

## Admissions

The University admits to programs of graduate study those students who hold four-year baccalaureate degrees from an accredited college or university, and demonstrate the ability to perform credibly at the graduate level. Applicant qualifications are judged by the faculty of the department of program to which they apply, and by the Coordinator of Graduate Studies.

Each successful applicant is admitted into a program leading to an advanced degree, and expected to follow a planned course of study (within the degree of flexibility set forth in program descriptions in this catalog). On occasion, otherwise well-qualified students are admitted provisionally to degree programs for which their undergraduate careers have prepared them inadequately. Such students must take the requisite undergraduate courses, without graduate credit, before being admitted to full graduate standing.

Applicants who do not satisfy the customary requirements, but who demonstrate promise in some way, are sometimes admitted provisionally, with enrollment in a degree program decided on the basis of one semester of work.

### Non-Degree Students

The Graduate School recognizes the desire or need of college graduates to enroll for a limited number of graduate courses without any wish to attain an advanced degree. A maximum of nine credit hours is permitted on this basis. Students who wish to take courses “non-degree” need not apply for Admission, but should contact the Student Service Center in Seidlin Hall for information about registration.

Credit hours earned “non-degree” before admission to an Alfred University graduate degree program may or may not be applicable toward the degree sought. If denied admission, the applicant may not register for further non-degree graduate work. During the Fall and Spring Semesters, non-degree study is not permitted in graduate Art or Art History courses, but is permitted in Summer Sessions.

### Application Procedures

Application materials may be obtained by calling or by writing to:

**Graduate Admissions Office, Alfred University, Alumni Hall, One Saxon Drive, Alfred, NY 14802; (607) 871-2115 or (800) 541-9229 or application can be completed on-line at: [www.alfred.edu/admissions/apply/index.html](http://www.alfred.edu/admissions/apply/index.html).**

The materials and credentials to be completed and returned by each applicant include the following: (1) an Alfred University application, (2) \$50 application fee, (3) official transcripts of all previous post-high school academic work, (4) two letters of recommendation from former instructors or employers (three letters for the School Psychology Program), (5) a personal statement, (6) and for some programs, records of scores on standardized admissions tests, interviews with faculty, and/or a portfolio of slides.

### Test of English as a Foreign Language

For international student applicants whose native language is not English, the official results of the Test of English as a Foreign Language (TOEFL) must be submitted to the Graduate Admissions Office. The Test of Written English (TWE) is optional and the Test of Spoken English (TSE) is recommended but not required.

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### **Graduate Record Examination**

Applicants to M.A., C.A.S., or Doctor of Psychology (Psy.D.) degree programs in School Psychology must submit official scores of the general section of the Graduate Record Examination (GRE). Students applying to graduate programs in engineering are encouraged to submit their scores.

### **Graduate Management Admissions Test**

Applicants to the M.B.A. degree program must submit an official GMAT score.

### **Portfolio**

Applicants to the Electronic Integrated Arts program may submit slides, CD-ROMS, DVDs, or cued videotapes. Applicants to the Ceramic Art and Sculpture/ Dimensional Studies program may submit slides, CD-ROMs or DVDs. All work should be clearly labeled. Slides (20) should be placed in 9" x 11" clear plastic sheets for safe handling and easy return. Each slide must indicate name of artist, date of work, top of slide, medium and dimensions in inches. Submit digital photos as jpeg files, no presentations such as PowerPoint. A self-addressed, postage paid envelope must be included with the application.

### **Application Fee**

A non-refundable application fee of \$50 is charged for each application. A check or money order in this amount made payable to Alfred University should accompany the application for admission. The application will not be processed until this fee is paid.

### **Interview**

Applicants to the Counseling, and School Psychology programs are expected to have an on-campus interview. Interviews are also required of students applying to the MSED degree programs and are recommended for applicants to the M.F.A. program.

### **Application Deadlines**

The deadline for applications to the M.F.A. program is January 15. The deadline for applications to the Doctor of Psychology (Psy.D.) program in School Psychology is January 15. Review of applications for the MA/CAS program in School Psychology will begin on February 15. Late applications may be considered if places in the class still exist for qualified applicants. Early application is strongly encouraged.

### **Immunization Requirements**

Students born after December 31, 1956 must provide written documentation of immunity to measles, mumps, and rubella, as required by New York State Public Health Law 2165. Students who do not comply will be withdrawn from the University and will not be able to attend classes. Questions regarding this requirement or any other aspects of student health services may be directed to the Crandall Health Center at (607) 871-2400.

### **Deposit**

Each applicant who is accepted as a full-time graduate student is sent an acceptance letter, medical form and Graduate Studies Financial Aid form. The student is required to sign a copy of the acceptance letter and return it to the Graduate School Office along with a \$200 deposit signifying intention to enter the Graduate School. The Graduate School Financial Aid form should also be returned with the deposit if the student wishes to be considered for Alfred University Graduate Aid. The medical form must be completed and returned to the Health Services Office in Crandall Hall prior to the beginning of the student's program of study.

Failure to return a signed copy of the acceptance letter and making the \$200 deposit within the time period specified may void the acceptance. The deposit, less any unpaid charges, is refunded after graduation (or after leaving the University, provided the student follows the prescribed procedure for discontinuing the program described below). The deposit is not deducted from any subsequent term bill. It is forfeited if the student withdraws prior to attending classes or does not enter the Graduate School.

**Withdrawal**

A student who is obliged for any reason to leave the University with no intention of returning must first consult with the Director of his or her degree program. A Graduate Withdrawal Form, available in the Graduate Admissions Office, must be completed and submitted. Students who plan to withdraw at the end of the semester are also required to notify the Director. Such initiation of withdrawal allows for proper guidance of the student, and is necessary if the student is to receive the expected refund.

**Transfer Credit**

No more than 6 graduate semester credit hours may be transferred to the master's degree (except for the M.F.A degree program, in which no transfer credit is permitted). Students who enter the doctoral program with advanced standing (a master's degree in the field) must complete at least 50% of their credits for doctoral coursework at Alfred University. Acceptance of transfer credit is the prerogative of the director of the particular graduate program. Additional restrictions may apply in specific programs.

**Tuition and Fees**

For full-time students enrolled in programs leading to the degree of Master of Arts, Doctor of Psychology, Master of Science in Education, Master of Professional Studies, or Master of Business Administration, the comprehensive tuition in 2008-2009 is \$32,016 per year, which covers costs for all instruction totaling twelve to eighteen credit-hours each semester.

For full-time students enrolled in the graduate engineering programs leading to the Master of Science or the Doctor of Philosophy degree the annual tuition for 2008-2009 is \$18,960.

For full-time students enrolled in the statutory college programs leading to the degree Master of Fine Arts, annual tuition for 2008-2009 is \$18,960.

Each student is required to pay a student services fee. For the 2008-2009 academic year, this fee is \$850 for full-time students and \$140 per semester for part-time students.

Part-time students are billed at the part-time instruction rate. The current part-time rate is available through the Graduate School or Student Accounts Office. It should be noted that students in residence who have completed all credit-hour requirements, but who are engaged in thesis research, will be considered full-time students and billed accordingly.

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### Other Fees

A late registration fee of \$35 is charged to cover the cost of processing registrations or payments that are not made during the prescribed time.

Graduate students with motor vehicles must register with the Director of Safety.

The application fee of \$50 and the \$200 deposit have been discussed under the “**Admissions**” section.

Master of Fine Arts students are responsible for appropriate studio materials fees.

### Notes on Living Expenses

Although these expenses vary widely from one student to another, one can estimate that board and room can be obtained for \$10,800 or less per school year in the Alfred area based on 2008-2009 rates.

Students who are interested in special on-campus accommodations, or who desire help in locating off-campus housing, should write the Office of Residence Life, Bartlett Hall, One Saxon Drive, Alfred, NY 14802 or call (607) 871-2186.

### Payment and Rebates

Bills covering all charges for the first semester are mailed to the student's permanent address in July and must be paid by August 5. Bills covering charges for the second semester will be mailed during December and must be paid by January 10. A \$35 fee will be charged for payments received after the fall semester due date.

Spring semester rates will be 1.5% monthly based on the unpaid balance. Rebates during the regular academic year are as follows: for students withdrawing before the first day of classes, 100 percent of tuition; for a withdrawal during the first or second weeks (for rebate purposes a week is seven calendar days beginning with the first day of classes), 80 percent; during the third and fourth weeks, 60 percent; during the fifth and sixth weeks, 40 percent; during the seventh and eighth weeks, 20 percent. There will be no tuition rebate for withdrawals after 56 calendar days of each semester. New full-time graduate students who withdraw during their first semester at Alfred forfeit the full amount of their acceptance deposit. However, an amount equal to the acceptance deposit may be applied against any charges accrued for tuition. It is important that the student formally withdraw from the University since the refund is determined by the date of receipt of the Withdrawal Notice. Summer School charges are described in the Summer School Schedule of Courses.

Students are required to meet all financial obligations to the University when due. If delinquent in meeting financial obligations to the University or any University organization, a student will not be able to receive a transcript or, upon graduation, a diploma.

### Summer School

Information on the various sessions of the Summer School may be obtained by contacting the Summer Programs Office, Alumni Hall, One Saxon Drive, Alfred, N.Y. 14802; (607) 871-2612.

## Financial Aid

Alfred University provides substantial financial support for graduate study. Most of the University funded assistance is provided in the form of assistantships and fellowships. In addition to its own resources, the University participates in federal and state aid programs that are applicable to its degree programs. The majority of this funding is in the form of low interest student loans. This section highlights and summarizes the available funding sources. Questions and requests for further information should be directed to the Student Financial Aid Office.

### **Alfred University Funded Aid Assistantships and Fellowships**

Award values vary widely. University funded assistantships may range from a work stipend only to a combination of tuition grant, up to full-tuition, and a stipend. All University sponsored assistantships will require a work commitment from the student. Work assignments may include research, teaching, faculty assistance and administrative support.

Assistantships and Fellowships are determined and awarded by the academic departments and faculty advisors. In the assignment of assistantships, factors such as academic record, purpose in graduate study, professional accomplishments, employment experience as well as personal skills and character may be considered. Most assistantship awards are made prior to enrollment during the admissions process. However, some additional assistantship funding may become available after enrollment depending on the timing of research contracts and grants secured by the faculty.

Generally speaking, all full-time students in programs leading to the degree of Master of Arts, Doctor of Psychology, Master of Science in Education, and Master of Business Administration are offered a University funded half-tuition assistantship upon admission. Seventy-five percent of the assistantship value is paid as a tuition grant and twenty-five percent is paid through payroll as a stipend for the work commitment. In addition to the half-tuition assistantship many students also receive additional funding.

Students admitted into the Master of Fine Arts Program receive assistantships, which provide a full-tuition grant (less any New York State TAP eligibility) and a stipend for the academic year. Graduate assistants are required to serve as teaching assistants or provide administrative support to fulfill their award obligation. Students must be enrolled full-time to receive the assistantship.

Upon a successful review of the application for admission, graduate students admitted to the School of Engineering initially receive a work stipend assistantship. After acceptance, students may be considered for additional assistance as opportunities become available through various faculty research contracts and grants or teaching assistantship. This additional assistance may be additional work assignments and/or tuition assistance. Tuition assistance may range up to full-tuition with an annual stipend. These opportunities are determined by the individual faculty members based on a student's background and expertise in light of a particular research project's available funding and needs. Assistantship activity in the School of Engineering is coordinated by the graduate program director.

**War Memorial Graduate Scholarship**

This award provides the income from an endowment, approximately \$500 per year, to be awarded to an Alfred University graduate who will attend the Alfred University Graduate School full-time for an academic year. Eligible students may indicate their interest to the Student Financial Aid Office. Awards are based on need and academic performance. An attempt is made to rotate the award among the various programs in the Graduate School.

**Marguerite A. Coughlin Endowed Scholarship**

This award provides a partial tuition grant to a part-time education graduate student. Eligibility criteria require applicants to be enrolled in a Master of Science in Education degree program, seeking state certification, a resident of Allegany or Steuben County, New York, currently employed as a teacher, and committed to teaching as a career. Need for assistance is also considered. Application may be made by contacting the Director of Student Financial Aid by April 15 of each year.

**Tuition Grant**

A limited amount of Tuition Grant is available each year for students with extenuating circumstances and emergency needs. Modest awards are generally made for specific circumstances and are not usually carried as a continued commitment. An application for consideration, by letter, should be directed to the Director of Student Financial Aid.

**Federal Loan and Work Opportunities**

Graduate students are eligible to apply for federal financial aid coordinated by the Alfred University Student Financial Aid Office. The following programs are available:

**Federal Stafford Loan (FSL)**

Source: Private Lender/Federal Government  
Processed by: Alfred University

The Stafford Loan is available to students who are U.S. citizens or permanent residents and matriculated in a degree program for at least six credit hours per semester. Graduate students may borrow up to \$18,500 per year.

The FSL Program makes two types of loans available to students: a subsidized loan and an unsubsidized loan. Subsidized Stafford Loan eligibility of up to \$8,500 per year is based on financial need as determined by the federal need analysis methodology. When a student qualifies for a subsidized loan, the federal government makes the interest payment on behalf of the student while the student is enrolled in school for at least a half-time basis and for six months afterwards (grace period).

Graduate students who do not qualify for any or the full-subsidized loan may receive the difference between \$8,500 and their subsidized loan eligibility as an unsubsidized Stafford Loan. The annual amount available for the unsubsidized loan is \$18,500 less any subsidized Stafford Loan eligibility. Total Stafford Loan plus other aid may not exceed the cost of attendance.

Under the unsubsidized loan, the student is responsible for making the interest payments while enrolled in school. There are two ways available to students to accommodate the interest charge during enrollment. Students may make monthly or quarterly payments to the lender, or the student and lender may agree to add the interest due to the principal of the loan (this is called capitalization).

The interest rate for the Stafford Loan Program is currently a fixed rate set at 6.8%. For both the subsidized and unsubsidized loan, principal and interest repayment begins six months after the student graduates, terminates attendance, or drops below six credit hours. The repayment period is generally fixed at ten years. However, it may be lengthened beyond that time through a process called consolidation.

The Student Financial Aid Office, according to federal guidelines, determines eligibility for the FSL. Students may borrow the amounts indicated on their Award Notice. To receive the loan, students must complete the Free Application for Federal Student Aid (FAFSA), and a Federal Stafford Loan Master Promissory Note.

**Federal Perkins Loan**

Source: Federal Government/Alfred University

Awarded by: Alfred University

The Perkins Loan is a federal loan program available to matriculated undergraduate and graduate students with financial need who are U.S. citizens or permanent residents carrying at least six credits per semester. Interest and principal repayment begins nine months after the student ceases to be enrolled at least half-time (six credits). The interest rate on the Perkins Loan is 5%, and repayment may extend up to ten years, depending on the amount borrowed. Including undergraduate Perkins Loans, students may borrow up to \$40,000 for graduate study.

Funds are limited and awarded first to students demonstrating the greatest financial need. Generally, only full-time graduate students not receiving assistantships during the year will be considered for the Perkins Loan. The average award at Alfred University is \$1,000 per academic year.

To apply, students must complete the Free Application for Federal Student Aid and the Alfred University Financial Aid Application.

**Federal College Work-Study (CWS) Program**

Graduate students who demonstrate financial need who are U.S. citizens or permanent residents are eligible to participate in the CWS Program.

Administered by the Student Financial Aid Office, annual awards are based on financial need. The average award is \$1,000. CWS employees work 5-10 hours per week during the academic year usually at minimum wage.

As funds are limited, generally only full-time graduate students not receiving assistantships with work assignments during the year will be considered for the CWS Program.

**New York State Grants/Scholarships**

**New York State Tuition Assistance Program (TAP)**

Full-time graduate students who are New York State residents and demonstrate need, as determined by the TAP analysis, may be eligible to receive up to \$550 per academic year for up to eight semesters of enrollment. To apply students must file the Free Application for Federal Student Aid and the Express TAP Application (ETA).

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**Other New York State Aid Programs**

New York State has several other aid programs for students in specific programs of study, who are New York State residents. For more information, contact the Student Financial Aid Office or HESC, Student Information, Albany, NY 12255; www.hesc.com.

**Assistantship/Fellowship Application Procedures**

All New York State residents applying for University assistantships and fellowships are required to apply for a NY State Tuition Assistance Program (TAP) award.

**Assistantships and Fellowships**

Activity for assistantships and fellowships is coordinated through the Alfred University Office of Graduate Admissions and the appropriate academic departments. The individual academic departments make specific award decisions.

Generally a completed application for admission and the student’s subsequent acceptance will initiate consideration for a University funded assistantship. However, procedures can vary among the academic departments.

Any necessary application criteria or special requirements regarding assistantship funding will be communicated to students by the academic departments or the Office of Graduate Admissions.

**Federal and University Funding**

Application for and the awarding of federal need-based aid and University funds is coordinated through Alfred University’s Student Financial Aid Office.

Graduate students wishing to be considered for University and federal aid (Stafford Loan, Perkins Loan, and Work-Study) are to complete a Free Application for Federal Student Aid, and the Alfred University Financial Aid Application.

**Academic Eligibility for Student Aid**

The chart below shows the minimum standards for satisfactory academic progress which must be met before a graduate student may be certified eligible to receive any federal or state aid payments (TAP, Stafford loan, etc.). Readmitted students or others with questions concerning eligibility should consult their Program Director if they feel they cannot meet the levels of progress required.

**Graduate Degrees**

Payments	1	2	3	4	5	6	7	8
Minimum Hours Earned	0	6	12	21	30	45	60	75
Minimum G.P.A.	0	2.0	2.5	2.75	3.00	3.00	3.00	3.00

A copy of the full satisfactory academic progress policy is available upon request at the Student Financial Aid Office.

Please note that this level of academic progress is not sufficient to guarantee that Graduate Scholastic Standards Committees will also approve of the student’s progress and not take action. See the statements on grade point average and Academic Status under the heading “**Academics.**”