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# Introduction

# Message from the President



**W**elcome to SUNY Cortland. As the tenth president of the College, I am proud of this fine institution and its place within the State University of New York system.

SUNY Cortland has compiled an impressive record of accomplishment and is poised for even

greater achievements. In particular, I am excited that teaching remains the central function of SUNY Cortland and that excellence in teaching continues to be its primary goal. I am also proud that the College is a place where faculty members are teacher-scholars who recognize and appreciate how scholarship and teaching can inform the learning process. Further, as a SUNY institution, the College shares SUNY's commitment to excellence and access, providing a quality education to many citizens who never could have afforded it otherwise. Finally, although in the past SUNY Cortland has primarily served undergraduate students, it has increasingly enrolled more students at the graduate level and is fully committed to meeting the educational needs of those seeking advanced degrees.

Throughout the years, SUNY Cortland has served students of varying abilities and backgrounds, providing them with the opportunity and tools to meet educational, career and life objectives. Many of our more than 54,000 alumni are first-generation college graduates, and they occupy positions that run the gamut from teacher to performing artist to politician to stockbroker. Still, these alumni share common bonds, such as the lifetime friendships they developed on campus, and the faculty, staff members and coaches who motivated them to achieve more than they thought was possible. Frequently, too, SUNY Cortland students and graduates understand their responsibility to their communities and play an active service role in those communities.

Virtually any institution of higher education is capable of producing literate graduates who have mastered fundamental skills and knowledge. At SUNY Cortland, we strive for more: To produce graduates who can make a difference in an ever-changing world. As you review this catalog, take note of the qualities we emphasize in our programs, including: a solid knowledge base; writing, reading, and speaking skills; problem solving and critical thinking; effective interpersonal communication; and the intelligent use of technology.

We also seek to develop these qualities within the context of challenges facing our world, such as the preservation of our environment; the appreciation of diversity and of art, music and theater; an understanding of history; the roots of prejudice; and the power of science and technology. In this way, we strive to prepare our students to apply what they know for the betterment of society, for "the common good."

Once more, welcome, and I hope this represents the beginning of a productive and lasting relationship between you and the College.

Erik J. Bitterbaum  
*President*

# Mission Statement

*Recommended by the SUNY Cortland Faculty Senate on April 7, 1998, and approved by the president of the College, April 9, 1998.*

## **Making a Difference:**

### **Educating for the Common Good**

State University of New York College at Cortland is one of 13 four-year colleges in the SUNY system. We share important academic goals with our sister institutions and are especially proud of our distinctive strengths, strong majors, and a history of more than 135 years of teacher education. Today, SUNY Cortland is a comprehensive college of arts and sciences offering undergraduate and graduate programs in the liberal arts and a variety of professional fields. We are committed to excellence in teaching, scholarship, research and service to the community. Quality teaching has been the highest priority since our founding in 1868. We are committed to a comprehensive curriculum, building on our traditional strengths in teacher education and physical education and enhancing our high-quality programs in the arts, humanities and sciences.

Our students gain skills, knowledge and conceptual understanding in their discipline; furthermore, they grow intellectually and acquire fundamental life skills and values. Among these are a desire to learn, an ability to think critically, an awareness of the excitement of discovery, an appreciation of diversity, and a respect for physical and emotional well-being. Our students are immersed in a broad-based general education program, develop oral and written communication skills and acquire an aesthetic sensibility. All students have opportunities to develop and utilize technology in their studies while also assessing the impact of technology on individuals and society.

SUNY Cortland fosters personal excellence and seeks to develop students who are independent learners living enriched lives. Additionally, we focus on helping students become good citizens with a strong social conscience and an appreciation of the environment and diverse intellectual and cultural heritages. We strive to instill within students a sense of responsibility, an eagerness to make a difference in their community and an awareness of the important positive role they must play in an increasingly global society. The SUNY Cortland faculty, staff and administration, together with dedicated alumni, all work toward preparing our graduates to make a difference in the lives of others.

*Recommended by the SUNY Cortland Faculty Senate and approved, after editing, by the president of the College, March 29, 1993.*

## **The College and Cultural Diversity**

State University of New York College at Cortland is dedicated to the affirmation and promotion of diversity in its broadest sense. The mission of the College requires that people of every background be able to study and work here with an expectation of respectful treatment.

The College seeks to establish standards of behavior that honor the dignity and worth of individuals regardless of gender, ethnicity, race, age, physical or mental abilities, religious beliefs, sexual and affectional orientation, or socioeconomic class.

A major goal for Cortland is to develop and maintain an atmosphere that supports learning about prejudice and discrimination so that the College community can strive to reduce it not only on campus but wherever it is encountered.

While open debate on diversity issues can often make discordant viewpoints more highly visible, the College recognizes the need for individuals to become educated about the effects of personal biases within an atmosphere of safety and respect.

An environment where it is safe to explore differences enables everyone to make more progress toward a campus community that celebrates, rather than simply tolerates, the richness inherent in the pluralism of the College.

# All-College Student Learning Goal

All major programs of study at SUNY Cortland establish specific learning objectives for their students. On April 30, 1996, the College's Faculty Senate endorsed the All-College Student Learning Goal, a statement of desired learning outcomes for all who graduate from the College.

This goal is stated as follows: A major expectation for all SUNY Cortland students at the point of graduation is that they possess the skills necessary to gather relevant information, evaluate it critically, and communicate it effectively to an audience in written and oral forms.

## Assessment Philosophy

SUNY Cortland is committed to an ongoing assessment of its programs and services. Outcomes assessment offers a means of ascertaining the nature of our students' experiences as learners and as part of the College community. At the same time, students become more aware of the stages in the learning process through the reflection that assessment encourages. SUNY Cortland's assessment program helps students see their college experience in a larger context and take greater responsibility for their own education.

Assessment is closely tied to program enhancement, planning, and faculty and staff development. As faculty and staff members articulate their goals and reflect on the effects of their work, they discover new possibilities for meeting their own expectations and their students' needs.

SUNY Cortland views assessment as a shared responsibility. Faculty, students and staff are expected to participate in a variety of assessment activities, both in and out of class. The College's administration actively supports

assessment by providing resources and recognizing faculty and staff efforts as significant service to the College. Our collective effort allows us to monitor ourselves in order to benefit students and to produce a satisfying college experience of high quality.

In an effort to obtain the fullest possible picture of their strengths and weaknesses, programs and units use multiple methods of evaluation, many of which are embedded in course work and program activities. Educational outcomes measures, portfolios, alumni and student opinion surveys, exit interviews, discipline-specific content tests, and course-teacher evaluations are among the most commonly-used approaches.

We see assessment as a dynamic process that provides all areas of the College with valuable information about how well we are accomplishing our objectives as an educational institution. Through outcomes assessment activities and what we learn from them, the College continually seeks to improve the quality of its offerings.

## About SUNY Cortland

State University of New York College at Cortland traces its beginnings to 1868 and offers programs leading to the award of bachelor's and master's degrees in the arts and sciences, education and professional studies.

SUNY Cortland is a moderate-sized institution with approximately 5,700 undergraduate students and 1,700 graduate students. State assisted, Cortland is a charter member of the State University of New York. SUNY Cortland now has more than 54,000 living alumni, and Cortland graduates can be found in each of the 50 states, the District of Columbia and more than 40 foreign countries.

The campus is located in Cortland, a small city in the geographic center of New York State adjacent to the Finger Lakes and within a one-hour drive of Syracuse, Ithaca and Binghamton.

The College campus covers 191 acres located within walking distance of the City of Cortland's business district.

The main campus is divided into three distinct areas. Most of the classroom buildings, the Memorial Library, the Miller Building, and the Brockway-Cheney-DeGroat residence and dining hall complex are found on the upper campus. The remaining residence halls, Neubig and Winchell Dining Halls, and Corey Union are at the center of the campus. The Park Center, Lusk Field House, the Stadium Complex, athletic fields and track are located on the lower campus.

A shuttle bus service is operated between the lower and upper campuses when classes are in session.

# Graduate Studies

## OFFICE

Director's Office  
Brockway Hall, Room 122  
(607) 753-4800  
[www.cortland.edu/gradstudies/](http://www.cortland.edu/gradstudies/)

### WELCOME TO GRADUATE EDUCATION AT SUNY CORTLAND

Our goal is to produce graduates who can make a difference in an ever-changing world. At Cortland you will be challenged and motivated to high achievement as you interact with faculty in an active learning environment.

We are pleased that SUNY Cortland is a comprehensive college of arts and sciences offering graduate programs in liberal arts and a variety of professional fields. We are committed to excellence in teaching, scholarship, research and service to community. Our faculty have received the Chancellor's Award for Excellence in Scholarship and Creative Activities, the Chancellor's Award for Excellence in Teaching and other teaching distinctions. Good teaching is essential as we prepare our students to be life-long learners. We are an active community of scholars and teachers who synthesize both theory and practice throughout the learning process. We take a personal interest in the well being of our students to help all attain their educational goals.

The Graduate Studies Office is a valuable resource for graduate students at Cortland. We assist you beginning with pre-admission through graduate commencement and even post-master's study. We process admission applications, provide information about assistantships, aid with registration for courses and provide program information and requirements, including teacher certification. Our staff is knowledgeable about graduate policies and procedures and ready to help you journey successfully through your program.

Cortland is a great place to be for a personal touch in graduate education. We care about you and your success in meeting your academic and career goals.

### ADMINISTRATORS

Yvonne M. Murnane, director; Peter McGinnis, assistant director; Mary Cervoni, program aide, Summer and Winter Session Office; Mary E. Franco, staff assistant, Cortland/Mohawk Valley Graduate Center

### STAFF

Nancy Kuklis, Patricia Randolph, Cheri Kanar

### ROLE OF THE DIRECTOR

The director serves as the spokesperson for the graduate community of the College, advocates for graduate programming, provides accurate information, and instruction when required, on all matters related to graduate affairs, and provides leadership in all aspects of the governance of graduate affairs at the main campus and the Mohawk Valley Graduate Center.

### ROLE OF THE ASSISTANT DIRECTOR

The assistant director of graduate studies interacts with graduate students on all aspects of program completion from pre-admission to degree conferral and assists in the maintenance, refinement and/or revisions of all policies and procedures related to graduate studies, including the integration of the registrar's function in the Graduate Studies Office. The assistant director represents the director of graduate studies on committees that pertain to the functioning of the office and student participation.

### ROLE OF THE STAFF ASSISTANT AT THE CORTLAND/MOHAWK VALLEY GRADUATE CENTER

The staff assistant of the Cortland/Mohawk Valley Graduate Center assists the director and assistant director by providing accurate information about graduate programs to the Mohawk Valley community, providing forms for students as well as interfacing with faculty for the director and assistant director.

### SUMMER AND WINTER SESSION OFFICE

The Summer and Winter Session Office provides a variety of courses in two, five-week sessions in the summer and a two-week session in January. Many students use these opportunities to fit in additional courses that allow them to graduate earlier, or to concentrate on a particularly difficult subject.

All policies and procedures related to Summer and Winter Sessions are implemented by this office, including cancellation of classes, scheduling of classrooms, faculty contracts and pay arrangements.

A preliminary listing for summer is available on the SUNY Cortland Web site in October. The complete summer listing is available on the Web in March.

A preliminary listing for winter is published on a flyer and is available in August. The complete winter listing is available on the Web in October.

# Arts and Sciences

## SCHOOL OF

Dean's Office  
Old Main, Room 124  
(607) 753-4312  
[www.cortland.edu/artsandsciences/](http://www.cortland.edu/artsandsciences/)

### ADMINISTRATORS

Mark Prus, dean; Virginia Levine, associate dean;  
Linda Simmons, staff assistant to the deans

### ROLE OF THE DEAN

The dean oversees all the activities of the academic departments and interdisciplinary centers in the School of Arts and Sciences. The school consists of 17 departments distributed among the divisions of fine arts and humanities, social sciences, and natural sciences and mathematics. In addition, the school houses the Center for International Education.

The School of Arts and Sciences also includes adolescence teacher education programs in English, foreign languages, mathematics, natural sciences and social studies. The adolescence teacher education programs are housed in the appropriate academic departments. The dean is responsible for overall supervision of the school and specifically for curriculum, program development, budget and personnel.

The dean's office is staffed by two secretaries, one for the dean and one for the associate dean, as well as by a staff assistant and student assistants.

### ROLE OF THE ASSOCIATE DEAN

The associate dean assists the dean in the management of the school. This includes addressing undergraduate student issues such as academic policy interpretation and clarification, withdrawals and leaves of absence from the College, academic probation, suspension, dismissal, reinstatement and readmission, including contracts. The associate dean approves course overloads and serves as the dean's curricular representative at the school and college level for undergraduate education.

### ROLE OF THE STAFF ASSISTANT TO THE DEANS

The staff assistant to the deans reviews and evaluates transcripts for undergraduate students, including returning students, transfer students and second bachelor's degree students. The staff assistant also reviews requests for transfer credit and assists the dean and associate dean as necessary.

### DEPARTMENTS, CENTERS AND GRADUATE ACADEMIC PROGRAMS WITHIN THE SCHOOL

#### Adolescence Education\*

English (7-12)

Mathematics (7-12)

Second Language Education

Social Studies (7-12)

#### Adolescence Education: Science (7-12)\*

Biology

Chemistry

Earth Science

Physics

Physics and Mathematics

Art and Art History

Biological Sciences

Center for International Education

Chemistry

Communication Studies

Economics

English\*

Geography

Geology

History\*

International Communications and Culture\*

Mathematics\*

Performing Arts

Philosophy

Physics

Political Science

Psychology

Sociology/Anthropology

\* Includes graduate academic programs

# Education

## SCHOOL OF

Dean's Office  
Cornish Hall, Room D-206  
(607) 753-5430  
[www.cortland.edu/education/](http://www.cortland.edu/education/)

### ADMINISTRATORS

Edward Caffarella, dean; Marley Barduhn, associate dean; Linda Simmons, staff assistant to the deans

### ROLE OF THE DEAN

The dean oversees all the activities of the academic departments and units within the School of Education. The school consists of four academic departments and several special programs.

The dean is responsible for overall supervision of the school and for curriculum, program development, budget and personnel. The dean of education is also the teacher certification officer for the College.

The dean's office is staffed by two secretaries, one for the dean and one for the associate dean, as well as by a staff assistant and student assistants.

### ROLE OF THE ASSOCIATE DEAN

The associate dean assists the dean in the management of the school. This includes addressing undergraduate student issues such as academic policy interpretation and clarification, withdrawals and leaves of absence from the College, academic probation, dismissal, reinstatement and readmission, including contracts. The associate dean approves course overloads and serves as the dean's curricular representative at the school and college level for undergraduate education.

The associate dean is also the director of the Migrant Educational Opportunity Program.

### ROLE OF THE STAFF ASSISTANT TO THE DEANS

The staff assistant to the deans reviews and evaluates transcripts for undergraduate students including returning students, transfer students and second bachelor's degree students. The staff assistant also reviews requests for transfer credit.

### DEPARTMENTS, UNITS AND GRADUATE ACADEMIC PROGRAMS WITHIN THE SCHOOL

Access to College Education Program (ACE)  
Center for Educational Exchange (CEE)  
Center for the 4th and 5th Rs  
Childhood/Early Childhood Education Department\*  
Cortland's Urban Recruitment of Educators (C.U.R.E.)  
Educational Leadership Department (C.A.S.)\*  
Field Placement Office  
Foundations and Social Advocacy Department\* (Special Education and Urban Education)  
Liberty Partnerships Program (LPP)  
Literacy Department\*  
Migrant Education Outreach Program (MEOP)

\* *Includes graduate academic programs*

# Professional Studies

SCHOOL OF

Dean's Office  
Studio West, Room 156  
(607) 753-2701  
[www.cortland.edu/professionalstudies/](http://www.cortland.edu/professionalstudies/)

## ADMINISTRATORS

Roy H. Olsson Jr., dean; Raymond Goldberg, interim associate dean; Linda Simmons, staff assistant to the deans

## ROLE OF THE DEAN

The dean oversees all the activities of the academic departments and units within the School of Professional Studies. The school consists of five academic departments and athletic facilities.

The dean is responsible for overall supervision of the school and for curriculum, program development, budget and personnel.

The dean's office is staffed by two secretaries, one for the dean and one for the associate dean. An account clerk monitors athletic revenues and expenditures.

## ROLE OF THE ASSOCIATE DEAN

The associate dean assists the dean in the management of the school. This includes addressing undergraduate student issues such as academic policy interpretation and clarification, withdrawals and leaves of absence from the College, academic probation, dismissal, reinstatement and readmission, including contracts. The associate dean approves course overloads and serves as the dean's curricular representative at the school and college level for undergraduate education.

## ROLE OF THE STAFF ASSISTANT TO THE DEANS

The staff assistant to the deans reviews and evaluates transcripts for undergraduate students, including returning students, transfer students and second bachelor's degree students. The staff assistant also reviews requests for transfer credit and assists the dean and associate dean as necessary.

## ACADEMIC DEPARTMENTS AND UNITS WITHIN THE SCHOOL

Athletic Facilities  
Exercise Science and Sport Studies\*  
Health\*  
Physical Education\*  
Recreation and Leisure Studies\*  
Speech Pathology and Audiology

\* *Includes graduate academic programs*

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# Entering SUNY Cortland

# Admissions

Graduate Studies Office  
Brockway Hall, Room 122  
(607) 753-4800  
e-mail: [gradstudies@cortland.edu](mailto:gradstudies@cortland.edu)  
[www.cortland.edu/gradstudies/](http://www.cortland.edu/gradstudies/)

The State University of New York College at Cortland offers courses leading to a master of arts, a master of science, a master of science in education, a master of arts in teaching, a master of science in teaching, and a certificate of advanced study. The certificates of advanced study are post-master's programs with concentrations in American Civilization and Culture (this program is for international students only), school building leader, school district leader and school district business leader.

Students may enroll in graduate-level courses on a full-time or part-time basis. Most courses are offered in the late afternoon and evening, Monday through Thursday.

Graduate students, attending full time or part time, are entitled to all campus privileges, including the use of library and recreational facilities. Personal and career counseling are available as well.

## Graduate Opportunities

SUNY Cortland offers opportunities to enroll in:

1. Advanced degree programs for professionals in a variety of specialized disciplines.
2. Special programs for those seeking teaching and school administration certification.
3. Enrichment courses and programs for those seeking post-baccalaureate continuing learning opportunities.

500-599 courses are designed for the graduate student, but this level of course work is open to juniors and seniors in good academic standing (cumulative grade point average of 2.0).

600-699 courses are exclusively for students at the graduate level.

## Admission to Graduate Study

The following items are required of students who plan to apply for a master's degree or certificate of advanced study program:

1. A bachelor's degree from an accredited college or university; for the certificate of advanced study applicants will need a master's degree. Applicants to the school building leader and school district leader programs must hold permanent or professional certification.  
Applicants who apply for graduate school before obtaining their undergraduate degrees may be accepted into a program but will not be allowed to register for classes. Once the degree is obtained and a final, official transcript is sent to the Graduate Studies Office, the student will be allowed to register for classes.
2. An application for admission to graduate study along with the \$65 application fee must be submitted by the following deadlines:

Entry Term	Application Due Date
Fall	July 1
Spring	December 1
Summer	April 1

Completion of application requirements by the stated deadline is the responsibility of each applicant. To be assured of timely review of your application, you will need to submit an application by the deadline. Completed applications received after the deadline will be considered as time and available enrollment space permit. Admission to any graduate program may close before the above published deadline.

3. Fulfill the specific admissions requirements of the department of the College in which enrollment is sought. Departmental requirements are listed with the descriptions of graduate curricula.
4. In degree programs leading to permanent New York State teacher certification, individual departments require that applicants have provisional certification before they are eligible for admission to degree status. In degree programs leading to professional New York State teacher certification, individual departments require that applicants have initial certification before they are eligible for admission to degree status. Departments calling for candidacy require that provisional or initial certification be obtained before candidacy is granted.
5. Those with a lapsed certificate may be admitted to teaching degree programs at the discretion of the department.
6. The Master of Arts in Teaching (M.A.T.) and the Master of Science in Teaching (M.S.T.) programs do not require prior initial or provisional certification.
7. Some departments require letters of recommendation.
8. In degree programs leading to New York State teacher certification, all applicants must complete the SUNY Cortland Teacher Education Program Application.

## Registration

All graduate students register for classes through the Graduate Studies Office. Registration information for each academic term is available on the College's Web site under "Quick Links" at "BANNER Web Access" and on the registrar's home page under "Course Schedule."

All matriculated graduate students must register online during the Web registration period. Detailed information about registration and billing is available on the Web.

## International Student Admission

SUNY Cortland welcomes applications from foreign nationals seeking matriculation into graduate programs. Prospective students must send the materials listed below to the Graduate Studies Office.

- Cortland's Graduate Studies Application along with the \$65 (U.S. dollars only) application fee
- Application for International Students (English proficiency report, essay and financial support statement)
- Test of English as a Foreign Language (TOEFL) exam report
- Graduate Record Exam (GRE) score report if required by the department
- Official college transcripts with professional translation of all documents into English along with the original documents

Applications will be reviewed for admission based on academic accomplishments, ability to finance the education and level of proficiency in the English language.

Immigration form I-20, which the applicant will use to secure an F-1 visa, will be issued to the applicant once all required information has been received and the applicant has been accepted to the College.

## Mohawk Valley Graduate Center

The Mohawk Valley Graduate Center, operated by SUNY Cortland at SUNY Institute of Technology in Utica, N.Y., offers only selected graduate courses toward master's degrees and the post-master's degree program leading to the Certificate of Advanced Study in school building leader, school district leader or school district business leader. Entire degree programs are not offered at the Mohawk Valley Graduate Center. The Mohawk Valley Graduate Center is supervised by the director of graduate studies.

# Part-Time Study

## Part-time and Non-degree Status

Graduate students may enroll in courses on a part-time, non-degree basis by registering through the Graduate Studies Office.

**Graduate students** may attend day or evening classes as part of a degree program on a part-time or full-time basis. In order to work toward a degree, students must be admitted formally to degree status. Details may be obtained from the Graduate Studies Office.

**Graduate non-degree students (NON)** may not register for more than nine credit hours and will only be permitted to register prior to the opening of the semester based on course availability. Before a non-degree graduate student (NON) has earned nine graduate credit hours at SUNY Cortland, he or she must apply through the Graduate Studies Office for matriculated status, change his or her status to non-degree seeking (NDEG) or discontinue course work at Cortland. Financial aid, including student loans, is available only to students who have been accepted into a degree program at SUNY Cortland.

## Identification Cards

All students who register for courses at the College are required to have a SUNY Card. For more information, refer to page 94 in this catalog.

## Registration

All graduate and non-degree students register for courses through the Graduate Studies Office. Registration information for each academic term is available on the College's Web site under "Quick Links" at "BANNER Web Access" and on the registrar's home page under "Course Schedule." All matriculated graduate students must register online during the Web registration period. Detailed information about registration and billing is available on the Web.

Eligible students who do not register during the official Web registration period may enroll and pay at the time of registration on a continuous basis up until the beginning of the term. Non-degree graduate students (NON's) may register if course availability permits the day before classes begin during the graduate and non-degree general registration. Matriculated graduate students may register on the Web without payment until the deadline date for billing privileges is established.

Students who do not pay their tuition bill for the courses for which they have registered by the payment deadline will be de-registered.

## Summer Session

A Summer Session schedule of courses and registration information is available in early spring on the Web on the registrar's home page. Graduate courses are available in two consecutive five-week sessions. The maximum number of credit hours a student may take each Summer Session is eight, for a total of 16.

The financial aid rules for Summer Session differ slightly from those for fall and spring. Please consult your financial aid advisor for details.

# Tuition and Fees

Bursar/Student Accounts Office  
Miller Building, Room 323  
(607) 753-2313  
[www.cortland.edu/business/bursar.html](http://www.cortland.edu/business/bursar.html)

**Expenses listed in this section are current as of the time of publication. All charges are subject to change without prior notice.**

We recommend students inquire about current rates or check the Web site at [www.cortland.edu](http://www.cortland.edu). A confirmation/remittance portion of the billing statement must be returned each semester to confirm attendance and acceptance of charges. Online acceptance of charges may be substituted if the student's billed charges are fully covered by financial aid at the time payments are due or Web payment options are utilized.

In accordance with SUNY Board of Trustees Policies, tuition charges are assessed by the student's matriculation status. Non-matriculated students are charged tuition by the level of the course, as defined by the institution: undergraduate rates for undergraduate-level courses and graduate rates for graduate-level courses. Matriculated students are charged tuition based on the level of their matriculation. Matriculated graduate students will be charged graduate rates for all courses taken, regardless of course level.

## Tuition

Full-time* resident graduate (annual – fall and spring semesters) .....	\$7,100
Full-time* nonresident graduate (annual – fall and spring semesters) .....	\$10,920
Part-time resident graduate (per credit hour) .....	\$296
Part-time nonresident graduate (per credit hour) .....	\$455

**\* Students are considered full time for tuition and financial aid purposes at 12 or more credit hours.**

A minimum of six credit hours is required for matriculated graduate students to receive federally guaranteed subsidized or unsubsidized student loans. Please contact the Financial Aid Office for details.

## Residency Requirement

State University of New York policy requires that a student must have a domicile (permanent home to which the individual intends to return) in New York State for a period of one year prior to the first registration to qualify for resident tuition charges. Individuals do not acquire a New York State domicile by being physically present in New York for the sole purpose of attending a New York State college or university. An individual does not automatically acquire domicile by being physically present in New York for a period of 12 months. Dependent students are considered residents of the state where their parents live.

There are two exceptions to the domicile rule. Students who have completed their junior and senior years and graduated from a New York State high school may qualify for residency if they attend SUNY Cortland within five years of graduation. The student must provide the Bursar/Student Accounts Office with certified high school transcripts to substantiate this fact. Also, military personnel, their spouses, or dependents may qualify for resident tuition rates while they are on full-time active duty and stationed in New York. Documentation must be provided each semester for active military personnel or their dependents.

Please contact the Bursar/Student Accounts Office for complete information and with questions regarding residency. Residency applications must be completed no later than the last day to add or register for courses for the semester in question. Certain visa classifications cannot be used to establish residency for tuition purposes regardless of the time domiciled in New York State.

## Fees

### COLLEGE FEE

The College Fee is \$25 per year or \$12.50 per semester for full-time students. The fee is required under administrative policy of State University of New York and is not refundable, unless the school cancels the class.

### PROGRAM SERVICE CHARGE

The College's Program Service Charge is required of all students enrolled in credit-bearing course work and is designed to incorporate various normally required fees and charges including athletic, student health service, transportation, technology and student activity fees into one consolidated charge. It is understood that all students will not equally participate in each of the components but will receive equivalent overall benefit from the universally available services, enhancing the campus life experience.

### PARKING AND VEHICLE REGISTRATION FEE

Students are required to register their vehicles with the University Police Department. The cost for parking on campus is \$56.20 per semester. This includes parking and registration fees and New York State sales tax, which is currently 8.25 percent.

### ROOM AND BOARD

Graduate students are not normally housed on campus. Room and board could be requested on a space-available basis or to accommodate special needs when necessary. If a student intends to occupy a room, a room deposit of \$150 will be required at the time of application for on-campus housing assignment. This will be applied towards room charges at the time of billing.

Commuter board plans are available separately through the Auxiliary Services Corporation (ASC) located in Neubig Hall.

### OTHER FEES AND FINES

Certain courses have additional expenses associated with them that may be charged to cover costs of student materials or special equipment necessary for instruction, i.e. scuba equipment, art materials, etc. These are noted on the Web course listings and will be included on a semester bill. Other courses may have additional costs payable directly by the student that will not show on a billing statement, such as study abroad programs which require airfare or travel expenses.

Optional student health insurance is available through ASC. Students on study abroad programs (either inbound or outbound) may be required to purchase additional insurance. Rates change annually. Please inquire at the Bursar/Student Accounts Office for international insurance rates.

The State University of New York authorizes charges for items such as returned checks, late registration, rebilling and drop/add fees. Fines are authorized for parking violations, the late return or loss of library materials, and failure to return physical education or infirmary equipment. Residence hall damage fees may be assessed for damage to residence hall premises. All fees are subject to change.

Account Re-bill/Late Payment Charge (maximum per bill) ....	\$50
Alumni fee (optional — per semester) .....	\$2.50
Drop/Add Fee (per transaction) .....	\$20
Fingerprint Service for Certification .....	\$99
<b>Graduate Application Fee .....</b>	<b>\$65</b>
Health Transcripts (each) .....	\$4
Late Registration Fee .....	\$40
Monthly Payment Plan Fee (per semester) .....	\$30
NSF (non-sufficient funds) charge .....	\$20
applied to financial instruments, such as checks, credit cards, ACH transactions returned unpaid by bank	
Parking Fines (under 60 days due) .....	\$20
Parking Fines (after 60 days) .....	\$30
Parking Permit (per semester) .....	\$56.20
SUNY Card .....	\$10
SUNY Card (replacement) .....	\$15

## Tuition and Fee Payment Policies

### PAYMENT POLICIES

Students who register for the fall semester during the official registration period are billed in July with payment due in August. Advance registrants for the spring semester will be billed in December with payment due in January. Summer advance registrants will be billed in April with payment due in May. Winter Session bills will be mailed in late November with payment due in early December.

Students who register in person after Web registration closes must be prepared to make payment arrangements or show proof of financial aid sufficient to cover their charges at that time. Students who register during drop/add are also expected to make payment arrangements at that time.

Bills for semester charges are mailed to the student's permanent address on record. Students are responsible for ensuring the accuracy of their billing (permanent) address. Records should be checked often. Notify the Graduate Studies Office of any address changes.

Billing is done on a semester basis. Statements reflect charge and financial aid information as of print date. Deferral of billed charges against financial aid is dependent upon completion of all necessary paperwork, maintenance of satisfactory academic progress and program pursuit, and receipt of documentation from funding sources. Students are responsible for account balances and late fees if their financial aid awards do not become actual, are reduced, or are removed for any reason. Retain your semester bill plus any monthly statements for tax and reimbursement purposes.

Students must return the confirmation/remittance portion of their billing statement or confirm attendance online. Online confirmation is available if either your billed charges are fully covered by financial aid or you are using the Web payment option. Receipt of the online confirmation or remittance portion confirms attendance in classes for the semester indicated. Failure to return the confirmation/remittance portion, along with valid deferral or required payment, by the due date will result in deletion of courses. A postmark on or prior to the payment due date does not constitute evidence of having paid on time. Payments received late are subject to assessment of a late payment fee. Payments are deposited upon receipt. We do not accept post-dated checks.

It is the responsibility of the student to notify the Registrar's Office as soon as possible if he or she has registered for the upcoming term but cannot attend.

Fees and assessments are due as indicated on billing statements. Other accrued debts owed to the College, or to any agency thereof, must be paid prior to registration. If the registration occurs in error, the College reserves the right to cancel current registrations for prior unpaid obligations. The College also reserves the right to withhold all information regarding the records of students, including transcripts, and prohibit future registration or granting of degrees for students in arrears in the payment of fees or other charges.

State law requires this agency to engage in collection activity on delinquent accounts. Accounts remaining unpaid at the end of the term may be referred to outside collection agencies, the state attorney general or the state Department of Taxation and Finance. Late fees, interest and collection charges may be added to accounts considered more than 30 days past due pursuant to Chapter 55 of the Laws of 1992.

### MONTHLY PAYMENT PLAN OPTION

To assist students and parents in meeting financial obligations while attending the State University of New York College at Cortland, we offer an installment plan. This five-payment option may be selected on the semester billing statement or online. The cost is \$30 per semester and must be paid with the first payment. The participation fee is not refundable. Subsequent payments are due on the 10th of each month (September-December for the fall semester and February-May for the spring semester). If the 10th falls on a weekend or holiday, payment is due the next immediate business day. The College cannot offer a payment plan for winter or summer terms due to their short duration.

The College also offers the option of charging payments automatically each month. This choice may be indicated on the initial semester billing statement.

Payments not received by the due date are subject to assessment of a late fee. Payment plan enrollment is for the current semester only. Students who fail to enroll during the first month of the plan (August for fall semester or January for spring semester) must make up any payment amount missed. All payment plans end the last month of the semester and must be paid in full. The College reserves the right to deny future participation to students who fail to remain current on time-payment plans.

## Refunds

Students who withdraw from SUNY Cortland before the semester begins or after a semester is under way may be entitled to receive refunds of some of the paid charges, deposits and fees. Those who are denied permission to register at the College will be entitled to a full refund of tuition, room and board charges. Students will receive a full refund of tuition and fees when a course is canceled by the College.

College withdrawal procedures must be followed in order to qualify for a refund. The Graduate Studies Office must have an official withdrawal form on file. Unofficial withdrawals do not qualify for refunds.

### TUITION AND FEES

Reduction of tuition liability is made according to SUNY Board of Trustees Policies. Students incur liability based on the length of the academic term and the date of official withdrawal. To qualify for liability adjustments and possible refund of paid amounts, students must follow the College's official withdrawal policy and fill out and properly submit official withdrawal from course or withdrawal from college form(s), which may be obtained at the Graduate Studies Office.

Unofficial withdrawals and judicial terminations/suspensions do not qualify for any reduction of tuition or fee liability. Stop payment orders on checks or credit card payments do not constitute official withdrawal.

Fee liability will only be adjusted up through the end of the first week of classes.

Tuition liability calculations are separate and distinct from aid eligibility calculations. Financial aid packages will be affected by applicable Federal Title IV Regulations for students who withdraw before the 60 percent completion point of the semester. Those receiving federal financial aid in the forms of guaranteed student loans, Pell, SEOG and Perkins loans may end up losing part or all of any aid awarded and/or paid. Students who are awarded 100 percent reduction of tuition and fee liability may not be eligible for any financial aid for that term. Any aid that has already been disbursed to the student may have to be immediately repaid to the College.

There will be no tuition or fee liability for a student who withdraws to enter full-time active duty in the Army, Navy, Marine Corps, Air Force or Coast Guard of the United States. A student who is a member of a National Guard or Army, Navy, Marine Corps or Air Force Reserve Unit is entitled to reduced liability only if, in the judgement of the designated school official, the student is unable to attend classes due to hardship beyond the student's control and the student has made bona fide efforts to permit continued attendance. Documentation of membership and official orders must be provided to the College prior to liability reduction. In the event that a refund is granted to a student in National Guard or Reserve status, documentation of membership, orders and reasons for such actions shall be in writing and retained by the College (Bursar/Student Accounts Office).

A student who is given permission to cancel his/her registration shall be liable for payment of tuition in accordance with the following schedule:

### TUITION LIABILITY DURING INDICATED WEEK

<i>Length of term</i>	<i>First</i>	<i>Second</i>	<i>Third</i>	<i>Fourth</i>	<i>Fifth</i>
Full semester	0	30%	50%	70%	100%
12-week term	0	40%	60%	100%	
10-week term	0	50%	70%	100%	
9-week term	0	55%	75%	100%	
Quarter or					
8-week term	0	60%	80%	100%	
7-week term	0	65%	100%		
6-week term	0	70%	100%		
5-week term	0	75%	100%		
		<i>Second day of classes</i>	<i>Remainder of first week</i>	<i>After first week</i>	
4-week term	0		50%	100%	
3-week term	0		65%	100%	
2-week term	0		80%	100%	
1-week term	100%				

No money shall be refunded unless application for refund is made within one year after the end of term for which the tuition requested to be refunded was paid to State University of New York.

Note: The first day of classes as scheduled by the campus shall be deemed to be the first day that any classes are offered, as scheduled by the campus' academic calendar committee. The first day of the semester, quarter or other term, and the first week of classes for purposes of this section shall be deemed to have ended when seven calendar days, including the first day of scheduled classes, have elapsed.

Refunds will be made by check and mailed to the last known permanent address that the College has for the person seeking the refund. Room, tuition and board refunds require two to four weeks for processing.

### COLLEGE FEE

Once the semester begins, the College Fee is nonrefundable, unless class is cancelled by the College.

### PROGRAM SERVICE OR COURSE ACTIVITY FEES

The Program Service Fee is refundable only if the student withdraws before the end of the first week of classes. After that date, the Program Service Fee is nonrefundable. Special activity fees, such as lab fees, art materials, etc., are not refundable after the end of the first week of classes.

## ROOM

Room refunds are based on the date personal effects are removed from the room and check-out procedures have been followed. In addition to forfeiture of the \$150 room deposit, students who occupy a room for three weeks or less will receive a prorated refund based on the weekly charge for the number of weeks, or partial weeks, housed. Students who occupy a room after the Saturday following the third full week of occupancy in the residence halls will be liable for the entire semester's room rent. Terminations of the housing license due to judicial sanctioning do not receive a refund of room charges.

## BOARD

Dining plan options may be changed only by written request filed with the ASC Office prior to the close of business on the Friday of the first full week of classes.

The New York State sales tax code governs the term for tax-exempt dining plan refunds. The code stipulates that qualified refunds for tax exempt plans will be based on time criteria and not plan utilization. Except for reasons of dismissal or withdrawal from the College, no refunds will be authorized after the close of business on the Friday of the first full week of classes.

For plans offering a fixed number of meals, refunds or credits for cancellation, based on point values, are prorated for the time remaining on the plan, from the following Friday to the end of the current dining plan schedule. Refunds for declining balance plans are based on point values prorated for the time remaining in the current dining schedule, or the full point balance on hand if such value is lower than the prorated amount.

Refunds are coordinated with the SUNY Cortland Bursar/Student Accounts Office. The dining plan refund will be applied to any balance or debt owed to the College or ASC.

## REFUND/REPAYMENT OF FINANCIAL AID FUNDS

Students who withdraw from the College before completing 60 percent of the semester for which they received federal financial aid may be required to return or repay part or all of the aid received, depending upon the date of withdrawal.

Up through the 60 percent point of the semester a prorated schedule, as set by the federal government, is used to determine the amount of Title IV aid a student has earned for the payment period. This percentage is determined by dividing the total number of days completed by the student for the term by the total number of calendar days in the payment period (start to end of semester), excluding scheduled breaks of five days or more and days that the student was on approved leave of absence. The total amount of Title IV aid earned is then determined by multiplying this percentage by the total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period (semester). Anything in excess of this amount must be returned to the federal programs in the following order up to the total net amount disbursed by each source: Unsubsidized student loans, subsidized student loans, Perkins Loans, parent PLUS loans, Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), and Other Title IV programs. Students are responsible for returning to SUNY Cortland any part of unearned aid that was disbursed to them.

Students should consult with the Financial Aid Office prior to withdrawal to determine the financial impact. It is imperative that students adhere to the College's official withdrawal procedure to ensure the proper refund calculation.

## Estimated Costs for a Year at SUNY Cortland\*

	IN STATE	OUT OF STATE
Tuition and Fees	\$8,067	\$11,877
Room	\$4,220-\$5,450 depending on room choice	
Meal Plan	\$2,870-\$3,670 depending on plan choice	
Other Costs:	May include books, supplies, lab/activity fees, parking/registration and personal expenses	

**Note:** One half of the above full-year tuition, room, board and all fees is due and payable to the College prior to the beginning of each semester. A monthly payment plan is available. The pre-admission deposit of \$50, which is required of all new students, and the advanced room deposit of \$150, will be applied to first-semester billings. A separate budget is available for commuter students.

\*Based on 2004-2005 full-time/resident and nonresident. Subject to revision.

### New York State Residents Charges Per Semester\*

CREDIT HOURS	TUITION	COLLEGE FEE	PROGRAM SERVICE CHARGE	TOTAL
0.5	148.00	0.85	19.64	168.49
1.0	296.00	0.85	39.25	336.10
1.5	444.00	1.28	58.89	504.17
2.0	592.00	1.70	78.50	672.20
2.5	740.00	2.13	98.14	840.27
3.0	888.00	2.55	117.75	1,008.30
3.5	1,036.00	2.98	137.39	1,176.37
4.0	1,184.00	3.40	157.00	1,344.40
4.5	1,332.00	3.83	176.64	1,512.47
5.0	1,480.00	4.25	196.25	1,680.50
5.5	1,628.00	4.68	215.89	1,848.57
6.0	1,776.00	5.10	235.50	2,016.60
6.5	1,924.00	5.53	255.14	2,184.67
7.0	2,072.00	5.95	274.75	2,352.70
7.5	2,220.00	6.38	294.39	2,520.77
8.0	2,368.00	6.80	314.00	2,688.80
8.5	2,516.00	7.23	333.64	2,856.87
9.0	2,664.00	7.65	353.25	3,024.90
9.5	2,812.00	8.08	372.89	3,192.97
10.0	2,960.00	8.50	392.50	3,361.00
10.5	3,108.00	8.93	412.14	3,529.07
11.0	3,256.00	9.35	431.75	3,697.10
11.5	3,404.00	9.78	451.39	3,865.17
12.0	3,555.00	12.50	466.00	4,033.50

\*Per credit hour. Effective Fall 2004 Semester: *Tuition and fees are subject to changes without prior notice resulting from Board of Trustees or New York State legislative actions.*

### Out of State Residents Charges Per Semester\*

CREDIT HOURS	TUITION	COLLEGE FEE	PROGRAM SERVICE CHARGE	TOTAL
0.5	227.50	0.85	19.64	247.99
1.0	455.00	0.85	39.25	495.10
1.5	682.50	1.28	58.89	742.67
2.0	910.00	1.70	78.50	990.20
2.5	1,137.50	2.13	98.14	1,237.77
3.0	1,365.00	2.55	117.75	1,485.30
3.5	1,592.50	2.98	137.39	1,732.87
4.0	1,820.00	3.40	157.00	1,980.40
4.5	2,047.50	3.83	176.64	2,227.97
5.0	2,275.00	4.25	196.25	2,475.50
5.5	2,502.50	4.68	215.89	2,723.07
6.0	2,730.00	5.10	235.50	2,970.60
6.5	2,957.50	5.53	255.14	3,218.17
7.0	3,185.00	5.95	274.75	3,465.70
7.5	3,412.50	6.38	294.39	3,713.27
8.0	3,640.00	6.80	314.00	3,960.80
8.5	3,867.50	7.23	333.64	4,208.37
9.0	4,095.00	7.65	353.25	4,455.90
9.5	4,322.50	8.08	372.89	4,703.47
10.0	4,550.00	8.50	392.50	4,951.00
10.5	4,777.50	8.93	412.14	5,198.57
11.0	5,005.00	9.35	431.75	5,446.10
11.5	5,232.50	9.78	451.39	5,693.67
12.0	5,460.00	12.50	466.00	5,938.50

\*Per credit hour. Effective Fall 2004 Semester: *Tuition and fees are subject to changes without prior notice resulting from Board of Trustees or New York State legislative actions.*

# Financial Aid

Financial Aid Office  
Miller Building, Room 205  
(607) 753-4717  
[www.cortland.edu/finaid/](http://www.cortland.edu/finaid/)

*Information contained in the financial aid section of this catalog is reflective of federal/state/college information and regulations as of Spring 2004 and is subject to change without notice. Please consult our Web site for the latest information at [www.cortland.edu/finaid](http://www.cortland.edu/finaid).*

## Graduate Financial Aid

Information on financial aid can be obtained from the Financial Aid Office, SUNY Cortland, P.O. Box 2000, Cortland, N.Y. 13045, (607) 753-4717.

The Financial Aid Office exists to help make a SUNY Cortland education affordable for students and their families. An individual student may receive a combination of funding from grant, scholarship, loan and assistantship/work programs, which together are known as a “financial aid package”. Each package is created with a focus on the individual student’s unique situation.

For graduate students, federal and New York State student financial aid programs are generally limited to those students who are accepted, enrolled and pursuing a master’s degree program. In addition, federal student aid (not TAP) is available to students pursuing a Certificate of Advanced Study (C.A.S.) program.

The traditional student financial aid programs are awarded based on financial need. Need is defined as the total cost of college attendance minus the amount the family is able to pay. The amount the family is able to pay is called the “Expected Family Contribution” and is determined based on a formula mandated under federal law. The cost of attendance includes tuition, fees, room, board, books and supplies plus allowances for personal expenses and transportation.

The Financial Aid Office also administers many funding programs that are not based on need, including scholarships (institutional and outside), veteran’s benefits, and alternative loans. The total aid received from all programs combined can never exceed the student’s cost of attendance.

## The Application Procedure

The Free Application for Federal Student Aid (FAFSA) application is required each year that a student requests financial assistance. SUNY Cortland’s deadline for filing the application is March 31 prior to the award year (March 31, 2004 for the 2004-2005 academic year). Those who apply late may still be eligible for certain financial aid programs, but late applicants are likely to experience significant delays in the processing and payment of awards, and may miss out on eligibility for some awards entirely.

If a student has submitted a FAFSA in the prior award year, a “Renewal FAFSA” application will be mailed to the student’s home address by the federal processor. If a prior-year FAFSA was not submitted, if the student is a first-time college applicant, or the student’s home address has changed, an original FAFSA must be filed. Early filing of the FAFSA is strongly recommended. However, this document may not be dated or mailed prior to January 1 preceding the award year.

The submission of a FAFSA results in the production of a Student Aid Report (SAR) which is mailed to the student’s home address. The data also are sent electronically to SUNY Cortland’s Financial Aid Office and the New York State Higher Education Services Corporation (NYSHESC). The Financial Aid Office determines eligibility for federal student financial aid such as grants, loans, work study and other need-based higher education assistance sources. NYSHESC determines eligibility for the NYS Tuition Assistance Program (TAP).

## Types of Financial Assistance

There are four basic types of aid programs — grants, scholarships, loans and employment. Funds received from grants, scholarships and employment do not have to be repaid. The amount and usage may be restricted. Most aid programs are subject to legislative revision from time to time, and the descriptions that follow are based on information that was accurate at the time of publication.

## Full Time Definition

For all financial aid programs and purposes, full-time study is defined as enrollment and attendance in 12 or more credit hours in a semester. Some programs allow payment of aid for part-time study at a reduced rate. Please consult your financial aid advisor if you have any questions about the financial implications of full-time study.

## New York State Programs

### Tuition Assistance Program (TAP)

TAP is a need-based grant program for New York State residents who are full-time students, enrolled in 12 or more credit hours in a semester, attending colleges or universities in New York State.

*Application Procedures:* NYSHESC, 99 Washington Ave., Albany, N.Y. 12255, will send a preprinted “Express TAP Application” to students who file a FAFSA and list a New York State college. Students should complete the application and mail it back to NYSHESC.

NYSHESC determines the applicant’s eligibility and mails an award certificate to the applicant indicating the amount of the grant. Award data are sent to the Financial Aid Office electronically and the College automatically defers payment on approved TAP awards for students who are registered full-time in 12 or more credit hours in a semester.

*Selection of Recipients and Allocation of Awards:* The TAP grant is an entitlement program. There is neither a qualifying examination nor a limited number of awards. The applicant must

- be a New York State resident and a U.S. citizen or permanent resident alien;
- be enrolled full-time in 12 or more credit hours in a semester and matriculated at an approved New York State postsecondary institution; and
- meet family net taxable income criteria.

Students attending on a part-time basis because of a disability may receive a partial TAP award. These students should self-identify to the Financial Aid Office for part-time TAP consideration.

Graduate students may receive awards for up to four years. No student, including opportunity students, may receive awards for more than a total of eight years of undergraduate and graduate study.

*Award Schedule:* The amount of the TAP award is scaled according to level of study, tuition charge and family New York State net taxable income. The income measure is the family’s, or independent student’s, New York State net taxable income from the preceding tax year, and, for dependent students, support from divorced or separated parents. This income is further adjusted to reflect other family members enrolled full-time in postsecondary study. Under no circumstances will the total TAP award exceed tuition charges.

*Note: Students who repeat courses that they have already passed (for the purpose of improving their grades) may jeopardize their eligibility for TAP. Regulations provide that students must take at least 12 credit hours of new, not previously earned, course work each semester to qualify for full-time status. If any of those 12 credit hours are in a course being retaken for the purpose of improving a previous passing grade, the student will fail to qualify as a full-time student and will lose eligibility for TAP.*

### **VESID Grants (Vocational Rehabilitation)**

Information about state-provided financial assistance to students with disabilities may be obtained from the regional office of Vocational and Educational Services to Individuals with Disabilities (VESID). VESID Offices are generally located in each county, and each county may have different procedures.

## **Federal Student Aid Programs**

At the graduate level, a student may be eligible for loans under the Federal Stafford Student Loan program and/or Federal Perkins Loan Program, and part-time employment under the Federal Work Study Program. A single application procedure is used for these programs, and the application data are used to determine eligibility for many other programs.

*Application Procedures:* Students apply for Federal Student Aid by filing a Free Application for Federal Student Aid (FAFSA). The FAFSA may also be filed on the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Upon processing, a "Student Aid Report" (SAR) will be sent to the applicant from the federal processor and the application data will be transmitted electronically to the Financial Aid Office. Based upon these data, the student's eligibility will be determined by the Financial Aid Office. Funds are generally paid directly to the student's institutional account after classes begin each semester, except for Work Study wages.

### **Federal Perkins Loan**

This loan program is available in addition to traditional Stafford student loans for students with exceptional need. Total annual funding is limited and is based upon continuing collection of existing loans, and preference is given to undergraduate students. Graduate students should consult with their financial aid advisor if they believe they have "exceptional need".

*Application Procedures:* Students must submit the FAFSA application to be considered for this aid source. Graduate students are rarely packaged for Perkins loans automatically, so graduate students are encouraged to meet with their financial aid advisor.

*Selection of Recipients and Allocation of Awards:* Loans are available to students enrolled at least half-time in a master's degree program. The student must continue to make satisfactory academic progress to maintain eligibility.

### **Federal Work Study Program (FWS)**

This program provides part-time employment opportunities for students on the campus and in the local community. Students are paid as regular part-time employees except that no FICA tax is withheld.

*Application Procedures:* Students must submit the FAFSA application to be considered for this aid source. Graduate students are rarely packaged for work study automatically, so graduate students are encouraged to meet with their financial aid advisor.

*Selection of Recipients and Allocation of Awards:* Preference in work study positions is given to full-time undergraduate students, but some graduate students are also employed. The student must continue to make satisfactory academic progress to maintain eligibility. Other factors considered by the Financial Aid Office in placing students to positions are student location preferences, class schedule, activity schedule and health status.

### **Federal Subsidized/Unsubsidized Stafford Loans**

These loans are the traditional "student loans" which are provided by banks/lending institutions and guaranteed by a guarantee agency.

*Application Procedures:* Students who submit the FAFSA are automatically considered for this aid source based on need. SUNY Cortland's financial aid package will automatically include Federal Subsidized and/or Unsubsidized Stafford student loan eligibility. Completion of the "Award Package Acceptance Form" through our online Bannerweb system is required for loan funds to be processed.

*Special Note to First Time Borrowers:* First-time borrowers at Cortland must complete a Master Promissory Note (MPN) from American Student Assistance (ASA) in Boston, Mass. Return of the completed, signed promissory note will complete the student portion of the process. In subsequent academic years, the existing MPN is used and a new MPN is not necessary. An "Entrance Interview" and selection of lender may also be required of all first-time student loan borrowers at Cortland. The College has arranged for students to perform these functions online through our Banner Web system. Instructions for these processes are included with all award letters.

### **United States Bureau of Indian Affairs Aid to Native Americans**

*Application Procedures:* Application forms may be obtained from the U.S. Bureau of Indian Affairs, Office of Education, 849 C St. NW, Washington, D.C. 20240-0001. The name and mailing address of the applicant's tribe should be stated with the request. An application is necessary for each year of study. An official needs analysis from the College's Financial Aid Office also is required each year. Each first-time applicant must obtain tribal enrollment certification from the Bureau agency or tribe which records enrollment for the tribe. Awards typically range from \$500 to \$4,000 per year.

*Selection of Recipients and Allocation of Awards:* To be eligible, the applicant must

- be at least one-fourth American Indian, Eskimo or Aleut;
- be an enrolled member of a tribe, band or group recognized by the Bureau of Indian Affairs;
- be enrolled in or accepted for enrollment in an approved college or university, pursuing at least a four-year degree; and
- have financial need.

*Rights and Responsibilities of Recipients:* For grants to be awarded in successive years, the student must make satisfactory progress toward a degree and show financial need. Depending on availability of funds, grants also may be made to graduate students and summer session students. Eligible married students also may receive living expenses for dependents.

## Department of Veterans Affairs Educational Benefits

Armed forces veterans planning to receive benefits under the Veterans Education Benefits programs should contact the College's Veterans Affairs coordinator in the Financial Aid Office immediately after verification of admission. Policies about benefits are determined by the U.S. Department of Veterans Affairs (VA) and questions should be directed to the regional VA office in Buffalo, New York.

Tutoring is available without cost to veterans, within established norms, but must be approved and verified by the College's Veterans Affairs coordinator.

While veterans are required to pay all tuition and fees when due (as are all students), there are special guidelines for deferment of payments following establishment of eligibility through the Veterans Administration and the submission of a Certificate of Eligibility to the College's Veterans Affairs coordinator. To be eligible for full-time benefits, veterans are required to carry a course load of at least 12 credit hours.

**Application Procedures:** Application forms are available at all VA offices, active duty stations and American embassies. Completed forms are submitted to the nearest VA office.

**Selection of Recipients and Allocation of Awards:** Persons who served on active duty, were honorably discharged at the end of their tours of duty, or who qualify because of service-connected disabilities, may be eligible for benefits. Veterans may apply for benefits for study at an approved postsecondary institution. Eligibility generally extends for 10 years after release from service. Veterans enrolled in full-time study may also be eligible for part-time employment under VA supervision and receive extra benefits.

**Rights and Responsibilities of Recipients:** Educational and vocational counseling will be provided by the VA on request. Institutions are required to report promptly to the VA interrupted attendance or termination of study on the part of students receiving benefits.

## Independent/Non-Traditional Students

The Financial Aid Office is responsive to the needs of independent and nontraditional students. If there are circumstances that create additional expenses, such as child-care costs, please discuss them with your financial aid advisor.

## Financial Independence for Student Financial Aid Programs

The Federal Student Aid program criteria for financial independence may be found in the FAFSA application. By federal law and regulation, student's admitted to a graduate program is considered financially "independent" of their parents, regardless of living arrangements or financial support.

The financial independence criteria for the New York State TAP program are distinct from the federal criteria and hence may result in opposite dependency status determinations for the TAP program and federal programs. The independence criteria for TAP are prescribed in state law and administered by the New York State Higher Education Services Corporation. The College has no authority to make exceptions for the TAP program.

## Students with Disabilities

Institutions of higher education are required to consider any additional costs incurred by students with disabilities when awarding financial aid. Students who anticipate such additional expenses are encouraged to consult with their financial aid advisor.

## Matriculation and Pursuit of Program

For purposes of financial aid eligibility, a student's status (full-time, half-time, etc.) is determined by including only those credits that contribute to the degree being pursued. While it may be possible to attend additional courses for personal growth and enrichment (outside of those courses required for the degree program), those credits cannot be used to establish or increase eligibility for federal or New York State student aid, including VA benefits. This provision also applies to any course work taken abroad through the International Programs Office.

## Other Sources of Aid

Prospective students are encouraged to explore scholarship opportunities in their home communities. The Financial Aid Office administers private scholarships awarded to Cortland students. Recipients may obtain deferment of payment of some registration charges against private scholarships awarded to them if the Financial Aid Office has official notification from the scholarship sponsor. No deferments of payment will be made against private scholarships that will be paid directly to the student.

## Emergency Student Loan Funds

Loan funds supported by the College's Auxiliary Services Corporation and the SUNY Cortland Alumni Association provide small amounts to student borrowers to cover financial emergencies. These short-term loans are available beginning one week after classes begin. They must be repaid within three months or three weeks before the end of the semester, whichever occurs first, and there is no interest charged if they are repaid on time. These loans are not designed to meet tuition, college fee, on-campus housing and board charges, or the cost of books. Application is made in person in the Financial Aid Office and approval usually is obtained in one or two days.

## Good Academic Standing for Financial Aid Eligibility

### State Financial Aid Programs

State University of New York has University-wide standards for the award of assistance under the Tuition Assistance Program (TAP). To be eligible for New York State assistance under these standards, students must enroll in at least 12 credit hours of courses for each semester in which they receive assistance and must meet the academic progress standards shown below.

In addition, TAP recipients must demonstrate "program pursuit" by completing a percentage of the minimum full-time course load each semester according to the following schedule.

<b>Year of Eligibility</b>	<b>Percent Completed</b>
1st (0-12 points)	50 percent (six credit hours)
2nd (13-24 points)	75 percent (nine credit hours)
3rd (25-36 points)	100 percent (12 credit hours)
4th (37-48 points)	100 percent (12 credit hours)

Students who lose TAP eligibility may apply for a one-time waiver from the Financial Aid Office. Waiver decisions are made by an appeals committee. Waivers may only be granted for exceptional and unusual circumstances beyond the student's direct control.

## Standards of Satisfactory Academic Progress for Purpose of Determining Eligibility for New York State Student Aid

Before being certified for payment a student must have:	SEMESTER							
	1st	2nd	3rd	4th	5th	6th	7th	8th
<b>GRADUATE LEVEL</b> <i>(except professional)</i>								
Accrued at least this many credits	0	6	12	21	30	45	60	75
At least this grade point average	0	2.00	2.50	2.75	3.00	3.00	3.00	3.00

## Standards of Satisfactory Academic Progress for Determining Continuing Eligibility for Federal Title IV Student Aid

MINIMUM ACADEMIC PROGRESS REQUIREMENTS	MINIMUM CUMULATIVE GRADE POINT AVERAGE	CUMULATIVE CREDITS EARNED/ATTEMPTED
<b>GRADUATE-LEVEL STUDENTS</b>	3.00	65 percent

Federal law and regulation require institutions of higher education to establish, publish and enforce minimum academic standards for the continued receipt of Federal Title IV Financial Aid. The Title IV Financial Aid Programs available to graduate students are the Federal Work Study Program, Federal Perkins Loan, and the Federal Family Education Loan Program, including Subsidized and Unsubsidized Stafford Loans.

The charts above and the attached text are the published standards for SUNY Cortland. Failure to maintain academic performance in compliance with these standards will result in loss of future eligibility for Federal Title IV Financial Aid, including student loans.

**Maximum Time-frame Standard:** Eligibility for Title IV Financial Aid is also limited to students completing their programs within one and one-half times the normal program length. For graduate students, the maximum time frame is reached when the student has attempted more than one-and-one-half the number of credits required to earn the degree(s). The maximum time frame standard evaluation for transfer students will consider only those credits attempted at SUNY Cortland or accepted for transfer credit by the Admissions Office.

**Timing of Evaluations and Evaluation Process:** The standard measures academic progress at the end of each semester in which Title IV aid is awarded to students (not including winter mini-semester). Evaluation of progress will occur shortly after final grades have been posted by the registrar and notices will be sent out promptly. "Attempted" credits include all course work included in the student's academic history at SUNY Cortland, except for transfer credits, advanced placement credits and CLEP credits.

"Earned" credits include all attempted courses for which a passing grade has been received (quality points awarded). Grades listed as "Incomplete" or "Late Grade" at the time of evaluation will be considered attempted and unearned, but will not affect the grade point average. All other grades will be calculated in accordance with the College's grading system as described in the Academic Policies section of this catalog.

**Data Corrections:** If a student's academic record is changed subsequent to the evaluation date, a student may submit a written request to the director of financial aid for re-evaluation of the ineligibility determination. The most common situation leading to such a request is the successful resolution of "Incomplete" or "Late" grades.

**Appeal of Ineligibility Decision:** A determination of ineligibility may be appealed based on mitigating circumstances. A mitigating circumstance is defined as an exceptional or unusual event(s) beyond the student's direct control that contributed to or caused the academic difficulty.

Appeal letters should be addressed to the director of financial aid and should include a complete description of the circumstances that led to the academic difficulty and a plan for future academic success. Copies of supporting documentation should also be included. All appeals are reviewed by a committee of academic and financial professional staff whose determination is final. The committee will report all appeal decisions directly to the student and to the director of financial aid.

A mitigating circumstance appeal may not be used to justify a pattern of poor performance or to override the maximum time frame standard.

**Regaining Eligibility:** A student who loses eligibility may regain it by successfully completing courses at SUNY Cortland with grades sufficient to meet the stated requirements. Such courses must be funded without benefit of Title IV aid and under no circumstances will aid be paid retroactively for those courses once eligibility has been re-established.

Upon completion of these courses, a student should submit a written request to the director of financial aid for re-evaluation of eligibility. Students who have been absent from SUNY Cortland for a period of not less than eighteen months may submit a request for re-evaluation of eligibility upon re-admission to the College. Such re-evaluation shall be based upon demonstrated correction of the previous academic difficulty and likelihood of future academic success.

The re-evaluation request must be in writing and addressed to the director of financial aid. The request will be reviewed by a committee of academic and financial professional staff whose determination is final. The committee will report all re-evaluation decisions directly to the student and to the director of financial aid.

**Technical Change Effective May 19, 2004:** A minor technical change has been made to the cumulative completion percentage requirement (see above). This change will be effective for all students beginning with the 2004-2005 financial aid year, which begins May 19, 2004. Students who have lost eligibility for federal student aid prior to this effective date will have their academic standing for federal aid eligibility re-evaluated under the revised standard for academic terms beginning on or after May 19, 2004.

# Assistantships and Fellowships

Financial Aid Office  
Miller Building, Room 301  
(607) 753-4717  
[www.cortland.edu/finaid/scholarships.html](http://www.cortland.edu/finaid/scholarships.html)

## Foundation Graduate Assistantships

*Award:* Merit-based award comprised of partial tuition waiver and stipend. Amount is determined annually.

*Eligibility Criteria:* Presented to master's degree candidates who work as graduate assistants in academic/administrative departments.

## Graduate Teaching Assistantships by Department

*Award:* Merit-based partial tuition waiver. Some departments may award a stipend. Assistantships are renewable for a second year.

*Eligibility Criteria:* Awarded to matriculated graduate students who either teach or perform other functions for academic or administrative departments.

*Availability:* Check with the Graduate Studies Office or on the Human Resources Web page under "Jobs" in mid-March for various assistantships. These do vary year by year based on program needs.

## Underrepresented Graduate Fellowships

*Award:* Merit-based award comprised of partial tuition waiver and stipend. Amount is determined annually, based on New York State allotment and subject to change. Annual award covers above and beyond the state and federal aid the student receives.

*Eligibility Criteria:* Presented to master's degree candidates who come from historically underrepresented groups (African American, Hispanic/Latino, Puerto Rican and Native American). Candidates must file a FAFSA.

# Scholarships

Graduate student scholarship opportunities are limited, therefore students are advised to pay close attention to deadlines and criteria. Scholarships often have a financial need component. It is recommended that graduate students file the Free Application for Federal Student Aid (FAFSA) each year regardless of whether or not they are interested in student loans. The FAFSA is the main financial aid application that is required for all need-based scholarships.

Unless stated otherwise, scholarship recipients must comply with the standards of Satisfactory Academic Progress (SAP) guidelines on page 24 of this catalog in order to maintain their scholarships. SAP is reviewed after each semester. If a student loses Federal aid eligibility they will lose their scholarship as well. Students who lose eligibility should follow the same appeal procedures as outlined for Federal Student Aid on page 24 of this catalog.

The following list is complete as of publication of this catalog, but new awards are added frequently. The College's scholarship coordinator, located in the Financial Aid Office, maintains a database of Cortland scholarships and other outside scholarships. In addition, the scholarship coordinator routinely posts new internal and outside scholarship opportunities to the scholarships and financial aid special interest mailing list and publishes a complete listing of all Cortland scholarships annually. Students interested in applying for Cortland scholarships are encouraged to review those listed in this catalog. Scholarship application information may be found on the Cortland Web site.

## Arethusa Scholarship

*Award:* One-time merit/need-based award of up to \$1,000.

*Eligibility Criteria:* Awarded to a full-time sophomore, junior, senior, or graduate student having a 2.5 grade point average or better and demonstrated financial need. Leadership and involvement in campus life are taken into consideration.

## Athletic Coaches Scholarship

*Award:* Merit-based award of tuition support for up to four three-credit courses (or equivalent) per year.

*Eligibility Criteria:* Interested students must be a SUNY Cortland student in one of the following categories:

- A newly matriculated or non-matriculated graduate student, or matriculated or non-matriculated undergraduate student with plans to enroll in a graduate program within one-and-a-half years.
- Must be an assistant coach with responsibilities consistent with Level 5 or above
- Recipient may not participate as an athlete in intercollegiate athletics.

## Yuki Chin Memorial Scholarship

*Award:* Amount of this merit-based award is determined by the International Programs Office.

*Eligibility Criteria:* The main purpose of this scholarship is to provide financial assistance for graduate students from the Capital Normal University to attend SUNY Cortland. The scholarship may also be used to benefit the following student types listed in priority order: 1. Chinese graduate students attending SUNY Cortland from other Mainland China universities; 2. Graduate students attending SUNY Cortland from universities in other Asian countries; 3. American undergraduates (juniors and seniors) or graduate students enrolled at SUNY Cortland who choose to study in the following order of priority at: a. Capital Normal University in Beijing; b. Other Mainland China universities; c. Other Asian universities.

## Graduate Opportunity Program Tuition Scholarship

*Award:* One-time need-based award of up to \$500 per semester.

*Eligibility Criteria:* Available to matriculated graduate students who were former EOP, HEOP or SEEK program graduates.

## Non-Traditional Student Scholarship

*Award:* One-time merit/need-based award of up to \$500.

*Eligibility Criteria:* Awarded to a full or part-time student having completed at least 12 credit hours of study at SUNY Cortland and taking at least six credit hours in the semester the scholarship is received. Student is nontraditional in the sense that his/her college education has been interrupted. Age is not a factor. Both males and females are eligible. Preference given to a deserving candidate who demonstrates financial need and has earned a minimum 2.5 grade point average.

## Fr. Edward O'Heron Scholarship

*Award:* One-time merit-based award of up to \$1,000.

*Eligibility Criteria:* Awarded to a junior, senior, or graduate student majoring in English or adolescence education: English (7-12). Minimum grade point average of 3.0 and 500-word essay required. Qualities of caring, community service and helping others as demonstrated by the life of Fr. O'Heron. Intellectual promise as an English teacher or writer also taken into consideration.

**Student Government Association Leadership Scholarship**

*Award:* One-time merit-based award of up to \$1,250

*Eligibility Criteria:* Available to full-time sophomores, juniors, seniors or graduate students with a minimum 2.5 grade point average and demonstrated leadership skills through SGA or other campus service projects as first priority, with community service in the Cortland area as a second priority.

**Marion C. Thompson Memorial Scholarship**

*Award:* One-time merit/need-based award of up to \$1,500.

*Eligibility Criteria:* Available to a junior, senior or graduate student majoring in English who has demonstrated academic success and financial need.

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# Terminology Guide

# Course Information

The number assigned to each course is the key to the level at which it is taught. SUNY Cortland uses the following numbering system to define the course numbers and section numbers.

## COURSE NUMBERS

100-199 courses generally designed for freshmen but may be appropriate for sophomores, usually an introductory or first course taught in a sequence within a discipline.

200-299 courses generally designed for sophomores but may be appropriate for freshmen, usually advancing in a progression as a second course which may require previous knowledge or training.

300-399 courses generally designed for juniors and seniors, but may also be appropriate for sophomores. Prerequisites are often required for this course level.

400-499 courses generally designed for juniors and seniors advancing well into upper division work with prerequisite knowledge base required.

500-599 courses are considered graduate courses but are designed for both graduate and highly motivated undergraduate students. This level of course work is open to juniors and seniors in good academic standing (cumulative grade point average of 2.0). Certain 500-level courses are for graduate students only.

600-699 courses are designed exclusively at the graduate level for graduate students only.

## SECTION NUMBERS

A number following the course prefix and course number used to identify a specific day, time, location and instructor for a course.

000-009 section numbers indicate that the course has no restrictions and is open to all students.

010, 020, 030, 040 section numbers generally indicate a quarter course. The middle digit represents the quarter.

070 section numbers indicate courses offered at off-campus locations.

090 section numbers indicate that the course is a Mohawk Valley graduate course.

200-299 section numbers indicate that the course is paired with another course. Both courses must be taken together.

300-399 section numbers indicate that the course may have a special prerequisite.

500-599 section numbers require special permission from the chair of the department offering the course.

600-699 section numbers are for that department's majors only or may be reserved for a special population or cohort of students.

700-799 section numbers are reserved for students not in the major department.

800-899 section numbers indicate courses that are a part of a "learning community" or special student cohort program.

## PREREQUISITES

Most courses beyond the introductory level require a degree of knowledge or preparation described by the prerequisites for the course. At SUNY Cortland the prerequisites indicate the level of preparation normally required for the course. In appropriate circumstances prerequisites may be waived. An equivalent course or courses taken elsewhere suffice, but questions regarding equivalency should be referred to the department offering the course.

Students who believe that courses they have taken meet the equivalency requirements may seek the consent of the chair of the department to waive the course prerequisites. When the phrase "consent of department" is used, permission from the department chair is required before the student may enroll in the course.

## FREQUENCY OF COURSE OFFERINGS

Courses described in this catalog are offered according to the frequency code schedule listed below. The identifying code appears in the course description.

State University of New York College at Cortland reserves the right to cancel the offering of a scheduled course when any of these conditions prevail:

1. Enrollment in the course is fewer than 10 persons. In cases where the canceled course is a graduation requirement for any of those enrolled in it, SUNY Cortland will afford affected students an alternative method of meeting the requirement.
2. Because of a temporary vacancy no qualified instructor is available to teach the course.
3. The cancellation is early enough to permit students to register in another course.

Courses to be offered in a particular semester are listed on the Web on the registrar's home page. The schedule of course offerings for the fall semester is available in mid-March, and the schedule of course offerings for the spring semester is available in mid-October.

## FREQUENCY CODES

- A = Every semester
- B = At least once per year
- C = At least once every two years
- F = Fall
- M = Summer
- O = Occasionally
- S = Spring
- W = Winter

# Course Prefixes

PREFIX	TITLE	DEPARTMENT OR PROGRAM CENTER	PREFIX	TITLE	DEPARTMENT OR PROGRAM CENTER
AAS	African American Studies	African American Studies	GER	German	International Communications and Culture
AED	Adolescence Education	Teacher Certification Programs in Related Disciplines	GLY	Geology	Geology
AFS	Air Force – ROTC	ROTC at Cornell University	GRY	Geography	Geography
ANT	Anthropology	Sociology-Anthropology	GRT	Gerontology	Sociology/Anthropology
ASL	American Sign Language	International Communications and Culture	HIS	History	History
AST	Asian Studies	Interdisciplinary	HLH	Health	Health
ATH	Art History	Art and Art History	HUS	Human Services	Sociology/Anthropology
ATR	Athletic Training	Exercise Science and Sport Studies	ICC	International Communications and Culture	International Communications and Culture
ATS	Studio Art	Art and Art History	INT	Interdisciplinary Studies	Interdisciplinary Program
ATT	Art Theory	Art and Art History	IST	International Studies	International Studies
BIO	Biology	Biological Sciences	JST	Jewish Studies	Jewish Studies
BMS	Biomedical Sciences	Biological Sciences	LIT	Literacy	Literacy
CAP	Computer Applications	Computer Applications	MAT	Mathematics	Mathematics
CHE	Chemistry	Chemistry	MCS	Computer Science	Mathematics
CHI	Chinese	International Communications and Culture	MGS	Multicultural and Gender Studies	Interdisciplinary Program
CIN	Cinema Study	Cinema Study	MGT	Management	Economics
COM	Communication Studies	Communication Studies	MLS	Military Science – ROTC	ROTC at Cornell University
CON	Conservation Biology	Biological Sciences	MUS	Music	Performing Arts
CPN	Composition	English/Composition	PED	Physical Education	Physical Education
CPV	Cooperative Education	Interdisciplinary/Career Services	PHI	Philosophy	Philosophy
CRM	Criminology	Sociology/Anthropology	PHY	Physics	Physics
DNC	Dance	Performing Arts	POL	Political Science	Political Science
ECE	Early Childhood Education	Childhood/Early Childhood Education	PSY	Psychology	Psychology
ECO	Economics	Economics	REC	Recreation	Recreation and Leisure Studies
EDA	Education Administration	Educational Leadership	RLS	Religious Studies	Interdisciplinary
EDL	Education Leadership	Educational Leadership	SAB	Study Abroad	Study Abroad, International Programs
EDU	Education	Childhood/Early Childhood Education	SCI	Science, General	Science, General
ENG	English	English	SHH	Speech Hearing-Handicapped	Speech Pathology and Audiology
ENS	Environmental Science	Environmental Science/Biology	SOC	Sociology	Sociology/Anthropology
ESL	English as a Second Language	International Communications and Culture	SPA	Spanish	International Communications and Culture
EST	Environmental Studies	Environmental Studies	SPE	Special Education	Foundations and Social Advocacy
EXS	Exercise Science	Exercise Science and Sport Studies	SPM	Sport Management	Exercise Science and Sport Studies
FLT	Foreign Literature in Translation	International Communications and Culture	SSS	Secondary Social Studies	Secondary Social Studies/History
FRE	French	International Communications and Culture	THT	Theatre	Performing Arts
FSA	Foundations and Social Advocacy	Foundations and Social Advocacy	VAL	Values	Economics, Philosophy
			WRM	Water Resources Management	Interdisciplinary
			WST	Women's Studies	Women's Studies

# Programs of Study, Program and HEGIS Codes

All majors offered by SUNY Cortland are listed on the inventory of Registered Degree and Certification Programs maintained by the New York State Education Department. The number assigned to each major is referred to as the Higher Education General Information Survey (HEGIS) Code. This chart may not represent all concentrations offered at SUNY Cortland. For more information, contact New York State Education Department, Office of Higher Education and the Professions, Cultural Education Center, Room 5B28, Albany, N.Y. 12230.

Degrees awarded: Master of Arts (M.A.), Master of Arts in Teaching (M.A.T.), Master of Science (M.S.), Master of Science in Teaching (M.S.T.) and Master of Science in Education (M.S.Ed.). A Certificate of Advanced Study (C.A.S.) is also awarded.

## Program Codes and HEGIS Codes

PROGRAM	DEGREE	MAJOR CODE	HEGIS CODE
<b>CERTIFICATES OF ADVANCED STUDY</b>			
American Civilization and Culture	C.A.S.	ACC	0313
School Administration Supervisor	C.A.S.	SAS	0828
School Business Administrator	C.A.S.	SBA	0827
<b>EFFECTIVE FALL 2004</b>			
School Building Leader	C.A.S.	SBL	0828
School District Leader	C.A.S.	SDL	0828
School District Business Leader	C.A.S.	SDBL	0827
School Building and District Leader	C.A.S.	SBL SDL	0828
<b>GRADUATE PROGRAMS</b>			
<b>BIOLOGY</b>			
Adolescence Education (7-12)	M.A.T.	ABI	0401.01
Adolescence Education (7-12)	M.S.Ed.	ABI	0401.01
w/ Middle Childhood Extension (5-6)	M.S.Ed.	ABI_MCHD	0401.01
<b>CHEMISTRY</b>			
Adolescence Education (7-12)	M.A.T.	ACH	1905.01
Adolescence Education (7-12)	M.S.Ed.	ACH	1905.01
w/ Middle Childhood Extension (5-6)	M.S.Ed.	ACH_MCHD	1905.01
<b>CHILDHOOD/EARLY CHILDHOOD</b>			
<b>Childhood Education</b>			
<b>Childhood Education (1-6)</b>	M.S.T.	CHD	0802
concentration: Math and Science	M.S.Ed.	CED	0802
concentration: Social Studies		CED_MS	
concentration: Technology		CED_SS	
		CED_TECH	
<b>EARTH SCIENCE</b>			
Adolescence Education (7-12)	M.A.T.	AES	1917.01
Adolescence Education (7-12)	M.S.Ed.	AES	1917.01
w/ Middle Childhood Extension (5-6)	M.S.Ed.	AES_MCHD	1917.01
<b>ENGLISH</b>			
Adolescence Education (7-12)	M.A.	ENG	1501
Adolescence Education (7-12)	M.A.T.	AEE/AEN	1501.01
Adolescence Education (7-12)	M.S.Ed.	AEE/AEN	1501.01
w/ Middle Childhood Extension (5-6)	M.S.Ed.	AEE/AEN_MCHD	1501.01
<b>EXERCISE SCIENCE</b>			
	M.S.	EXSC	1299.30
<b>FOUNDATIONS AND SOCIAL ADVOCACY</b>			
Teaching Students w/ Disabilities	M.S.Ed.	TSD	0808
Annotation: Severe and Multiple Disabilities		TSD_SEV	
<b>HEALTH</b>			
Certification in Health Education	M.S.Ed.	HEC	0837
<b>Health Education</b>	M.S.T.	HEA	0837
concentration: Certification		HEA_CRT	
concentration: Non-certification		HEA_NCRT	
concentration: Physical Education Certification		HEA_PCRT	
<b>HISTORY</b>			
	M.A.	HIS	2205
<b>LITERACY</b>			
<b>Literacy Education</b>			
Birth-Grade 6	M.S.Ed.	LED	0830
Grades 5-12		LED_B-6	
		LED_5-12	

## Program Codes and HEGIS Codes

PROGRAM	DEGREE	MAJOR CODE	HEGIS CODE
<b>MATHEMATICS</b> Adolescence Education. (7-12) Adolescence Education (7-12) w/ Middle Childhood Extension. (5-6)	M.A.T. M.S.Ed. M.S.Ed.	AEM AEM AEM_MCHD	1701.01 1701.01 1701.01
<b>PHYSICAL EDUCATION</b> Certification in Physical Education concentration: Adapted Physical Education concentration: Curriculum and Instruction	M.S.Ed.	PEC PEC_ADPE PEC_CURR	0835
<b>PHYSICS</b> Adolescence Education (7-12) Adolescence Education (7-12) w/ Middle Childhood Extension (5-6)	M.A.T. M.S.Ed. M.S.Ed.	APH APH APH_MCHD	1902.01 1902.01 1902.01
<b>PHYSICS AND MATHEMATICS</b> Adolescence Education (7-12) w/ Middle Childhood Extension (5-6)	M.S.Ed. M.S.Ed.	APM APM_MCHD	1799 1799
<b>RECREATION EDUCATION</b> Certification: Recreation Education concentration: Environmental and Outdoor Education concentration: Management of Leisure Services concentration: Therapeutic Recreation	M.S.Ed.	RED and RE RED/RE_EOE RED/RE_MGLS RED/RE_TR	0835.01
<b>Recreation</b> concentration: Environmental and Outdoor Education concentration: Management of Leisure Services concentration: Therapeutic Recreation	M.S.	REC REC_EOE REC_MGLS REC_TR	2103
<b>SECOND LANGUAGE EDUCATION</b> Certification: Second Language Education concentration: French concentration: Spanish concentration: English as Second Language extension: Bilingual Extension	M.S.Ed.	SLED SLED_FRE SLED_SPA SLED_ESL BIL	1508
<b>SOCIAL STUDIES</b> Adolescence Education (7-12)	M.S.Ed.	SSA	2201.01
<b>The following programs are no longer accepting new students and are being phased out of the curriculum.</b>			
<b>BIOLOGICAL SCIENCES</b> Secondary Education (7-12)	M.A.T.	SBI	0404.01
<b>CHEMISTRY</b> Secondary Education (7-12)	M.A.T.	SCH	1905.01
<b>EARTH SCIENCE</b> Secondary Education (7-12)	M.A.T.	SGE	1917.01
<b>EDUCATION</b> <b>Elementary Education</b> concentration: Curriculum and Instruction concentration: Foundations of Education concentration: Mathematics concentration: Reading Teacher concentration: Science	M.S.Ed.	EED EED/CUR EED/FND EEDMAT EED/RDG EED/SCI	0802
Elementary and Early Secondary English	M.S.Ed.	EEN	0804.01
Elementary and Early Secondary Mathematics	M.S.Ed.	ESM	
Elementary and Early Secondary Science	M.S.Ed.	ESC	0804.03
Elementary and Early Secondary Social Studies	M.S.Ed.	ESS	0804.02
<b>Reading Teacher K-12</b>	M.S.Ed.	RDG	0830
<b>ENGLISH</b> Secondary Education (7-12)	M.A.T.	SEN	1501.01
<b>HEALTH</b> Certification in Health Education Health Education K-12 (non-certification)	M.S.Ed. M.S.Ed.	HED HEN	0837 0837
<b>MATHEMATICS</b> Secondary Education (7-12)	M.A.T.	SMA	1701.01
<b>PHYSICAL EDUCATION</b> Physical Education K-12	M.S.Ed.	PED	0835

## Program Codes and HEGIS Codes

PROGRAM	DEGREE	MAJOR CODE	HEGIS CODE
<b>PHYSICS</b> Secondary Education: Physics	M.A.T.	SPH	1902.01
<b>PHYSICS AND MATHEMATICS</b> Secondary Education	M.S.Ed.	SPM	1799
<b>RECREATION EDUCATION</b> Certification: Recreation Education concentration: Environmental and Outdoor Education concentration: Management of Leisure Services concentration: Therapeutic Recreation	M.S.Ed.	RE RE/EOE RE/MGLS RE/TR	0835.01
<b>SOCIAL STUDIES</b> Secondary Education	M.S.Ed.	SSS	2201.01