. The GRE is required for the MA in Biology and Psychology, MS in Communication Disorders, Electrical Engineering, Computer Science (for international applicants only), Mental Health Counseling, School Counseling and may be required for Nursing. Satisfactory GMAT or GRE Scores are required from all MBA applicants.

**ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS**
** 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 demonstrate English Language Proficiency. Please review this chart for methods of demonstrating language proficiency.

**NYS TEACHING CERTIFICATION REQUIREMENT**
*** A valid NYS teaching certificate is required for the MSEd in Childhood, Early Childhood, Adolescence, Literacy, Special Ed., Visual Arts Education and the Certificate of Advanced Study in School Leadership. Applicants may submit either a Xerox copy of their certification, or confirmation of their certification from the NYSED TEACH website. 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 chair 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 chair, 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**

**OFFICIAL TRANSCRIPTS:**

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.

**ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS:**

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 demonstrate English Language Proficiency. Review the chart below for methods of demonstrating language proficiency. NOTE: Individual departments may require a score higher than the minimum acceptable score, so students should consult their departments.

**DEMONSTRATING LANGUAGE PROFICIENCY**

<table>
<thead>
<tr>
<th>Satisfactory Demonstration of Language Proficiency</th>
<th>English Language Deficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstration of English Proficiency may be demonstrated by providing evidence of meeting one of these criteria:</td>
<td>In the event that you cannot demonstrate English Language Proficiency and you are offered admission, you will be required to sit for a placement exam upon arrival at SUNY New Paltz. The exam may include:</td>
</tr>
<tr>
<td>➢ An official score of 80 on the TOEFL iBT, or an 90 if your major is Second Language Education (TESOL).</td>
<td>➢ A test of grammar, reading and listening comprehension,</td>
</tr>
<tr>
<td>➢ An official score of a 550 on the TOEFL PBT, or a 575 if your major is Second Language Education (TESOL).</td>
<td>➢ an oral interview, and possibly</td>
</tr>
<tr>
<td>➢ An official score of a 6.5 on the IELTS, or a 7.0 if your major is Second Language Education (TESOL).</td>
<td>➢ a writing sample.</td>
</tr>
<tr>
<td>➢ A passing score on a proficiency test upon arrival on campus.</td>
<td>Based upon your performance on the exam, you may be required to register for additional English language instruction. All students must demonstrate the required level of English proficiency before being allowed to begin graduate coursework.</td>
</tr>
<tr>
<td>➢ A Certificate of English Language Proficiency from the Haggerty English Language Program at SUNY New Paltz.</td>
<td>If you need additional information, please</td>
</tr>
</tbody>
</table>
A college degree from a US institution. Contact the Haggerty English Language Program at 845-257-3595.

Contact the Center for International Programs via e-mail (international@newpaltz.edu) for information financial documentation, the I-20 process, international student orientation, housing, advisement and registration.

**ADMISSION FAQs:**

**What are the application deadlines?**
Many departments have specified deadlines for admission or may only accept students once per year. Review the Requirements and Deadlines page on the Graduate School Web Site for your program’s specific application deadline.

**Does SUNY New Paltz require standardized test scores for admission?**
The TOEFL is required of all applicants whose undergraduate degree is from a country where English is not the main language of instruction. In addition, certain programs require satisfactory scores on the MAT, GRE or GMAT. Refer to the Requirements and Deadlines page for your program’s specific exam requirements.

**I have submitted my application, how can I check on the status of my application?**
Once the Graduate School receives and processes an application, an e-mail is sent to the applicant with directions for checking his/her application status online. The online system indicates each item we’ve received within an application packet, the date it was received, and lists any missing any documents.

**I submitted an application, when will I be contacted?**
Once the department notifies the Graduate School of its decision, your status will be updated online. However, official notification will be mailed to your permanent address.

**Can I register for classes?**
Non-matriculated graduate students may take no more than 6-9 graduate credits without matriculating into a graduate program. Enrollment in some courses is restricted to matriculated students, and many courses have pre-requisites. Contact your department for more information.

**What type of financial aid is available at the graduate level?**
Graduate students usually receive Stafford loans and potentially, NYS TAP. To qualify for financial aid, students must: file a FAFSA and submit all documents requested, be matriculated in a graduate program and be registered for at least 6 credits during the summer, fall or spring semesters. In addition, a limited number of graduate assistantships are available. Contact your department for further information about qualifications, stipends and responsibilities.

**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 Office of Extended Learning (845-257-3285) and on line at: [http://www.newpaltz.edu/graduate/exams.html](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 Office of Extended Learning.
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

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

FULL-TIME STATUS DEFINED

Full-time status for matriculated graduate students is not set by the Graduate School. The full-time classification may be met in different ways depending upon the reason a student is seeking this classification.

For Financial Aid Eligibility

Full-time status is defined as being registered for 12 or more credits. The total number of credits regardless of level is used when determining whether a student is full-time. Therefore, a matriculated graduate student may take a mixture of undergraduate and graduate courses and still be considered full-time if he/she is registered for at least 12 credits.

For Matriculated Students

The College will consider the following categories as full-time enrollment:

- Student is registered for at least 12 credits per semester.
- Full-time GSEU TAs & GAs working 20-hours/week and registered for at least 6 credits per semester.
- Half-time GSEU TAs & GAs working 10-hours/week and registered for at least 9 credits per semester.
- Student has completed all coursework and is registered for H-grade thesis and one credit of continued registration in the current semester.
- Domestic student has completed all coursework and is registered for a zero credit comprehensive exam workshop.
- Student is taking 6 credits for summer session.

NOTE: Although the College may consider these students full-time working toward a degree, they may not meet Financial Aid’s eligibility requirements for full-time status. Check with Financial Aid about this matter.

For International Students

The Center for International Programs will consider the following categories as full-time for SEVIS:

- Computer Science and Electrical Engineering majors who are registered for at least 9 credits per semester
- All other graduate majors who are registered for at least 12 credits per semester
- Full-time GSEU TAs and GAs who are working 20-hours/week and registered for at least 6 credits per semester
- Half-time GSEU TAs and GAs who are working 10-hours/week and registered for at least 9 credits per semester

Graduate Opportunity Tuition Waiver Program (GOPW)

To be eligible for the Graduate Opportunity Program Tuition Waiver (GOPW) program, the College considers a graduate student who is registered for at least 9 graduate credits per semester full-time. However, these students are not considered full-time for financial aid eligibility and are not eligible for TAP.
Financial 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](http://www.newpaltz.edu/financialaid/graduateinfo.html)

**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 $30.00 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.
ADDITIONAL GRADUATE FUNDING

Master in Business Administration (MBA) Scholarship
To recognize academic excellence and to prepare future administrators and public accountants, the State University of New York at New Paltz offers a limited number of scholarships to highly qualified applicants. Consideration will also be given to financial need. Click here to Apply Now!

Graduate School Scholarship for Teachers in Adolescence Education
The Graduate School Scholarship for Teachers in Adolescence Education is offered to recognize academic excellence and to prepare teachers in adolescence education in math, science, Spanish, and French. The State University of New York at New Paltz offers a limited number of scholarships to highly qualified applicants. Consideration will also be given to financial need. Click here to Apply Now!

SUNY New Paltz Alumni Association Scholarships
These awards are open to full-time undergraduate and graduate students. They are designed to meet financial need and encourage strong academic performance as well as contributions to the college community. They will be awarded annually for the fall semester and will be applied toward tuition owed.
Applications may be requested from the Office of Alumni Affairs at 1-877-HAWK-001, alumni@newpaltz.edu, or 845-257-3230. To learn more, click here.

GOPW Tuition Waiver Program (GOPW)
The GOPW program provides a tuition waiver for former EOP/HEOP/SEEK students. The tuition waiver covers up to 9 credits of graduate tuition plus the college fee for each semester that the student is eligible for the award. To maintain eligibility, students must maintain a minimum 3.0 GPA and enroll in at least 9 graduate credits each term.
Review the eBrochure to learn more about the GOPW Tuition Waiver Program, or click here to review the program's guidelines and Apply Now!

Sojourner Truth Diversity Fellowship (STF)
(SUNY Graduate Diversity Fellowship)
The Sojourner Truth Diversity Fellowship is open to applicants from all majors holding at least a 3.0 undergraduate GPA in pursuit of their initial master's degree, a US citizen or permanent resident, matriculated in a graduate program at New Paltz; and adequately meeting the diversity criteria set forth within the application.
Review the eBrochure to learn more about the Sojourner Truth Fellowship, or click here to Apply Now!

All-University Teaching Assistant/Graduate Assistant Program (TA/GA)
Assistantships are available to matriculated graduate students in good academic standing and who are making good progress toward the degree. The procedure for application for an assistantship, including the selection criteria, are established by deans and academic departments, and publicized by individual departments. Criteria for the award of an assistantship may include, but are not limited to: undergraduate grade-point average, standardized test scores, past experience or training, interest in the field of study, letters of recommendation, or personal interview.
The following departments offer assistantships during the academic year: Admissions, Art, Art Education, Business, Center for International Programs, Communication Disorders, Communications and Marketing, Computer Science, English, The Graduate School, Psychology, Samuel Dorsky Museum, and Student Activities and Union Services.
Students interested in pursuing an assistantship should inquire at the department for specific application procedures. Review the TA/GA eBrochure to learn more about the TA/GA program.

MFA Ceramics Scholarship
The ANDRAH Merit Scholarship is a $10,000 tuition waiver designed to recognize the exceptional talent of an incoming MFA student in Ceramics. It is available to one student on a competitive basis each year. Click here to learn more about this scholarship opportunity and to Apply Now!
ADDITIONAL GRADUATE FUNDING

MFA Scholarship
In an effort to encourage a diverse population of graduate students, SUNY New Paltz offers a one-year out-of-state tuition waiver to all incoming graduate students who are not residents of New York State. This allows non-resident students to pay regular in-state tuition rates, saving approximately $5400 a year. Graduate students must seek and be granted New York State residency during their first year to continue to receive the in-state tuition rate. This program is available to international students who are not US citizens. These students may receive the out-of-state tuition waiver for two years without applying for New York State residency.

Graduate Student Research and Creative Projects Award (RCPA)
The RCPA is an internal grant program for matriculated graduate students. The purpose of the program is to support and encourage research and creative projects that enhance the 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 is $400 per annum. The RCPA offers funding for projects that occur during the Fall semester and for projects that occur during the Spring and/or Summer semesters. Applications will be collected according to the following schedule:

- The deadline for Fall applications is October 1. Click here to Apply Now!
- The deadline for Spring/Summer applications is March 1. Click here to Apply Now!

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.
STANDARD OF SATISFACTORY ACADEMIC PROGRESS

Only for the Purpose of Determining Eligibility for Student Aid

Semester Calendar — All Graduate-Level Programs

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<th>3</th>
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<td>3.0</td>
<td>3.0</td>
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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.