



# Alfred University

Application for Graduate Admission

*Individuals. Inspired.*

# Alfred University

## Application for Graduate Admission

Alfred University graduate students are enrolled in five distinct degree programs with numerous areas of specialization. Admission is selective, ensuring all graduate students are intellectually and academically outstanding. Student quality and the intimate size of each program create an intellectually stimulating and challenging academic environment on a personal scale.

Alfred is known for the quality and diversity of its academic and professional programs – usually expected only of large universities – within the personalized setting normally found in small colleges.

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### Have questions?

**Don't hesitate to call us at (800) 541-9229**

**or email us at [gradinquiry@alfred.edu](mailto:gradinquiry@alfred.edu).**

### INSTRUCTIONS FOR APPLICANTS

Thank you for your interest in the Graduate School at Alfred University. The following instructions will help guide you through the application process. If you have any questions about the process, you can contact the Office of Graduate Admissions anytime.

You can also apply to Alfred University using our online application at [www.alfred.edu/gradschool](http://www.alfred.edu/gradschool).

### ADMISSIONS POLICY

The University admits students to our graduate programs who hold four-year baccalaureate degrees from accredited colleges or universities 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 Director 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 Alfred University program descriptions). 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 twelve credit hours is permitted on this basis. Students who wish to take courses without first matriculating into a graduate program need not apply for admission, but should contact the Student Service Center in Seidlin Hall for information about registration (607-871-2123).

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. Non-degree study is not permitted in graduate Art or Art History courses during the Fall and Spring semesters.

Those who already possess an advanced degree may earn more than twelve credit hours on a non-degree basis.

## APPLICATION DEADLINES FOR FALL

Psy.D. in School Psychology – January 15

M.F.A. – January 15

M.A./C.A.S. in School Psychology – February 1

All other programs admit students on a rolling basis. For preferred deadlines, please see the program website, or contact Graduate Admissions.

*Alfred University's Downstate Program and international applicants should contact the Graduate Admissions Office for deadlines.*

## ADMISSION PROCEDURE CHECKLIST

All forms should be sent to:

**Alfred University**

**Graduate Office of Admissions**

**One Saxon Drive**

**Alfred, NY 14802**

**FAX: 607-871-2198**

- Complete the enclosed Application for Graduate Admission. You may also complete our online application at [www.alfred.edu/gradschool](http://www.alfred.edu/gradschool). Return the application along with a \$60 nonrefundable application fee. Your check or money order should be payable to Alfred University.
- Provide official transcripts of all previous work at the college level, including proof you hold a four-year baccalaureate degree.
- Request two letters of recommendation addressing your ability to succeed in the program to which you are applying. Applicants to either the M.A./C.A.S or Psy.D. programs in School Psychology, the on-campus M.S.Ed in Counseling program, or the Ph.D. in Engineering programs must submit an additional letter of recommendation for a total of three letters. Please use the enclosed Reference Report form to make the necessary number of copies.
- Applicants to the Psy.D. program must include a Statement of Research Interest in addition to the Statement of Intent.
- MFA applicants are required to submit a portfolio of 20 images by January 15. The portfolio must be submitted in digital format. No slides will be accepted.

**Ceramic Art and Sculpture/Dimensional Studies:** MFA applicants may submit the required portfolio of 20 images either online (via SlideRoom) or by sending digital images on a CD or DVD. Detail images count toward the total of 20. Please contact the Graduate Admissions Office with questions regarding portfolio submission.

**Electronic Integrated Arts:** The portfolio may be submitted using SlideRoom, disc/tape, or a combination of both. Please note that SlideRoom does not support the submission of interactive works, animation, or videos over 60 MB. Links to websites and online pieces may be posted to SlideRoom. MFA-EIA applicants working primarily with video are encouraged to submit the portfolio on disc or tape for the best presentation of your work. Please contact the Graduate Admissions Office with questions regarding portfolio submission.

### Submission via SlideRoom ([alfred.slideroom.com](http://alfred.slideroom.com))

Applicants may upload images (JPEG), video (mov, wmv, flv), music (MP3), or PDF documents. For good image quality and fast upload, image files should be sized with a maximum dimension of 1024px @72dpi. Please keep video files under 60MB. There is a nominal, non-refundable fee for this service. SlideRoom's online portal offers additional instructions for submitting work. For technical assistance, contact [support@slideroom.com](mailto:support@slideroom.com) or access a help desk at <http://www.slideroom.zendesk.com>.

### Submission on Disc

MFA applicants submitting images on disc should use the following recommendations, by program:

**ELECTRONIC INTEGRATED ARTS** - Depending on an individual's work, a portfolio may be a combination of the following digital files:

- Prints, videos, animations, sound pieces, interactive works, installations, websites, or other appropriate work.
- Excerpts from longer video or sound works are strongly encouraged, along with complete works when appropriate.

Powerpoint and Keynote are acceptable formats for MFA-EIA portfolios submitted on disc. Acceptable file types include:

- For audio works: AIFF, WAVE, MP3 on disc.
- For video works: mov, wmv, flv, MPEG4 on disc; Mini DV or HDDV tapes.
- For digital prints, we recommend JPEG files, sized no greater than 1MB per file on disc.

### CERAMIC ART

- Files should be submitted in JPEG format and clearly labeled: Number\_Title\_Name\_Year.
- Submit a hard copy numbered list of images with dimensions.
- Slides or images in PowerPoint, iPhoto libraries, or similar programs will not be accepted.
- Clearly label the disc with your name and year of application. Avoid adhesive labels.

### SCULPTURE/DIMENSIONAL STUDIES

- PowerPoint and iPhoto libraries are not accepted.
- Files should be submitted in JPEG format and clearly labeled: Number\_Title\_Name\_Year.
- Include an image list (hardcopy and/or pdf) with the following information: image number, title, dimensions, material, date, and any description necessary to illuminate the work.
- If video documentation is important for your work, you may include a DVD of QuickTime movies.

The portfolio may be submitted with the application or separately.

Send disc(s) in a crush-resistant container. If you wish to have your portfolio returned, a self-addressed, postage-paid envelope must be included with the portfolio. Please do not send the only copy of your portfolio. All portfolio materials will be handled with great care, but neither the School of Art and Design nor the Graduate Admissions Office takes responsibility for loss or damage.

## APPLICATION PROCEDURES

### English Proficiency Testing

International applicants who do not hold a baccalaureate or Master's degree from a U.S. institution must submit official results of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).

### Graduate Record of Examination (GRE)

Applicants to M.A./C.A.S. or Psy.D. degree programs in School Psychology or the M.S.Ed degree program in School Psychology, or the M.S.Ed degree program in Counseling must submit official scores from the general section of the Graduate Record of Examination (GRE). There is no minimum score requirement. Applicants to graduate programs in Engineering are encouraged, but not required, to submit GRE scores. There is no minimum score requirement.

### Graduate Management Admissions Test (GMAT)

Applicants to the M.B.A. (Master of Business Administration) degree program must submit an official GMAT score report. There is no minimum score requirement.

### Interview

Applicants to the Counseling, School Psychology, and Education programs are required to have an on-campus interview. Interviews for applicants to the M.F.A. degree programs are optional, and are offered only during the fall semester while classes are in session. Please contact the Art Office at 607-871-2442 to schedule an interview for the M.F.A. program.

### Transfer Credit

Due consideration will be given to graduate work done at other accredited institutions, and some transfer of credits may be permitted in most programs. Such credits must be in courses that were clearly at the graduate level with a grade of B or better, and appropriate to the student's Alfred University program of study. Additionally, transfer credits must fit within the six consecutive calendar years of a student's academic program. The student's advisor and program department chair or program director must approve each credit transfer. The maximum number of credits that may be transferred is six semester credit hours in any of the programs leading to a master's degree, and twenty credit

hours in any doctoral program. (No transfer of credit is permitted in the M.F.A. program.) Furthermore, no more than six credits used to satisfy the requirements of one graduate degree program may be used toward the satisfaction of any other Alfred University graduate program. Grades earned in courses transferred from other institutions do not affect the Alfred University grade point average.

For further details on application procedures, see our website at <http://www.alfred.edu/admissions/graduate/requirements.html>.

## FINANCIAL ASSISTANCE

Alfred University provides substantial financial support for graduate study. Most of the University funded assistance is provided in the form of assistantships. 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.

*For assistance and questions pertaining to financial aid, please contact:*

**Alfred University**  
**Financial Aid Office**  
**One Saxon Drive**  
**Alfred, NY 14802**  
**800-541-9229 or 607-871-2159**  
**[www.alfred.edu/finaid/graduate/cost](http://www.alfred.edu/finaid/graduate/cost)**

## POLICY AGAINST DISCRIMINATION

Whether considering candidates for admission or financial aid, applicants for employment or the management of its policies and school-administered programs, Alfred University does not discriminate on the basis of gender, sexual preference, age, race, color, national or ethnic origin, religion or disability. Alfred University is an affirmative action, equal opportunity employer.

## GRADUATE DEGREE PROGRAMS

### Master of Science in Education

Literacy

### Master of Science in Education/ Certificate of Advanced Study

Counseling

### Master of Arts/Certificate of Advanced Study

School Psychology

### Doctor of Psychology

School Psychology

### Master of Science

Biomedical Materials Engineering Science

Ceramic Engineering

Electrical Engineering

Glass Science

Materials Science and Engineering

Mechanical Engineering

Numeracy (Education)

### Doctor of Philosophy

Ceramics (Science and Engineering)

Glass Science

Materials Science and Engineering

### Master of Fine Arts

Ceramic Art

Electronic Integrated Arts

Sculpture/Dimensional Studies (including  
Glass Sculpture)

### Master of Business Administration

Accounting

Business Administration

# Alfred University

## Application for Graduate Admission

Graduate Office of Admissions  
One Saxon Drive  
Alfred, NY 14802  
PHONE – 800-541-9229 FAX – 607-871-2198  
EMAIL – gradinquiry@alfred.edu  
WEBSITE – www.alfred.edu

• A \$60 non-refundable processing fee must accompany this application, or contact the Office of Admissions to arrange credit card payment over the phone.

Please type or print clearly in ink. Date \_\_\_\_\_

Name \_\_\_\_\_ Gender:  Female  Male  
Last First Middle/Former Name(s), if any

Correspondence Address \_\_\_\_\_ Address until when \_\_\_\_\_  
Number and Street City State/Country Zip

Permanent Mailing Address \_\_\_\_\_  
Number and Street City State/Country Zip

Telephone Numbers ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Day Evening Cell

E-mail Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ U.S. Social Security Number \_\_\_\_\_  
Month Day Year

Are you a U.S. Citizen?  Yes  No

**If you are not a U.S. Citizen living in the country, please check the appropriate box below:**

Permanent Resident "A" number \_\_\_\_\_

Refugee "A" number \_\_\_\_\_

International Type of Visa \_\_\_\_\_ Country \_\_\_\_\_

Organization who issued your I-20 \_\_\_\_\_

Other

Have you ever been convicted of, entered a plea for, or have charges pending against you for a crime other than a minor traffic violation?

No  Yes (If yes, please attach a statement of explanation.)

### Optional Information

This data is voluntary. The information will be kept confidential and is not used in the decision process.

Are you Hispanic or Latino?  Yes  No

Regardless of your response above, please check all that apply:

American Indian or Alaskan Native  Asian  Native Hawaiian or Pacific Islander  Black or African American  White

**Degree Objective (Alfred Campus)**

Enrollment Year \_\_\_\_\_  Fall  Spring  Summer Are you planning to study:  Full Time  Part Time

**To which degree program are you applying? (please check BOTH the degree and program)**

Separate applications are required for EACH program to which you are applying.

- | DEGREE  | PROGRAM  |
|---|--|
| <input type="checkbox"/> <b>Ph.D.</b>                                   | <input type="checkbox"/> Ceramics (Science and Engineering) <input type="checkbox"/> Materials Science and Engineering <input type="checkbox"/> Glass Science  |
| <input type="checkbox"/> <b>M.S.</b>                                    | <input type="checkbox"/> Ceramic Engineering <input type="checkbox"/> Biomedical Materials Engineering Science <input type="checkbox"/> Glass Science<br><input type="checkbox"/> Materials Science & Engineering <input type="checkbox"/> Mechanical Engineering<br><input type="checkbox"/> Electrical Engineering |
| <input type="checkbox"/> <b>M.F.A.*</b>                                 | <input type="checkbox"/> Ceramic Art <input type="checkbox"/> Electronic Integrated Arts <input type="checkbox"/> Glass Art <input type="checkbox"/> Sculpture   |
| <input type="checkbox"/> <b>Psy.D. *</b>                                | <input type="checkbox"/> School Psychology   |
| <input type="checkbox"/> <b>M.A./C.A.S.*</b>                            | <input type="checkbox"/> School Psychology   |
| <input type="checkbox"/> <b>M.B.A.</b>                                  | <input type="checkbox"/> Accounting <input type="checkbox"/> Business Administration   |
| <input type="checkbox"/> <b>M.S.–Education</b>                          | <input type="checkbox"/> Counseling-C.A.S. ** <input type="checkbox"/> Literacy  |
| <input type="checkbox"/> <b>M.S.</b>                                    | <input type="checkbox"/> Numeracy  |
| <input type="checkbox"/> Provisional Teacher Certification (non-degree) |  |

\* These programs admit students for fall semester only.

\*\* Part time students may begin in the fall or spring. Full time students can begin in the spring only at the program director's discretion.

**Degree Objective (Downstate Programs in partnership with CITE)**

The following degree programs are offered in partnership with CITE (Center for Integrated Teacher Education). These part-time programs admit students for the summer only. Enrollment Year \_\_\_\_\_

**To which degree program are you applying? (please check BOTH the degree and program)**

- | DEGREE   | PROGRAM   |
|--|---|
| <input type="checkbox"/> <b>M.S.–Education</b> | <input type="checkbox"/> Counseling <input type="checkbox"/> Literacy |
| <input type="checkbox"/> <b>M.B.A.</b>         | <input type="checkbox"/> Business Administration                      |
| <input type="checkbox"/> <b>M.P.S.</b>         | <input type="checkbox"/> Community Services Administration            |

**Education\***

Colleges & Universities attended	Dates (from/to)	Degrees*	Major	GPA/Class rank

\* Include any degree expected by the end of the year

**Official Transcripts of all previous educational work at the college level must be sent directly to the Office of Graduate Admissions.**

What type of baccalaureate degree do you have?  BS  BA  BFA If none, will you have a degree before entering AU?  Yes  No

**Honors and awards** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Testing**

Applicants to the **Literacy** program must pass all three sections of the New York State Teacher Certification Examination (listed below) with a score of 220 or better. Please include copies of each certification, and record the results of these standardized tests, indicating when they have been taken. If you have not yet taken the tests, please indicate when they will be taken.

LAST (Liberal Arts & Sciences Test)      ATS-W (Assessment of Teaching Skills-Written)      CST (Content Specialty Test)  
 Score: \_\_\_\_\_ date taken: \_\_\_\_\_      Score: \_\_\_\_\_ date taken: \_\_\_\_\_      Score: \_\_\_\_\_ date taken: \_\_\_\_\_

- Applicants to the **School Psychology** and **Counseling** programs must submit official GRE general test scores. GRE scores are optional for all other programs.
- Applicants to the **M.B.A.** Program must submit an official GMAT score.
- All applicants receiving a degree from an institution outside the U.S. must submit an official TOEFL or IELTS score.
- Please record the results of these standardized tests below, as appropriate, or indicate when they will be taken.
- Applications will not be considered until official test results have been received by the Office of Graduate Admissions.

**GRE SCORE**

General V \_\_\_\_\_ Q \_\_\_\_\_ AN \_\_\_\_\_  
 Score      Score      Score      Date Taken

Advanced \_\_\_\_\_  
 Subject/Score      Date Taken

**GMAT SCORE**

General V \_\_\_\_\_ Q \_\_\_\_\_ AN \_\_\_\_\_  
 Score      Score      Score      Date Taken

**TOEFL/IELTS**

General \_\_\_\_\_  
 Score      Date Taken

**Employment**

Indicate present employer, if any, plus positions you have held in your proposed field, relevant summer or part-time work.

Employer	Position/Title	Dates from/to

## Recommendations

All applicants must submit at least two letters of recommendation from present or former instructors or employers who have knowledge of your academic potential. Three letters of recommendation are required for applicants to the M.S.Ed/C.A.S. in Counseling, M.A./C.A.S. or Psy.D. in School Psychology, and Ph.D. in Engineering/Science programs. A Reference Report form is provided on the following page; please make the necessary number of copies. Provide the name, title, and phone number of each individual you have requested to submit letters on your behalf.

Name	Position/Title	Phone Number

## Additional Information

Have you applied for admission to the Graduate School at Alfred University before?  Yes  No If so, when? \_\_\_\_\_

If you are applying for admission to other universities or colleges, please list them: \_\_\_\_\_

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## Statement of Intent

Please attach separate sheets of paper that provide information about yourself, your aims and plans for the future, reasons for graduate study in your chosen field, special interests in that field, and experience (other than academic) in the field. M.S. in Engineering applicants should summarize their research experience, career goals, and research interests. Applicants wishing to work with individual professors or on specific projects should describe such interests in the statement. All Ph.D. applicants must submit a Statement of Intended Research. The statement should be as detailed as possible, and should include the applicant's career goals in addition to research topics of interest. You may also include your experience (other than academic) in the field. Psy.D. in School Psychology applicants are required to submit a Statement of Research Interest in addition to the Statement of Intent.

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**I certify that all information provided by me in this application is correct and accurate to the best of my knowledge. Failure to do so can result in separation from the University.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Application Review Authorization

I authorize the following individuals to check on the status of my application on my behalf. (This section may be left blank.)

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**REFERENCE REPORT ON APPLICANT FOR GRADUATE ADMISSIONS**

To the Applicant: Fill in your name and proposed graduate program. This form should be given to an individual under whom you have studied or worked and is able to assess your qualifications for graduate study. Please type or print clearly in ink.

Name of Applicant \_\_\_\_\_

Last

First

Middle

Phone Number: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

Degree Sought \_\_\_\_\_ Proposed Graduate Program \_\_\_\_\_

If you agree to waive your right under the Family Education Rights and Privacy Act of 1974 to review specific and composite letters of recommendation, please sign here.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

To The Recommender:

How long have you known the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Among the students at a similar level whom you have known in recent years, how would you rate this student?

No Basis		Below Average	Average	Good (above average)	Very Good (well above average)	Excellent (top 10%)
	Creative, original thought					
	Motivation					
	Independence, initiative					
	Intellectual ability					
	Academic achievement					
	Written expression of ideas					
	Effective class discussion					
	Disciplined work habits					
	Potential for growth					
	SUMMARY EVALUATION					

In the space below, continuing on the reverse side of this page if needed, please comment on the applicant's aptitude for graduate study. The applicant's creative promise, leadership ability, maturity, intellectual capacity and character are some factor you may wish to include in your comments.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of recommender (please print) \_\_\_\_\_

Position, Profession or Occupation \_\_\_\_\_

Professional Address \_\_\_\_\_

Phone \_\_\_\_\_



# The Graduate School

In 1938, the Board of Trustees of Alfred University established the Graduate Division of the College of Liberal Arts. This action was motivated by both a desire to implement and encourage research and a concern for the improved training of secondary school teachers. In time it became apparent that the growing needs for advanced work in the geographic area served by Alfred University demanded an organization educationally and administratively more functional than the graduate division. Therefore, in 1947, the Board of Trustees established the Graduate School of Alfred University.

Today, the Graduate Council administers and guides all graduate programs throughout the University, providing unity and direction for graduate study.

Alfred University graduate students are enrolled in five master's and two doctoral degree programs with numerous areas of specialization. Admission is selective, ensuring all graduate students are intellectually and academically outstanding. Student quality and the intimate size of each program create an intellectually stimulating and challenging academic environment on a personal scale.

Alfred is known for the quality and diversity of its academic and professional programs – usually expected only of large universities – within a personalized, intimate setting, normally found in small colleges.

## **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 with this state law will be withdrawn from the University and will not be permitted to attend classes. Questions regarding this requirement, or any other aspects of student health services, may be directed to the Wellness Center at 607-871-2400.

## **HOUSING**

Students who desire help in locating off-campus housing should contact the Student Affairs Office at 607-871-2132.

## **DINING**

The University operates four dining facilities on campus. Two of the four facilities, Ade Hall and the Powell Campus Center Dining Hall, serve breakfast, lunch and dinner. These two dining halls primarily serve Alfred University students on a University meal plan, but may be used on a cash basis for single meals.

The other two dining facilities, the Li'l Alf CyberFresh Café, located in the Powell Campus Center, and MidKnight Express, located on the ground floor of Ade Hall, feature fast-food, à la carte entrees and daily lunch specials. These facilities are open for both early morning and late night customers and operate on a cash or dining dollars basis.

# Alfred University

Graduate Office of Admissions

One Saxon Drive

Alfred, NY 14802

PHONE- 800-541-9229

FAX- 607-871-2198

EMAIL- [gradinquiry@alfred.edu](mailto:gradinquiry@alfred.edu)

WEBSITE- [www.alfred.edu](http://www.alfred.edu)