

# Introduction

# Message from the President



Welcome 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 56,000 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*

# College 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 6,000 undergraduate students and 1,300 graduate students. State assisted, Cortland is a charter member of the State University of New York. SUNY Cortland now has more than 56,000 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, Brockway Hall and Cheney and DeGroat residence halls are found on the upper campus. The remaining residence halls, Neubig Hall and Corey Union are at the center of the campus. Studio West, Park Center, Lusk Field House, the Stadium Complex, athletic fields and tracks 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

### WELCOME TO GRADUATE EDUCATION AT SUNY CORTLAND

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

SUNY Cortland is a comprehensive college of arts and sciences offering graduate programs in liberal arts and a variety of professional fields. The commitment is to excellence in teaching, scholarship, research and service to community. 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 students are prepared to be life-long learners. Cortland is an active community of scholars and teachers who synthesize both theory and practice throughout the learning process. A personal interest is taken the well being of students to help all attain their educational goals.

The Graduate Studies Office is a valuable resource for graduate students at Cortland. You are assisted beginning with pre-admission through graduate commencement and even post-master's study. The office processes admission applications, provides information about assistantships, aids with registration for courses and provides program information and requirements, including teacher certification. The staff is knowledgeable about graduate policies and procedures and ready to help students journey successfully through the program.

Cortland is a great place to be for a personal touch in graduate education. Students and their success in meeting their academic and career goals is a priority.

Director's Office  
Brockway Hall, Room 216  
(607) 753-4800  
[www.cortland.edu/gradstudies/](http://www.cortland.edu/gradstudies/)

### MISSION STATEMENT

The purpose of Graduate Studies at SUNY Cortland is to provide advanced study in a variety of academic disciplines and professional fields. Graduate study fulfills four objectives:

1. the expansion, deepening and strengthening of professional knowledge as a scholarly and creative activity;
2. the improvement of techniques for the dissemination and application of existing knowledge and the generation of new knowledge;
3. the development of a greater understanding of the theories and findings underlying individual disciplines;
4. the fostering of a critical ability to deal analytically and insightfully with the problems, methods and instruments of research in a given area of study.

The foundation of Graduate Studies is a faculty that is committed to quality teaching, scholarship and service. The development of independent and life-long learners with the capacity for continued professional and personal growth is the goal. Graduate Studies recognizes the unique dimensions of students' lives in pursuit of an advanced degree and offers support and respect for degree completion.

### ADMINISTRATORS

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

### STAFF

Nancy Kuklis, Annie Wilcox, Sandra Kline

### ROLE OF THE DIRECTOR

The director serves as the spokesperson for the graduate community of the College, advocates and develops 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 at SUNYIT.

#### **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 MOHAWK VALLEY GRADUATE CENTER AT SUNYIT**

The staff assistant of the Mohawk Valley Graduate Center at SUNYIT 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 interacting 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 one ten-week, two five-week and four two-and-a-half-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

### ADMINISTRATORS

Mark Prus, dean; Jerome O'Callaghan, 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 18 departments distributed among the divisions of fine arts and humanities, social sciences, and natural sciences and mathematics.

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 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.

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

### 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

#### African American Studies

#### Art and Art History

#### Biological Sciences\*

#### 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

### ADMINISTRATORS

Edward Caffarella, dean; Marley S. 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, 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.

The associate dean is also the director of the Migrant Education Outreach 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 and assists the dean and associate dean as necessary.

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

### 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

### ADMINISTRATORS

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

### ROLE OF THE DEAN

The dean oversees all the activities of the academic departments within the School of Professional Studies. The school consists of six academic departments.

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, 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.

Dean's Office  
Studio West, Room B-1  
(607) 753-2701  
[www.cortland.edu/professionalstudies/](http://www.cortland.edu/professionalstudies/)

### DEPARTMENTS WITHIN THE SCHOOL

Exercise Science and Sport Studies\*

Health\*

Physical Education\*

Recreation and Leisure Studies\*

Speech Pathology and Audiology

Sport Management\*

\* Includes graduate academic programs

# Provost and Vice President for Academic Affairs

## OFFICE

### ADMINISTRATORS

Elizabeth Davis-Russell, provost and vice president for academic affairs; Nancy Aumann, associate provost for academic affairs; Eunice Miller, staff assistant to the provost.

### ROLE OF THE PROVOST AND VICE PRESIDENT

The provost acts in the absence of the president and serves as the chief academic officer, with responsibility for maintaining academic standards within the College and also has oversight for academic support programs. The office is responsible for development and application of College policies within the academic areas of the College, management of the academic affairs budget, review and approval of curriculum changes, review for recommendation to the president of all new academic positions, replacements, promotions, tenure decisions or continuing appointments, and assistance in the development of College responses to accreditation and other external mandates. The provost represents the College at various SUNY, regional and national meetings.

### ROLE OF THE ASSOCIATE PROVOST FOR ACADEMIC AFFAIRS

The associate provost is a member of the provost's senior executive staff, reporting directly to the provost and vice president for academic affairs. The position is responsible for the overall coordination and support of SUNY Cortland's implementation of all curricular issues and programs.

### ROLE OF THE SENIOR STAFF ASSISTANT TO THE PROVOST

The senior staff assistant has responsibilities in the areas of academic dishonesty, national searches, special event planning and budgeting, and serves as the provost's liaison to a variety of groups.

Division of Academic Affairs  
Miller Building, Room 408  
(607) 753-2207  
[www.cortland.edu/administration/provost](http://www.cortland.edu/administration/provost)

### DEPARTMENTS, CENTERS AND PROGRAMS WITHIN THE OFFICE

Athletics

Center for the Advancement of Technology in Education (CATE)

Center for Aging

Center for Environmental and Outdoor Education

Center for International Education, James M. Clark

Center for Multicultural and Gender Studies

Disabilities Studies Institute

Faculty Development Center

Institute for Civic Engagement

International Programs

Entering SUNY Cortland

# Admission and Registration

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 certificate of advanced study in American civilization and culture is for international students only. The certificates of advanced study in educational leadership with concentrations in school building leader, school district leader and school district business leader are post-master's programs.

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 with a SUNY Card, 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.

## 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 a regionally accredited college or university. 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 until the degree is obtained and a final, official transcript is received by the Graduate Studies Office.
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 applications, students will need to submit them 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. Fulfillment of 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.

Exceptional applicants who do not meet all of the listed admission requirements for a graduate program may be considered on an individual basis. If admitted, these students may be required to complete additional requirements for the degree (M.A., M.S., M.A.T., M.S.T., M.S.Ed., C.A.S.) beyond those stated in the catalog. These additional requirements will be determined by the graduate coordinator of the degree program and may include specific courses, limited in number, based on the students' academic background. Applicants seeking financial aid are strongly encouraged to discuss the financial impact of such additional course work with the Financial Advisement Office.

**Graduate Studies Office**  
**Brockway Hall, Room 216**  
**(607) 753-4800**  
**E-mail: [gradstudies@cortland.edu](mailto:gradstudies@cortland.edu)**  
**[www.cortland.edu/gradstudies/](http://www.cortland.edu/gradstudies/)**

## Additional admission requirements for degree programs leading to New York State teacher certification:

1. All applicants must complete the SUNY Cortland Teacher Education Program Application.
2. In degree programs leading to professional New York State teacher certification, applicants must have initial certification before they are eligible for admission to degree status.
3. The Master of Arts in Teaching (M.A.T.) and the Master of Science in Teaching (M.S.T.) programs do not require certification.

## Additional admission requirements for certificate of advanced study in educational leadership (school building leader, school district leader, and school district business leader):

1. A master's degree from a regionally accredited college or university.
2. A completed the SUNY Cortland Teacher Education Program Application.
3. For the school building leader and school district leader programs, permanent or professional New York State teacher certification. The school district business leader program does not require teacher certification.
4. Satisfaction of the specific admission requirements of the Educational Leadership Department. These requirements are listed in this catalog under the Educational Leadership Department.

## Additional admission requirements for International Students:

SUNY Cortland welcomes applications from foreign nationals seeking matriculation into graduate programs. Prospective international graduate students must meet the general admission requirements for graduate study as described above and must also meet the specific requirements for the program to which they are applying. In addition, prospective international graduate students must also provide the following materials to the Graduate Studies Office:

1. Application for International Students (English proficiency report, autobiographical essay and financial support statement). These forms are available from the SUNY Web site at [www.suny.edu/student/forms.cfm](http://www.suny.edu/student/forms.cfm).
2. Test of English as a Foreign Language (TOEFL) exam report. The minimum score is 550 on the paper-based test or 231 on the computer-based test.
3. 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.

## **Part-time and Non-degree Status**

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.

Students who have not been admitted to a graduate degree program may enroll in courses as non-matriculated students by registering through the Graduate Studies Office. Graduate non-matriculated students may not register for more than nine credit hours and will only be permitted to register just prior to the opening of the semester, based on course availability.

Before non-matriculated graduate students have earned nine graduate credit hours at SUNY Cortland, they must apply through the Graduate Studies Office for matriculated status, change their status to non-degree seeking or discontinue course work at Cortland. The Financial Advisement Office should be consulted for information on financial aid and student loans.

## **Pre-graduate Status**

Applicants with deficiencies in their undergraduate preparation may be admitted as pre-graduate students. These pre-graduate students must complete specific undergraduate courses to make up for these deficiencies. Pre-graduate students pay the undergraduate tuition rate for these undergraduate courses.

Pre-graduate students become matriculated graduate students when the their advisor notifies the Graduate Studies Office that they have successfully completed the specified undergraduate courses. The Financial Advisement Office should be consulted for information on financial aid and student loans.

## **Identification Cards**

All students who register for courses at the College are required to have a SUNY Card. More information about the programs and services available to students with a SUNY Card can be found on page 108 in this catalog.

## **Registration**

All graduate and non-matriculated graduate 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." Matriculated graduate students 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-matriculated graduate students may register if course availability permits, beginning approximately two weeks before classes begin — registration information is available on the College Web site for specific dates. 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.

## **Undergraduates in Graduate Courses**

Graduate courses are numbered 500-699. Courses numbered 600-699 are exclusively for graduate students. Courses numbered 500-599 are open to juniors and seniors in good academic standing — cumulative grade point average of 2.0. Undergraduate students enrolled in graduate 500-level courses will receive undergraduate credit for these courses.

Senior undergraduate students in their final semester may request permission to register for a 500-level course for graduate credit. A form for this purpose is available from the respective associate dean. Approval must be obtained from the school associate dean for the major.

The total course load, including undergraduate and graduate credit, may not exceed 16 credit hours during the semester or six credit hours during a five-week summer session. Students are cautioned that graduate credits thus earned may not be transferred toward meeting the requirements for the master's degree at another institution.

## **Mohawk Valley Graduate Center at SUNYIT**

The Mohawk Valley Graduate Center at SUNYIT (MVG) is operated by SUNY Cortland at SUNY Institute of Technology in Utica, N.Y., and is supervised by the director of graduate studies. The center offers graduate courses leading to master's degrees in literacy education and the post-master's degree program leading to the certificates of advanced study in educational leadership (school building leader, school district leader or school district business leader). All courses are offered at the MVG except for the culminating experience in each program. Some health and other courses also are offered. A complete listing of courses is available at the MVG.

## **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 typically available in two consecutive five-week sessions. Some short (intensive) courses may be offered over two-week sessions. The maximum number of credit hours a student may take each Summer Session is eight, for a total of 16.

A student taking a three- or four-credit hour short (intensive) course during one five-week term may not take a class that meets the full five-week term, but may register for another short (intensive) course or, if the schedule permits, two short (intensive) courses with exclusions made for physical education activities and clinics. None of the courses may overlap.

The financial aid rules for Summer Session differ slightly from those for fall and spring. An advisor in financial advisement should be consulted 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. It is recommended that students inquire about current rates or check the Web site at [www.cortland.edu](http://www.cortland.edu).

## Residency

The SUNY system was designed to provide quality educational access to qualified residents of New York State. SUNY residency standards require that students have established a domicile, a principal and permanent home to which one always intends to return, as opposed to temporary residence incidental to community college or university attendance. A person may have many residences, but only one domicile.

Students who have not maintained a domicile in New York State for a period of one year prior to their first registration are not considered residents. One does not acquire domicile by mere physical presence in New York for purposes of attending a college or university. Proof of domicile is based on documented, previous and continuing intention to remain in New York State. Mere physical presence in New York for a 12-month period does not constitute domicile.

Persons who have been physically present in New York for more than 12 months, but have maintained (or are dependents of someone who maintains) a permanent and principal residence outside of New York *or* who intend to leave New York upon termination of their studies will not be eligible for resident tuition rates. Students who are receiving resident educational benefits from another state are non-residents.

Dependent students are considered residents of the state where their parents live. Their documentation would rely on information relating to themselves and parents or legal guardian. Students claiming emancipation must furnish evidence of both financial independence and establishment of domicile.

Such documentation would include, but not be limited to, independent filing of both federal and New York State full-year resident tax returns, documented duration and purpose of physical presence in New York, exclusion of parental income on FAFSA documents, exclusion of parental claim for dependency on tax returns, employment within New York, state of residence of the students' family (parents, spouse, children), voter registration, vehicle registration, real property ownership or evidence of residential rental lease, students' assets or liabilities, evidence of utilities in the students' name, sources and extent of parental or other income, and place of residence during school recesses.

Driving a vehicle registered to a parent or use of PLUS loans constitutes acceptance of parental support. If students continue to accept financial support from parents, they may not be considered emancipated, even if the parents do not claim the students as dependents for tax purposes.

Emancipated students are totally responsible for paying all of their educational costs. The amount of income claimed by students must be in excess of educational expenses, including those expenses associated with living in non-university housing. Income includes financial aid awarded directly to the students with the exception of parental loans.

Non-immigrant aliens admitted to the United States in visa categories which prohibit them from establishing a United States residence would not be able to obtain resident tuition rates, regardless of the time domiciled in New York State. The Bursar/ Student Accounts Office will determine if a visa falls within one of these categories. Immigrant aliens who may lawfully reside in the United States on a permanent basis may obtain resident tuition rates under normal domiciliary requirements.

Military personnel, their spouses, or dependents may qualify for resident tuition rates while the military person is stationed on active duty on a full-time basis in New York. Documentation of such must be provided each semester for active military personnel and their dependents, as well as an application for resident tuition rates.

Governor Pataki signed an amendment to section 355 of the Education Law that provides that students who complete both their junior and senior years, as well as graduate from a New York State high school may qualify for resident tuition rates if they attend SUNY Cortland within five years of high school graduation. The students must provide the Bursar/Student Accounts Office with a certified high school transcript to substantiate this fact along with an application for resident tuition rates.

The Bursar/Student Accounts Office has complete information regarding residency. Applications for residency for tuition purposes may be obtained at the Bursar/Student Accounts Office or downloaded from the Bursar/Student Accounts Web page at [www.cortland.edu](http://www.cortland.edu). Residency applications must be completed no later than the last day to add or register for courses for the semester in question. In accordance with SUNY policy, any students who fail to complete and return the application and provide required documentation in order to confirm New York resident status will be charged nonresident tuition rates.

## Tuition

In accordance with SUNY Board of Trustees Policies, tuition charges are assessed by students' 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.

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 billed charges are fully covered by financial aid at the time payments are due or Web payment options are utilized.

### Full-time\* resident graduate

(annual – fall and spring semesters) .....\$6,900

### Full-time\* nonresident graduate

(annual – fall and spring semesters) .....\$10,920

### Part-time resident graduate

(per credit hour) .....\$288

### 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. The Financial Advisement Office should be contacted for details.

## Fees

### COLLEGE FEE

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

### 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 varies by full- or part-time status and for students on campus for a first class after 4 p.m. Students can register for parking online at [www.cortland.edu/univpolice/dpspark.htm](http://www.cortland.edu/univpolice/dpspark.htm). The University Police Department is open 24 hours a day for permit pick up.

Full-time graduate student, per year .....	\$112.50
Full-time graduate student, per semester .....	\$56.20
Part-time graduate student, per year .....	\$63.70
Part-time graduate student, per semester .....	\$31.90
Classes beginning after 4 p.m., per year .....	\$15.00

### 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 an on-campus housing assignment. This will be applied to 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) .....	\$35
Returned Item 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 permanent address on record. Students are responsible for ensuring the accuracy of their billing (permanent) address. Records should be checked often. The Graduate Studies Office should be notified of any address, telephone or e-mail 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. Semester bills plus any monthly statements should be retained for tax and reimbursement purposes.

Students must return the confirmation/remittance portion of their billing statement or confirm attendance online. Online confirmation is available for students whose billed charges are fully covered by financial aid or who 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 rebilling fee. Payments are deposited upon receipt. Post-dated checks cannot be accepted.

Students are responsible for notifying the Registrar's Office or Graduate Studies Office as soon as possible if they have 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 semester must 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 New York State, SUNY and Division of Budget Requirements.

#### RETURNED CHECK POLICY

All financial instruments, including checks and Web checks (ACH checks), that are returned unpaid will incur a \$20 returned item charge. All checks returned unpaid by the bank will be redeposited once. If the check is returned a second time, payment must be made by money order, certified check, cash or credit card. A \$20 returned item charge will be incurred for the second rejected submission. Rejected credit card payments also will incur returned item charges.

#### MONTHLY PAYMENT PLAN OPTION

To assist students and parents/guardians in meeting financial obligations while attending the State University of New York College at Cortland, an installment plan is available. This five-payment option may be selected on the semester billing statement or online. The cost is \$35 per semester and must be paid with the first payment. The participation fee is not refundable. Subsequent payments are due on the 15th of each month (September-December for the fall semester and February-May for the spring semester). If the 15th 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.

Payments not received by the due date are subject to assessment of a late rebilling 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/susensions 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 students who withdraw to enter full-time active duty in the Army, Navy, Marine Corps, Air Force or Coast Guard of the United States. Students who are members of a National Guard or Army, Navy, Marine Corps or Air Force Reserve Unit are entitled to reduced liability only if, in the judgement of the designated school official, they are unable to attend classes due to hardship beyond their control and they have 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).

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. Students requesting medical leave of absence should contact the Bursar/Student Accounts Office for refund information.

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

Length of term	First	Second	Third	Fourth	Fifth
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%		
		Second day of classes	Remainder off first week	After first week	
4-week term	0		50%		100%
3-week term	0		65%		100%
2-week term	0		80%		100%
1-week term	100% — no refund once semester begins				

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 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 students withdraw 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 at the ASC Office in Neubig Hall 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 terms 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 (see College Handbook). ASC will grant prorated refunds for nondisciplinary withdrawals, limited to the

first 10 weeks of the semester. No refunds will be granted for disciplinary withdrawals. Exceptions and special situations will be evaluated on a case by case basis by the ASC executive director. All eligible refunds will be reduced by a rate that fairly represents noncontrollable business overhead expenses. Refunds for the declining balance portion of the meal plan are prorated for the time remaining in the current dining schedule; the refund will reflect the prorated balance or the actual balance, whichever is lower.

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 Advisement 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	\$7,937	\$11,957
Room	\$4,900-\$6,320 depending on room choice	
Meal Plan	\$3,190-\$3,590 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 2006-2007 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	144.00	0.85	21.16	166.01
1.0	288.00	0.85	42.30	331.15
1.5	432.00	1.28	63.46	496.74
2.0	576.00	1.70	84.60	662.30
2.5	720.00	2.13	105.76	827.89
3.0	864.00	2.55	126.90	993.45
3.5	1,008.00	2.98	148.06	1,159.04
4.0	1,152.00	3.40	169.20	1,324.60
4.5	1,296.00	3.83	190.36	1,490.19
5.0	1,440.00	4.25	211.50	1,655.75
5.5	1,584.00	4.68	232.66	1,821.34
6.0	1,728.00	5.10	253.80	1,986.90
6.5	1,872.00	5.53	274.96	2,152.49
7.0	2,016.00	5.95	296.10	2,318.05
7.5	2,160.00	6.38	317.26	2,483.64
8.0	2,304.00	6.80	338.40	2,649.20
8.5	2,448.00	7.23	359.56	2,814.79
9.0	2,592.00	7.65	380.70	2,980.35
9.5	2,736.00	8.08	401.86	3,145.94
10.0	2,880.00	8.50	423.00	3,311.50
10.5	3,024.00	8.93	444.16	3,477.09
11.0	3,168.00	9.35	465.30	3,642.65
11.5	3,312.00	9.78	486.46	3,808.24
12.0	3,450.00	12.50	506.00	3,968.50

\*Per credit hour. Effective Fall 2006 Semester: Tuition and fees are subject to changes without prior notice resulting from Board of Trustees or New York State legislative actions.

### Non-New York State Residents – Charges Per Semester\*

CREDIT HOURS	TUITION	COLLEGE FEE	PROGRAM SERVICE CHARGE	TOTAL
0.5	227.50	0.85	21.16	249.51
1.0	455.00	0.85	42.30	498.15
1.5	682.50	1.28	63.46	747.24
2.0	910.00	1.70	84.60	996.30
2.5	1,137.50	2.13	105.76	1,245.39
3.0	1,365.00	2.55	126.90	1,494.45
3.5	1,592.50	2.98	148.06	1,743.54
4.0	1,820.00	3.40	169.20	1,992.60
4.5	2,047.50	3.83	190.36	2,241.69
5.0	2,275.00	4.25	211.50	2,490.75
5.5	2,502.50	4.68	232.66	2,739.84
6.0	2,730.00	5.10	253.80	2,988.90
6.5	2,957.50	5.53	274.96	3,237.99
7.0	3,185.00	5.95	296.10	3,487.05
7.5	3,412.50	6.38	317.26	3,736.14
8.0	3,640.00	6.80	338.40	3,985.20
8.5	3,867.50	7.23	359.56	4,234.29
9.0	4,095.00	7.65	380.70	4,483.35
9.5	4,322.50	8.08	401.86	4,732.44
10.0	4,550.00	8.50	423.00	4,981.50
10.5	4,777.50	8.93	444.16	5,230.59
11.0	5,005.00	9.35	465.30	5,479.65
11.5	5,232.50	9.78	486.46	5,728.74
12.0	5,460.00	12.50	506.00	5,978.50

\*Per credit hour. Effective Fall 2006 Semester: Tuition and fees are subject to changes without prior notice resulting from Board of Trustees or New York State legislative actions.

# Financial Advisement

*Information contained in the financial advisement section of this catalog is reflective of federal/state/college information and regulations as of Spring 2006 and is subject to change.*

The Financial Advisement Office exists to provide a broad range of financial services, advice and education to our students, their families, and the Cortland area community. Services include all of the functions normally associated with financial aid and a number of additional services targeted both to aid recipients and to those students not receiving traditional need-based financial aid.

The bulk of the work still revolves around grants, scholarships, student loans and work-study, but the office also can provide good information about everything from student credit cards to parent loans and home equity loans. It also endeavors to educate students on general financial matters, from budgeting and proper credit use, to identity theft prevention and managing a credit report/FICO score.

The Financial Advisement Office staff wants to be available throughout a student's Cortland experience to share financial knowledge and provide good-sense answers to financial questions. Students are invited to visit the office and meet with an advisor. That's why their motto is, "We're more than just financial aid."

## The Basics of Traditional Financial Aid

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 Advisement Office also administers many funding programs that are not based on need, including scholarships (institutional and external), veteran's benefits, and alternative loans. Each package is created with a focus on the individual student's unique situation. The total aid received from all programs combined can never exceed the student's cost of attendance.

## The Financial Aid Application Procedure

The Free Application for Federal Student Aid (FAFSA) is required each year that students request financial assistance. SUNY Cortland's deadline for filing the application is March 31 prior to the award year. While those who apply late are still eligible for certain financial aid programs, late applicants are likely to experience significant delays in the processing and payment of awards.

Students are strongly encouraged to submit their FAFSA application online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Early filing of the FAFSA is strongly recommended, but this document may not be submitted 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 e-mailed or sent to students home address. The data also are sent electronically to SUNY Cortland's Financial Advisement Office and the New York State

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

Higher Education Services Corporation (NYSHEC). The Financial Advisement Office determines eligibility for federal student financial aid such as grants, loans, work-study and other need-based higher education assistance sources.

## Types of Financial Aid

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. Financial aid advisors have information about the financial implications of full-time study.

## New York State Programs

### Tuition Assistance Program (TAP)

*Application Procedures:* New York State Higher Education Services Corporation (NYSHEC), 99 Washington Ave., Albany, N.Y. 12255, offers an online application process based on information reported in the FAFSA filed by students. Students are encouraged to complete the online TAP application immediately after completing the online FAFSA.

NYSHEC determines the applicants' eligibility and e-mails an award certificate to applicants indicating the amount of the grant. Award data are sent to the Financial Advisement Office electronically, and the College automatically defers payment on approved TAP awards.

*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 Advisement Office for part-time TAP consideration.

Graduate students may receive awards for up to four years. No students, 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 by family or independent student 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 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).

## **Federal Programs**

At the graduate level, students 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 Advisement Office. Based upon these data, students' eligibility will be determined by the Financial Advisement Office. Funds are generally paid directly to students' institutional accounts after classes begin each semester, except for Work Study wages.

### **Federal Perkins Loan**

This loan program is available in addition to traditional 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. 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. Student must continue to make satisfactory academic progress to maintain eligibility. Other factors considered by the Financial Advisement 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 Banner Web.

### **Graduate Plus Loan**

This new loan program is being offered starting with the 2006-2007 aid year. For more information, contact the Financial Advisement Office.

### **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 applicants' 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 Advisement Office also is required each year. First-time applicants 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, applicants 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, students 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 Advisement 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 Advisement Office is responsive to the needs of independent and nontraditional students. If there are circumstances that create additional expenses, such as child-care costs, a financial aid advisor should be consulted.

### **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, students admitted to a graduate program are 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, students' 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, and most undergraduate-level course work taken by graduate students.

## **Other Sources of Aid**

Prospective students are encouraged to explore scholarship opportunities in their home communities. The Financial Advisement 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 Advisement 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 Advisement 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 Advisement Office. Waiver decisions are made by an appeals committee. Waivers may be granted only for exceptional and unusual circumstances beyond the students' direct control.

## Standards of Satisfactory Academic Progress for 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> (except professional)								
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>	2.80	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 regular, full-time undergraduate students, the maximum time frame is 12 semesters. For part-time students, transfer students, students enrolled in dual majors and students with a history of both full-and part-time enrollment, 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).

**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 students' 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 academic records are changed subsequent to the evaluation date, students may submit a written request to the financial advisement director 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 financial advisement director 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 students and to the financial advisement director.

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:** Students who lose 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 financial advisement director 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 financial advisement director. 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 financial advisement director.

# Assistantships and Fellowships

## 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 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.

## Graduate Diversity Fellowships

*Award:* Merit-based award of up to \$10,000 per year comprised of partial tuition waiver and stipend. Amount is determined annually. Annual award covers above and beyond the state and federal aid the student receives.

*Eligibility Criteria:* Awarded to students who will contribute to the diversity of the SUNY Cortland campus. Students having a diverse background or historical disadvantages are encouraged to apply.

Additional information on graduate assistantships can be found on the Web at [cortland.edu/gradstudies/](http://cortland.edu/gradstudies/).

# 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 26 of this catalog in order to maintain their scholarships. SAP is reviewed after each semester. Students who lose federal aid eligibility will lose their scholarship as well. Students who lose eligibility should follow the same appeal procedures as outlined for Federal Student Aid on page 26 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 Advisement Office, maintains a database of Cortland scholarships and other external scholarships. In addition, the scholarship coordinator routinely posts new internal and external 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.

## Financial Advisement Office

Miller Building, Room 301

(607) 753-4717

[www.cortland.edu/finadv/scholarships.html](http://www.cortland.edu/finadv/scholarships.html)

## 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.

## Assistant Coach 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 SUNY Cortland students in one of the following categories:

- Newly matriculated or non-matriculated graduate students, or matriculated or non-matriculated undergraduate students with plans to enroll in a graduate program within one-and-a-half years.
- Assistant coaches with responsibilities consistent with Level 5 or above

Recipients may not participate as athletes 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.

## Community Scholarship for Student Volunteers and Interns

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

*Eligibility Criteria:* Open to all majors. Must have completed a minimum of 12 credit hours at SUNY Cortland. Minimum 2.5 grade point average required when applying. Preference given to students who are working or volunteering at the Cortland YWCA, physical education majors and females.

## Graduate Opportunity Program Tuition Scholarship

*Award:* One-time need-based award of cost of tuition 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.

# 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 students 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	FSA Foundations and Social Advocacy	Foundations and Social Advocacy
AED Adolescence Education	Teacher Certification Programs in Related Disciplines	GER German	International Communications and Culture
AFS Air Force – ROTC	ROTC at Cornell University	GLY Geology	Geology
ANT Anthropology	Sociology-Anthropology	GRY Geography	Geography
ARA Arabic	International Communications and Culture	GRT Gerontology	Sociology/Anthropology
ASL American Sign Language	International Communications and Culture	HIS History	History
AST Asian/Middle Eastern Studies	Interdisciplinary Programs	HLH Health	Health
ATH Art History	Art and Art History	HUS Human Service Studies	Health
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	ITA Italian	International Communications and Culture
BMS Biomedical Sciences	Biological Sciences	JST Jewish Studies	Jewish Studies
CAP Computer Applications	Computer Applications	LIT Literacy	Literacy
CHE Chemistry	Chemistry	MAT Mathematics	Mathematics
CHI Chinese	International Communications and Culture	MCS Computer Science	Mathematics
CIN Cinema Study	Cinema Study	MGS Multicultural and Gender Studies	Interdisciplinary Program
COM Communication Studies	Communication Studies	MGT Management	Economics
CON Conservation Biology	Biological Sciences	MLS Military Science – ROTC	ROTC at Cornell University
COR Cortland Experience	First-Year Experience	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 Study Abroad
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	Sport Management
FLT Foreign Literature in Translation	International Communications and Culture	THT Theatre	Performing Arts
FRE French	International Communications and Culture	VAL Values	Philosophy
		WRM Water Resources Management	Interdisciplinary Women's Studies
		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 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) with Middle Childhood Extension (5-6)	M.S.Ed.	ABI	0401.01
	M.S.Ed.	ABI_MCHD	0401.01
<b>CHEMISTRY</b>			
Adolescence Education (7-12)	M.A.T.	ACH	1905.01
Adolescence Education (7-12) with Middle Childhood Extension (5-6)	M.S.Ed.	ACH	1905.01
	M.S.Ed.	ACH_MCHD	1905.01
<b>CHILDHOOD/EARLY CHILDHOOD</b>			
Childhood Education	M.S.T.	CHD	0802
Childhood Education (1-6)	M.S.Ed.	CED	0802
concentration: Math and Science		CED_MS	
concentration: Social Studies		CED_SS	
concentration: Technology		CED_TECH	
<b>EARTH SCIENCE</b>			
Adolescence Education (7-12)	M.A.T.	AES	1917.01
Adolescence Education (7-12) with Middle Childhood Extension (5-6)	M.S.Ed.	AES	1917.01
	M.S.Ed.	AES_MCHD	1917.01
<b>ENGLISH</b>			
Adolescence Education (7-12)	M.A.	ENG	1501
Adolescence Education (7-12) with Middle Childhood Extension (5-6)	M.A.T.	AEE/AEN	1501.01
	M.S.Ed.	AEE/AEN	1501.01
	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 with Disabilities Annotation: Severe and Multiple Disabilities	M.S.Ed.	TSD	0808
		TSD_SEV	
<b>HEALTH</b>			
Certification in Health Education	M.S.Ed.	HEC	0837
Health Education	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>			
Literacy Education	M.S.Ed.	LED	0830
Birth-Grade 6		LED_B-6	
Grades 5-12		LED_5-12	
Birth-12		LED B-12	

## Program Codes and HEGIS Codes

PROGRAM	DEGREE	MAJOR CODE	HEGIS CODE
<b>MATHEMATICS</b> Adolescence Education. (7-12) Adolescence Education (7-12) with 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 concentration: Coaching Pedagogy (pending SUNY and NYSED approval)	M.S.Ed.	PEC PEC_ADPE PEC_CURR PEC_COAP	0835
<b>PHYSICS</b> Adolescence Education (7-12) Adolescence Education (7-12) with 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) with 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  Recreation concentration: Environmental and Outdoor Education concentration: Management of Leisure Services concentration: Therapeutic Recreation	M.S.Ed. M.S.	RED and RE RED/RE_EOE RED/RE_MGLS RED/RE_TR  REC REC_EOE REC_MGLS REC_TR	0835.01  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>SPORT MANAGEMENT</b>	M.S.	SPMG	0599

