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# Entering SUNY Cortland

# Admissions

**Admissions Office**  
**Miller Building, First Floor**  
**(607) 753-4711**  
**E-mail: [admissions@cortland.edu](mailto:admissions@cortland.edu)**  
**[www.cortland.edu/admissions/](http://www.cortland.edu/admissions/)**

## Evaluation Policy

At the State University of New York College at Cortland we seek a diverse and academically strong student body. While competitive in admission standards, our admission policy and practice will not discriminate on the basis of age, race, religion, sex, sexual orientation, disability, national origin or marital status.

## Freshman Application and Criteria

All applications are individually reviewed. Admission decisions are based on a variety of factors; however, primary consideration is given to course selection and performance. Results from the American College Test (ACT) or the Scholastic Achievement Test (SAT I), class rank, extracurricular activities, essays and recommendations also enter into the admission decision. Completion of the application includes the following:

1. The completed State University of New York undergraduate application, available in secondary school guidance offices in New York State or directly from the SUNY Cortland Admissions Office, which should be mailed to: SUNY Application Processing Center, Albany, N.Y. 12246. The application will be forwarded to the SUNY Cortland Admissions Office.
2. Official secondary school transcript or official results from the General Equivalency Diploma (GED). Those with prior military service must also provide a copy of their discharge papers (DD214).
3. Official results from the ACT or SAT I examinations. It is recommended that scores be sent directly from the testing agency.
4. The completed SUNY Cortland supplemental application, available at [www.cortland.edu/admissions/supplemental](http://www.cortland.edu/admissions/supplemental), along with one letter of recommendation. If additional information is needed, the Admissions Office will contact you. While there is no deadline for filing the application, it is recommended that applications for the fall semester be completed before March and applications for the spring semester should be completed before December.

Candidates for admission must graduate from a secondary school program or present a General Equivalency Diploma. Preparation for freshman candidates should include the following:

- |   |                              |
|---|------------------------------|
| English ----- 4 units   | Social Studies ----- 4 units |
| Science ----- 3-4 units   | Foreign Language - 3-4 units |
| Mathematics   |                              |
| 1) completion of Regents math course III (with exam) or state math exam B <i>or</i>   |                              |
| 2) candidates who attend a school in New York State that does not offer the Regents or who are from out of state will need 3-4 units. |                              |

Students who applied to our musical theatre major will need the academic criteria listed above, and will need to audition for our faculty in the Performing Arts Department. Both of these criteria will be used in offering admissions to the musical theatre major at SUNY Cortland.

All applicants are expected to be enrolled in a college preparatory track according to their state requirements (Regents level or higher in New York State).

At SUNY Cortland we are committed to a strong liberal arts foundation in all of our academic programs. Therefore, admission to the college will be granted to those applicants who present the strongest academic programs in English, social studies, mathematics, science and foreign language regardless of the intended major. A challenging college preparatory program with significant achievements both in and out of the classroom will help ensure an application that is competitive.

## Decisions

Notification of fall semester admission decisions begins in early January and continues on a rolling basis, approximately 10 days following a completed application decision. Notification of spring admission decisions occurs on a rolling basis.

## Deposits

A deposit is requested upon acceptance. Deposit fees are waived for Educational Opportunity Program (EOP) candidates. The deposits secure a place in the entering class and residence hall room for a specific semester. For fall semester applicants, the \$50 tuition and \$150 room deposits are due on May 1. Fall applicants accepted after April 1 will have 30 days from the date of the acceptance letter to submit the deposits. Spring semester applicants must submit deposits within 30 days of the date of the acceptance letter.

Deposits are not refundable beyond the deposit due date. No deposits will be refunded after the beginning of the semester.

## Early Decision

An early decision option is available to fall semester freshman applicants who have decided that SUNY Cortland is their first choice college and plan to enroll here if accepted. You should only select this option if Cortland is your first choice.

Early decision candidates will be asked to sign a letter of commitment agreeing to withdraw all other admission applications if accepted. To be considered for early decision, the completed freshmen SUNY application must be received by the Application Service Center (ASC) by Nov. 1, and all additional application materials must be received by the Admissions Office by Nov. 15. In addition, an early decision commitment agreement, sent to you upon receipt of your application, must be returned by Dec. 15.

Decision letters will be sent on a rolling basis through Dec. 15. If accepted for early decision, tuition and room deposits are due by Jan. 15.

## Early Admission

The early admission option combines the final year of secondary school with the first year of college. Courses are selected during the first year at Cortland that meet requirements for completion of a high school diploma while simultaneously making progress toward a bachelor's degree.

Highly motivated students who will complete their junior year of secondary school may apply for admission as a college freshman. In addition to the other freshman admission requirements, early

admission applicants must submit a letter of recommendation from a school counselor, discussing the applicant's potential for success and outlining the courses needed to satisfy secondary school graduation requirements.

*Note: Federal financial aid programs will not be available to early admission candidates until graduation from secondary school is officially confirmed.*

## Special Admission Opportunities

### EDUCATIONAL OPPORTUNITY PROGRAM (EOP)

This admission option is designed for motivated applicants from New York State who are ineligible for admission under the traditional admission standards due to educational and economic disadvantages, but demonstrate the potential for completing a college-level program.

EOP students are enrolled in the same degree-granting programs as the traditionally admitted student. EOP students receive individualized support including tutoring, as well as academic, career and personal counseling, in order to ensure their academic success. In addition, EOP students receive financial aid to help with the cost of room, board, tuition, books and personal expenses.

Eligibility is based on guidelines established by the State University of New York and the State Education Department. Transferring to SUNY Cortland as an EOP student requires previous matriculation in an EOP, HEOP, College SEEK, or Discovery program.

Further information is included in the SUNY Application Viewbook. Additional questions should be referred to the Educational Opportunity Program Office, Cornish Hall, Room 116, at (607) 753-4808.

### SPECIAL TALENT ADMISSION

We recognize that achievements outside of traditional academic areas require exceptional commitment and may indicate further potential for success in college. Special talent admission considers applicants who demonstrate excellence in areas such as performing or visual arts, athletics, or writing.

Those interested in being considered for special talent, should send evidence of their accomplishments to the appropriate academic department or coach at SUNY Cortland. Only applicants nominated by a Cortland faculty member will be considered in light of special talents. Students must be nominated as a special talent candidate prior to an admission decision.

### ALUMNI ADMISSION

The college provides the opportunity for those who have enjoyed the benefit of a Cortland education to nominate applicants they believe would be successful here and contribute to the campus. Only four to five students will be offered admission to Cortland through this program each year.

A written nomination from a SUNY Cortland alumnus must be sent to the Admissions Office by Feb 5. The sponsor must identify his or her year of graduation and indicate that he or she is nominating the applicant for the Alumni Admission Program. This sponsor should have a direct relationship with the applicant he or she is endorsing. We do not accept nominations from blood relatives.

The applications of nominees ineligible for regular admission will be reviewed by an Alumni Association Committee to determine whether they will be invited to campus in mid-March for an interview to provide further consideration. Some applicants may not need an interview for admission.

Applicants must be nominated as alumni admission candidates prior to an admission decision. This option is available only to freshman applicants interested in fall semester admission. Those denied admission cannot be reconsidered in light of recommendations from alumni.

## Transfer Application and Criteria

SUNY Cortland welcomes applications from students who have attended post-secondary institutions. We base application decisions primarily on previous cumulative academic performance. To be considered for transfer admission, you must provide official transcripts from all previous colleges attended, whether you completed course work or withdrew. Failure to report all college-level work attempted may result in withdrawal of admission or dismissal from the college. Completion of the application includes the following:

1. The completed State University of New York undergraduate application, available in transfer or secondary school guidance offices in New York State, or directly from the SUNY Cortland Admissions Office, should be mailed to: SUNY Application Processing Center, Albany, N.Y. 12246. The application will be forwarded to SUNY Cortland.
2. Official college transcripts, sent from all post-secondary institutions attended. Those with prior military service, must also provide a copy of their discharge papers (DD214).
3. Official secondary school transcript or official results from the General Equivalency Diploma (GED).
4. The SUNY Cortland Supplemental Application, available at [www.cortland.edu/admissions/supplemental](http://www.cortland.edu/admissions/supplemental), and letters of recommendation are optional for transfer students.

We encourage candidates to apply before March for the fall semester and before December for the spring semester.

### Admissions Criteria

Students with three semesters or more of course work completed or a total of 45 credit hours:

a minimum cumulative grade point average of 2.5 on a 4.0 scale is required for admission. Some programs, however, are more competitive. SUNY Cortland gives preference to those who have or will complete an associate's degree.

Students with two semesters or less of course work or a total of 30 credit hours or less:

a minimum cumulative grade point average of at least 3.0 on a 4.0 scale and who would have been considered acceptable as a freshman candidate based on their high school record.

### Advanced Standing

Only course work satisfactorily completed at regionally accredited collegiate institutions will be accepted. Usually credit is allowed only for those courses in which a grade of "C-" or better has been earned. However, credit may be granted for "D" grades if the student has received an Associate of Arts (A.A.), Associate of Science (A.S.) or any bachelor's degree at the time of first admission to SUNY Cortland.

All credits accepted for transfer must have been earned at institutions granted regional accreditation by the Council for Higher Education Accreditation (CHEA), e.g., the Middle States Association, Southern Association, North Central Association, New England Association, Northwest Association, or Western Association of Secondary Schools and Colleges.

While credits are transferable, grades earned at other colleges are not calculated in the Cortland grade point average. Grade point averages which qualify students for honors and recognition at Commencement are based exclusively upon course work at Cortland.

Students entering SUNY Cortland with an A.A. or A.S. will, in most instances, be able to complete requirements for a bachelor's degree with an additional 60 to 64 semester hours of course work. Students pursuing professional degree programs, such as those leading to teacher certification, may need additional courses to fulfill requirements over and above the minimum needed to earn a Cortland bachelor's degree. Requirements for the bachelor's degree are listed in the "Degree Requirements" section of this catalog.

## Transfer Credit Evaluation

SUNY Cortland grants the maximum number of transfer credits possible for courses completed at other accredited colleges. The following guidelines and policies apply to transfer credit evaluation:

Transfer students may receive up to 64 hours of transfer credit from two-year colleges. This maximum credit total includes any 100- or 200-level courses, Advanced Placement, College Level Examination Program, College Proficiency or International Baccalaureate credits. Transfer students from four-year colleges or universities may receive additional credits toward degree requirements at Cortland — up to 79 credits in arts and sciences programs, and up to 83 credits in certification programs. A minimum of 45 hours of course work as well as half of the major, minor and/or concentration must be completed in residency at Cortland to earn a Cortland bachelor's degree.

If a student proposes to transfer in credit from a distance learning course, the College will only consider credits offered by an institution which has recognized national accreditation. These courses will be treated as regular transfer courses. No other distance learning courses will be accepted for credit.

SUNY Cortland has a credit-hour system. Credits completed at institutions with a quarter-hour system are converted according to College policy. One quarter hour equals two-thirds of a credit hour.

Courses taken in parallel programs at other institutions usually satisfy bachelor's requirements at Cortland. If a student changes degree plans, it is possible that some courses taken at other institutions will not meet degree requirements in an alternate program at Cortland. One half the credits for the major and at least three courses of each minor or concentration must be completed at Cortland.

To assure a clear articulation between programs at other institutions and specific majors at Cortland, students are encouraged to consult this catalog and to complete only those courses at other institutions which will fulfill specific Cortland major/degree requirements.

An evaluation of transfer credits is completed upon request. Students who have been offered admission and indicate their intent to attend Cortland will automatically receive an evaluation of transfer credits. Each evaluation will indicate the maximum number of transfer credits applicable to the SUNY Cortland degree as well as the number of credits needed to complete the degree.

## Transfer Student General Education Requirements

Transfer students are required to satisfy the State University of New York General Education (GE) Requirements. The SUNY GE Requirements consist of 12 subject areas: Mathematics, Natural Sciences, Social Sciences, American History, Western Civilization, Other World Civilizations, Humanities, The Arts, Foreign Languages, Basic Communication, Critical Thinking and Information Management.

In addition, all transfer students intending to graduate from SUNY Cortland will be required to complete a General Education program specific to SUNY Cortland that includes components of a Skills Base (Academic Writing, Writing Intensive Courses, Presentation Skills, Quantitative Skills, Foreign Language) and a Knowledge Base (American State and Society; Prejudice and Discrimination; Contrasting Cultures; Fine Arts; History and History of Ideas; Literature; Science, Technology and Human Affairs; Natural Sciences).

By completing SUNY Cortland's General Education Program, including the Skills Base and Knowledge Base, students may also meet the SUNY General Education requirements. Through the advisement process, special care must be taken to ensure that appropriate courses are taken to meet the SUNY requirements in social studies, American history and mathematics. See General Education beginning on page 36 for more information.

Transfer students who at the time of first admission to SUNY Cortland enter with a completed A.A., A.S. or any bachelor's degree from an accredited institution will be waived from the Knowledge Base requirements of SUNY Cortland's GE program. All students must fulfill the Skills Base requirements through transfer of equivalent course work or completion of courses while at Cortland. Students enrolling without an A.A. or A.S. or with an A.A.S. will be required to fulfill both the Skills Base and Knowledge Base requirements under the SUNY Cortland General Education Requirements.

Transfer students who do not have an A.A. or A.S. are permitted to waive from one to three SUNY Cortland GE category requirements, depending upon the number of hours accepted by SUNY Cortland for transfer credit.

Under this policy, students entering SUNY Cortland with 20.5 to 35 hours of transfer credit will be entitled to waive one course requirement. Students entering with 35.5 to 50 hours of transfer credit will be entitled to waive two course requirements. Students entering with more than 50 hours of transfer credit will be entitled to waive three course requirements. No student may waive both courses in the Natural Sciences category or courses in both the Literature and Fine Arts categories or courses in both the History and History of Ideas and American State and Society categories.

Transfer students entering SUNY Cortland must fulfill the all-college requirements, as well as writing intensive courses, quantitative skills and foreign language as the major specifies.

All transfer students required by mandate to satisfy the State University of New York General Education Requirements will be required to do so whether entering with a degree or not.

## Decisions

Notification of fall semester admission decisions begins in early January and continues on a rolling basis, approximately 10 days following a completed application decision. Notification of spring admission decisions occurs on a rolling basis.

## Deposits

A deposit is requested when you are accepted. Deposit fees are waived for Educational Opportunity Program (EOP) candidates. The deposits secure a place in the entering class and residence hall room for a specific semester. For fall semester applicants, the \$50 tuition and \$150 room deposits are due on May 1. Fall applicants accepted after April 1 will have 30 days from the date of the acceptance letter to submit the deposits. Spring semester applicants must submit deposits within 30 days of the date of the acceptance letter.

Deposits are not refundable beyond your deposit due date. No deposits will be refunded after the beginning of the semester.

## Sources of Additional Credit or Advanced Standing

SUNY Cortland will accept a maximum of 30 credit hours earned through such sources as Advanced Placement, College Level Examination Program, or College Proficiency and/or the International Baccalaureate. This maximum applies to all of these courses combined, not individually.

### Challenge Examinations

At the discretion of individual departments, students may arrange challenge examinations to demonstrate proficiency in the content areas of specific courses for academic credit. Faculty may arrange written, oral or performance exercises to establish competency, and the appropriate number of semester hours will be awarded for satisfactory performance with a grade of P. Interested students should contact the department chair responsible for the content area they wish to challenge. If the department agrees to supervise the challenge, the student is referred to the office of the associate dean to complete the appropriate form and pay a fee, if appropriate.

### Credit for International Baccalaureate Courses

Students enrolling at SUNY Cortland who have completed International Baccalaureate course work will receive advanced standing toward their bachelor's degree at Cortland as follows:

1. Students who have completed the International Baccalaureate diploma will receive up to a maximum of 30 credit hours (one year's advanced standing).
2. Students who have not completed the International Baccalaureate diploma will receive equivalent credit for up to two introductory courses for each higher level examination in which a grade of four or better has been earned.
3. Subsidiary/standard level subjects will be evaluated on an individual basis.

### Credit for Courses Taken in Military Service

Credit for and/or waiver of courses or programs taken while in the military service may be granted by the associate dean of the school in which the student majors with the consultation of the appropriate department chair if these courses or programs are parallel to courses offered at Cortland.

## Credit for Equivalency Examinations

Under State University of New York policy, credit will be granted for published examinations from the following test series, provided that the specified minimum Cortland performance levels are met and that the examinations are in areas that normally receive transfer credit at Cortland.

Cortland students are not eligible to receive credit by equivalency examinations when they are enrolled in or have completed a higher-level course within the same discipline.

A maximum of 30 credit hours may be earned through these published examinations:

### COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

Credit is granted for Subject Examinations based on the American Council on Education (ACE) recommended score for awarding credit. No credit is given for CLEP General Examinations. SUNY Cortland equivalent course information is available on the Transfer Admission Web site. At this time, Cortland is not a test center for the College-Level Examination Program. Information regarding test centers can be obtained by contacting the College Board, Program Director, College-Level Examination Program, Educational Testing Service, Princeton, NJ 08541.

### COLLEGE PROFICIENCY EXAMINATIONS

Credit granted for performance at a grade level of C.

### ADVANCED PLACEMENT PROGRAM

Credit granted for a score of three or higher within the scale of five points used for this program.

### PROGRAMS SPONSORED BY NONCOLLEGIATE ORGANIZATIONS AND THE ARMED FORCES

SUNY Cortland observes the recommendations of the American Council on Education's Office on Educational Credit and of the University of the State of New York's Program in Noncollegiate Sponsored Instruction in the evaluation of education experiences sponsored by noncollegiate organizations and the military when the content is considered appropriate as transfer credit.

Credit for and/or waiver of courses or programs taken under the auspices of a noncollegiate organization or the armed forces may be granted by the associate dean of the student's major with the consultation of the appropriate department chair.

## International Student Admission

SUNY Cortland welcomes applications from foreign nationals seeking matriculation into undergraduate and graduate programs. Prospective students are sent the following materials which must be returned to the SUNY Cortland Admissions Office unless otherwise designated.

- State University of New York Application along with \$30 (U.S. dollars only) application fee in the form of a bank or money order. This must be sent to the Application Processing Center in Albany in the envelope provided with the application.
- Application for International Students (English proficiency report, essay and financial support statement).
- TOEFL (Test of English as a Foreign Language) exam report
- SAT or ACT for applicants who are attending high school in the U.S.
- Official high school transcript with professional translation of all documents into English along with the original documents.

# Part-Time Study

Registrar's Office  
Miller Building, Room 224  
(607) 753-4702  
[www.cortland.edu/registrar/](http://www.cortland.edu/registrar/)

Services for part-time undergraduate degree students are provided by academic departments. Services for non-degree community residents are provided by the Registrar's Office, Miller Building, Room 224.

The Registrar's Office hours are Monday through Friday, 8 a.m.- 4:30 p.m. The telephone number is (607) 753-4702.

## Part-time and Non-degree Status

Undergraduate students may enroll in courses on a part-time, non-degree basis by registering through the Registrar's Office.

**Undergraduate non-degree students (UND)** may not register for more than a total of 11.5 credit hours. At this point an undergraduate student must apply through the Admissions Office for matriculated status or discontinue work at Cortland. If accepted, such students will register with other matriculated students in accord with the registration schedule available on the Web.

**Qualified high school juniors and seniors** are eligible to enroll in college-level courses at Cortland as part-time, non-degree students with a letter of recommendation from their school guidance counselor. They may be enrolled in freshman or sophomore-level courses upon the approval of their school guidance counselors.

All students who have been academically dismissed are ineligible for non-matriculated status. Students should consult the *Undergraduate Catalog* to be certain that all prerequisites for courses in which they may enroll have been fulfilled. Registration for non-degree students opens the first day of the semester on a course availability basis, after degree students have been advised and registered.

## Identification Cards

All students who register for courses at the College are required to have a SUNY Card. For more information, refer to page 283 in this catalog.

## Registration (Non-degree students)

All non-degree undergraduate students register for courses through the Registrar's Office. The full *Course Schedule* and all pertinent registration information including important dates and deadlines is available at [www.cortland.edu/registrar/](http://www.cortland.edu/registrar/) on the Web.

Eligible students may enroll and pay at the time of registration the day classes begin on a course availability basis.

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

## Summer Session

A summer session schedule of courses, programs and services is available on the Web early in the spring semester. Courses are available in one ten-week session, two consecutive five-week sessions, and four two-and-a-half-week sessions, two in Summer Session I and two in Summer Session II.

# Tuition and Fees

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

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

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

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

## Tuition

Full-time* resident undergraduate (annual – fall and spring semesters) .....	\$4,350
Full-time* nonresident undergraduate (annual – fall and spring semesters) .....	\$10,610
Part-time resident undergraduate (per credit hour) .....	\$181
Part-time nonresident undergraduate (per credit hour) .....	\$442

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

Students must be registered for 12 unduplicated hours in order to be eligible for TAP. A minimum of six credit hours is required for receipt of federally guaranteed subsidized or unsubsidized student loans. Please contact the Financial Advisement Office for details.

## 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 intended 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 nonresidents.

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 student's family (parents, spouse, children), voter registration, vehicle registration, real property ownership or evidence of residential rental lease, student's assets or liabilities, evidence of utilities in the student's name, sources and extent of parental or other income, and place of residence during school recesses. Driving a vehicle registered to one's parent or use of PLUS loans constitutes acceptance of parental support. If a student continues to accept financial support from a parent, they may not be considered emancipated, even if the parent does not claim the student as a dependent for tax purposes.

Emancipated students are totally responsible for paying all of their educational costs. The amount of income claimed by a student 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 student 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. Contact the Bursar/Student Accounts Office to determine if your 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 student 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.

Please contact the Bursar/Student Accounts Office for complete information and questions 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 student who fails to complete and return the application and provide required documentation in order to confirm New York resident status will be charged nonresident tuition rates.

## Fees

### COLLEGE FEE

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

### PROGRAM SERVICE CHARGE

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

### PARKING AND VEHICLE REGISTRATION FEE

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

### ROOM AND BOARD

Room and board expenses vary depending on accommodations and the meal plan chosen by the student. Basic charges are listed in the table of estimated costs on page 22.

### TUITION DEPOSIT

The student pre-admission deposit of \$50, billed at the time of acceptance, is credited toward the payment of tuition.

### ROOM DEPOSIT (ON-CAMPUS HOUSING)

New students pay a room deposit of \$150 at the same time as the pre-admission deposit. Returning students are required to pay a \$150 room deposit at the time of on-campus housing assignment. This is applied to the payment of room charges.

### 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 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
Graduate Application Fee .....	\$65
Health Transcripts (each) .....	\$4
Late Registration Fee .....	\$40
Monthly Payment Plan Fee (per semester) .....	\$30
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 early January. Summer advance registrants will be billed in late 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 add/drop are also expected to make payment arrangements at that time.

Bills for semester charges are mailed to the student's permanent address on record. Students are responsible for ensuring the accuracy of their billing (permanent) address. Records should be checked often. Notify the Registrar's Office 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 payment of account balances if their financial aid awards do not become actual, are reduced or are removed for any reason. Retain your semester bill plus any monthly statements for tax and reimbursement purposes.

Students must return the confirmation/remittance portion of their billing statement or confirm attendance online. Online confirmation is available if either your billed charges are fully covered by financial aid or you are using the Web payment option.

Receipt of the online confirmation or remittance portion confirms attendance in classes for the semester indicated. Failure to return the confirmation/remittance portion, along with valid deferral or required payment, by the due date will result in deletion of courses. A postmark on or prior to the payment due date does not constitute evidence of having paid on time. Payments received late are subject to assessment of a late rebilling fee. Payments are deposited upon receipt. We cannot accept post-dated checks.

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

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

State law requires this agency to engage in collection activity on delinquent accounts. Accounts remaining unpaid at the end of the term 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 by your bank will incur a \$20 returned item charge. All checks returned non-sufficient funds (NSF) or uncollected funds, 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 NSF submission.

### MONTHLY PAYMENT PLAN OPTION

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

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

Payments not received by the due date are subject to assessment of a late 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 paid for that term. Students will receive a full refund of tuition and fees when a course is canceled by the College.

### TUITION DEPOSIT

For students who are admitted into terms that begin between June 1 and November 30, the pre-admission deposit is refundable if requested on or before May 1. For students who are admitted into terms that begin between December 1 and May 31, the pre-admission deposit is refundable if requested on or before November 1. If a student is notified of acceptance after April 1 for the fall semester or October 1 for the spring semester, the advance deposit is refundable if both of the following conditions are met: The refund must be requested within 30 days after notification of acceptance is sent to the student, and the refund must be requested before the first day of classes in the term for which the advance deposit was paid. No deposits will be refunded after the beginning of a semester.

Students who have forwarded deposits based on conditional acceptance by the College, but are found inadmissible, are eligible for refund of the pre-admission deposit. Students who withdraw to enter full-time, active military service are eligible for refund of the pre-admission deposit.

### ROOM DEPOSIT

To receive a refund of the room deposit, current students must provide written notification of withdrawal from the College to the Residential Services Office by May 1 prior to the fall semester and by Nov. 1 prior to the spring semester. If individuals submit their deposit after April 1 or Oct. 1, a refund will be granted if the written request is received within 30 days of the payment of the deposit and before the first day of occupancy. All new entering students will follow the same guidelines as for the tuition deposit.

### 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 Registrar's Office.

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

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

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

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

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.

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

### TUITION LIABILITY DURING INDICATED WEEK

<i>Length of term</i>	<i>First</i>	<i>Second</i>	<i>Third</i>	<i>Fourth</i>	<i>Fifth</i>
Full Semester	0	30%	50%	70%	100%
12-week term	0	40%	60%	100%	
10-week term	0	50%	70%	100%	
9-week term	0	55%	75%	100%	
Quarter or					
8-week term	0	60%	80%	100%	
7-week term	0	65%	100%		
6-week term	0	70%	100%		
5-week term	0	75%	100%		
		<i>Second day of classes</i>	<i>Remainder of first week</i>	<i>After first week</i>	
4-week term	0		50%	100%	
3-week term	0		65%	100%	
2-week term	0		80%	100%	
1-week term	100%	— no 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 to four weeks for processing.

### COLLEGE FEE

Once the semester begins, the College fee is nonrefundable, unless class is canceled by the College.

### PROGRAM SERVICE OR COURSE ACTIVITY FEES

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

## ROOM

Room refunds are based upon the date personal belongings 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 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	\$5,351	\$11,611
Room	\$4,460-\$5,5750 depending on room choice	
Meal Plan	\$3,000-\$3,800 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 2005-2006 full-time/resident and nonresident. Subject to revision.

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

CREDIT HOURS	TUITION	COLLEGE FEE	PROGRAM SERVICE CHARGE	TOTAL
.5	90.50	0.85	20.38	111.73
1.0	181.00	0.85	40.75	222.60
1.5	271.50	1.28	61.13	333.91
2.0	362.00	1.70	81.50	445.20
2.5	452.50	2.13	101.88	556.51
3.0	543.00	2.55	122.25	667.80
3.5	633.50	2.98	142.63	779.11
4.0	724.00	3.40	163.00	890.40
4.5	814.50	3.83	183.38	1,001.71
5.0	905.00	4.25	203.75	1,113.00
5.5	995.50	4.68	224.13	1,224.31
6.0	1,086.00	5.10	244.50	1,335.60
6.5	1,176.50	5.53	264.88	1,446.91
7.0	1,267.00	5.95	285.25	1,558.20
7.5	1,357.50	6.38	305.63	1,669.51
8.0	1,448.00	6.80	326.00	1,780.80
8.5	1,538.50	7.23	346.38	1,892.11
9.0	1,629.00	7.65	366.75	2,003.40
9.5	1,719.50	8.08	387.13	2,114.71
10.0	1,810.00	8.50	407.50	2,226.00
10.5	1,900.50	8.93	427.88	2,337.31
11.0	1,991.00	9.35	448.25	2,448.60
11.5	2,081.50	9.78	468.63	2,559.91
12.0	2,175.00	12.50	488.00	2,675.50

\*Per credit hour. Effective Fall 2005 Semester: Tuition and fees are subject to change without prior notice, resulting from SUNY 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
.5	214.50	0.85	20.38	242.23
1.0	429.00	0.85	40.75	483.60
1.5	643.50	1.28	61.13	725.41
2.0	858.00	1.70	81.50	967.20
2.5	1,072.50	2.13	101.88	1,209.01
3.0	1,287.00	2.55	122.25	1,450.80
3.5	1,501.50	2.98	142.63	1,692.61
4.0	1,716.00	3.40	163.00	1,934.40
4.5	1,930.50	3.83	183.38	2,176.21
5.0	2,145.00	4.25	203.75	2,418.00
5.5	2,359.50	4.68	224.13	2,659.81
6.0	2,574.00	5.10	244.50	2,901.60
6.5	2,788.50	5.53	264.88	3,143.41
7.0	3,003.00	5.95	285.25	3,385.20
7.5	3,217.50	6.38	305.63	3,627.01
8.0	3,432.00	6.80	326.00	3,868.80
8.5	3,646.50	7.23	346.38	4,110.61
9.0	3,861.00	7.65	366.75	4,352.40
9.5	4,075.50	8.08	387.13	4,594.21
10.0	4,290.00	8.50	407.50	4,836.00
10.5	4,504.50	8.93	427.88	5,077.81
11.0	4,719.00	9.35	448.25	5,319.60
11.5	4,933.50	9.78	468.63	5,561.41
12.0	5,150.00	12.50	488.00	5,805.50

\*Per credit hour. Effective Fall 2005 Semester: Tuition and fees are subject to change without prior notice, resulting from SUNY Board of Trustees or New York State legislative actions.

# Financial Advisement

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

*Information contained in the financial advisement section of this catalog is reflective of federal/state/college information and regulations as of spring 2005 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. Our work includes 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 our work still revolves around grants, scholarships, student loans and work-study, but we can also provide good information about everything from student credit cards to parent loans and home equity loans. We also endeavor to educate our students on general financial matters, from budgeting and proper credit use, to identity theft prevention and managing a credit report/FICO score.

We want to be here throughout your Cortland experience to share our financial knowledge and provide good-sense answers to your financial questions. You are invited to visit our office and meet with an advisor. Then you'll know why we say, "We're more than just financial aid."

## The Basics of Traditional Financial Aid

An individual student may receive a combination of funding from grant, scholarship, loan and work-study programs, which together are known as a "financial aid package." Each package is created with a focus on the individual student's unique situation.

Most traditional student financial aid is 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 outside), veteran's benefits, parent loans and alternative loans. 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 a student requests 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 production of a Student Aid Report (SAR) which is e-mailed or sent to the student's home address. The data also are sent electronically to SUNY Cortland's Financial Advisement Office and the New York State Higher Education Services Corporation (NYSHESC). 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.

## New York State Programs

### Tuition Assistance Program (TAP)

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

NYSHESC determines the applicant's eligibility and e-mails an award certificate to the applicant 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 and matriculated at an approved New York State postsecondary institution;
- 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.

Undergraduate students generally may receive TAP awards for four years, eight semesters, of study. Students enrolled in approved five-year programs, or in a State-sponsored opportunity program (EOP), may receive undergraduate awards for five years. Graduate students may receive awards for four years. No student (including opportunity students) may receive awards for more than a total of eight years of undergraduate and graduate study.

*Award Schedule:* The amount of the TAP award is scaled according to level of study, tuition charge and family New York State net taxable income. The income measure is the family's (or independent student's) 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:* Full-time students who repeat courses that they have 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 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.

## Educational Opportunity Program (EOP)

An applicant must:

- be a New York State resident;
- be academically disadvantaged according to definitions promulgated by the Office of Special Programs of the State University;
- have the potential to complete a degree program at SUNY Cortland;
- be economically disadvantaged according to guidelines approved by the Board of Regents and the director of the budget.

Students are admitted to the EOP Program at the time of acceptance to SUNY Cortland and may not enter the program after attending as a non-EOP student. Selection of eligible applicants is conducted by the Admissions and Financial Advisement Offices in conjunction with EOP guidelines.

## 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).

## Aid for Part-time Study

This program is for part-time undergraduate students enrolled in degree programs in New York State. Part-time study is defined as being enrolled for three to 11 credit hours per semester.

*Application Procedure:* Students should contact the SUNY Cortland Financial Advisement Office annually for an application form. The form must be completed and submitted to the Financial Advisement Office with any required supporting documents. Students must also complete a FAFSA form to apply for a Federal Pell Grant. APTS Applications must be received in Financial Advisement by the 30th day of the semester in order to be considered for that semester. Fall applicants are automatically considered for spring semester awards. No awards are made for summer.

*Selection of Recipients and Allocation of Awards:* Applicants must be working toward an undergraduate degree as part-time students; be residents of New York State; be either a U.S. citizen, permanent resident alien or refugee; and apply for a federal Pell Grant (FAFSA). Funds for this program are limited and are directed to those students with the greatest need.

## State Aid to Native Americans

*Application Procedures:* Application forms may be obtained from the Native American Education Unit, New York State Education Department, Education Building, Room 543, Albany, N.Y. 12234. The completed application form should be forwarded by the applicant to the Native American Education Unit along with the following materials:

- official transcript of high school record or photocopy of General Equivalency Diploma;
- letter(s) of recommendation from one or more leaders in the community attesting to personality and character;
- personal letter, setting forth clearly and in detail educational plans and desires;
- signatures of the parents of minor applicants, approving education plans;
- official tribal certification form.

*Selection of Recipients and Allocation of Awards:* The applicant must:

- be a member of one of the Native American tribes located on reservations within New York State;
- have graduated from an approved high school or have earned a General Equivalency Diploma or be enrolled in a program in an approved postsecondary institution leading to degree-credit status and the General Equivalency Diploma

- be enrolled in an approved postsecondary institution in New York State. State Aid to Native Americans is an entitlement program. There is neither a qualifying examination nor a limited number of awards.

*Award Schedule:* The award is for a maximum of four years of full-time study, a minimum of 12 credit hours per semester. Students registered less than full time will be funded at a reduced level.

*Rights and Responsibilities of Recipients:* Students are responsible for notifying the Native American Education Unit in writing of any change in student status or program or institutional enrollment.

## Regents Awards for Children of Deceased or Disabled Veterans

*Application Procedures:* A special application, obtainable from the high school principal or counselor, must be filed with the New York State Higher Education Services Corporation (NYHESC), 99 Washington Ave., Albany, N.Y. 12255. Documentary evidence to establish eligibility is required with the application. Any high school counselor can provide assistance with this.

- *Selection of Recipients and Allocation of Awards:* The applicant must be the child of a veteran who died or who has a current disability of 40 percent or more or who had such disability at the time of death, resulting from U.S. military service during one of the following periods:

*April 16, 1917-Nov. 11, 1918*

*Dec. 7, 1941-Dec. 31, 1946*

*June 27, 1950-Jan. 31, 1955*

*Oct. 1, 1961-May 7, 1975*

*Aug. 2, 1990-end of hostilities; and*

- a legal resident of New York State.

Legal residence in New York State on the part of the parent is also required at the time of entry into military service or, if the parent died as the result of military service, at the time of death.

Regents awards to children of deceased or disabled veterans are independent of family income or tuition charge, and are in addition to such other grants or awards to which the applicant may be entitled.

*Award Schedule:* The award is available for up to five years, depending on the normal length of the program of study or full-time study in a college or in a hospital nursing school in New York State.

## Child of Correction Officer Award

These awards are available to the children of corrections officers deceased or disabled in the line of duty in New York State. The terms of the award are almost identical to the Child of Deceased or Disabled Veteran Program (above) except for the service date and location restrictions. Applicants may request application materials from NYSHESC by calling (888) NYS-HESC.

## Memorial Scholarships for Children and Spouses Of Deceased Police Officers and Firefighters

These awards are available to the spouses and children of police officers and firefighters killed as the result of injuries sustained in the line of duty. Awards are for full SUNY undergraduate tuition and certain additional non-tuition costs in conjunction with other state and federal grants. Applicants may request application materials from NYSHESC by calling (888) NYS-HESC.

## Vietnam Veteran/Persian Gulf Veteran Tuition Award

These awards are available to full- and part-time students who are Vietnam or Persian Gulf veterans and enrolled in undergraduate programs at degree-granting institutions in New York State. The awards may not exceed tuition. In cases where the applicants have received Tuition Assistant Program (TAP) awards, the combined awards may be no greater than tuition and the TAP awards will be reduced accordingly.

*Application Procedure:* Applicants may obtain Vietnam Veterans Tuition Award Supplement forms from the New York State Higher Education Services Corporation (NYSHESC), 99 Washington Ave., Albany, N.Y. 12255 or by calling (888) NYS-HESC.

*Selection of Recipients and Allocation of Awards:* Applicants must

- have been residents of New York State on April 20, 1984, or at the time of entry into service and resume residency by Sept. 1, 1987;
- have served in the U.S. Armed Forces in Indochina between Jan. 1, 1963, and May 7, 1975, or the Persian Gulf War between Aug. 2, 1990 and the end of hostilities;
- be discharged from the U.S. Armed Forces under other than dishonorable conditions;
- be enrolled in approved undergraduate programs in degree-granting institutions in New York State; and
- have applied for Tuition Assistance Program (TAP) and Pell Grant awards.

## Federal Programs

### Title IV Student Aid

The term “Title IV Student Aid” is used to describe the Federal Pell Grant, Federal SEOG, Federal Work-Study, Federal Perkins Loan, Federal Stafford Student Loan and Federal PLUS (Parent) Loan programs. 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 Title IV Aid by filing a Free Application for Federal Student Aid (FAFSA). The FAFSA should be submitted for processing according to the directions in the instruction booklet. 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, the student’s eligibility is determined by the Financial Advisement Office. Funds are paid directly to the student’s institutional account. Overages above billed charges are refunded directly to the student by the Bursar/Student Accounts Office.

### Federal Pell Grants

The Federal Pell Grant Program is a grant for students from lower-income households. Students are eligible for Pell Grants until they have received their first bachelor’s degree, dependent upon continuing need. The amount of the award will be affected by federal allocation, cost of attendance and full- or part-time enrollment status.

*Application Procedures:* Students who submit the FAFSA are automatically considered for this aid source based on Expected Family Contribution (EFC) as determined by the federal formula. Responsibilities of Recipients: Students must continue to make satisfactory academic progress in the program in which they are enrolled. The students must not owe any refunds on Pell Grant or other awards paid or be in default on repayment of any student loan.

## Federal Supplemental Educational Opportunity Grants (SEOG)

The Federal SEOG program is a federal grant program designed to supplement the Pell Grant program. A limited amount of funding is available for Pell-eligible students with additional need. Early submission of the FAFSA application will ensure a student’s consideration for SEOG awards.

*Application Procedures:* Students who submit the FAFSA are automatically considered for this aid source based on need and timeliness of FAFSA application.

*Selection of Recipients and Allocation of Awards:* SEOG grants are available to Pell-eligible students enrolled at least half time in an undergraduate degree program. The student must continue to make satisfactory academic progress to maintain eligibility.

### 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.

*Application Procedures:* Students who submit the FAFSA are automatically considered for this aid source based on need and timeliness of FAFSA application.

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

### Federal Work-Study Program (FWS)

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

*Application Procedures:* Students who submit the FAFSA are automatically considered for this aid source based on need and timeliness of FAFSA application.

*Selection of Recipients and Allocation of Awards:* Positions are generally awarded to full-time undergraduate students. The student must continue to make satisfactory academic progress to maintain eligibility. Factors considered by the Financial Advisement Office in placing students to positions are student location preferences, class schedule, activity schedule and health status. The hourly rate of pay will vary with experience and skill level required for position.

### 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.

*Special Note to First Time Borrowers:* First-time borrowers will receive a Master Promissory Note (MPN), generally after June 15 prior to the award year. Return of the completed, signed promissory note will complete the student portion of the process. In future years, the existing MPN will be used and a new MPN will not be necessary. Entrance interviews are required of all first-time student loan borrowers. The College has arranged for students to perform this function online. Instructions for entrance interviews will be provided as part of the MPN packet.

## The Federal Parent Loan For Undergraduate Students (PLUS)

The PLUS loan is a student loan that a parent borrows to assist in funding educational expenses for a dependent child. PLUS loan eligibility is based upon the student's enrollment and Title IV eligibility and may be denied for parents with an adverse credit history. The loan amount is limited to the cost of education minus any estimated or actual financial aid eligibility.

*Application Procedures:* Although PLUS loans are not based on financial need, students must submit the FAFSA to prove eligibility (citizenship match, social security number verification, selective service registration, etc.) before a parent may borrow. Since many parents choose not to borrow, SUNY Cortland does not automatically add a PLUS loan to a student's financial aid package. Parents may visit the Financial Advisement Office Web site to apply for online pre-approval. Promissory Notes and application instructions are mailed directly to the parent after pre-approval but no earlier than July 1.

*Responsibilities of Recipients:* Students must continue to make satisfactory academic progress in the program in which they are enrolled. The students must not owe any refunds on Pell Grant or other awards paid, or be in default on repayment of any student loan.

## Other Federal Aid

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

*Application Procedures:* Application forms may be obtained from the U.S. Bureau of Indian Affairs, Office of Education, 849 C St. NW, Washington, D.C. 20240-0001. The name and mailing address of the applicant's tribe should be stated with the request. An application is necessary for each year of study. An official needs analysis from the college financial aid office also is required each year. Each first-time applicant must obtain tribal enrollment certification from the Bureau agency or tribe which records enrollment for the tribe.

*Selection of Recipients and Allocation of Awards:* To be eligible, the applicant must 1) be at least one-fourth American Indian, Eskimo or Aleut; 2) be an enrolled member of a tribe, band or group recognized by the Bureau of Indian Affairs; 3) be enrolled in or accepted for enrollment in an approved college or university, pursuing at least a four-year degree; and 4) have financial need.

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

### Department of Veterans Affairs Educational Benefits

Armed forces veterans planning to study under the Veterans' Readjustment Act of 1966 (Cold War GI Bill) 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, N.Y.

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

While veterans are required to pay 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 Veterans Affairs Coordinator. To be eligible for full-time benefits, undergraduate 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 full-time 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. A program of education outside the United States may be pursued at an approved institution of higher learning. Institutions are required to report promptly to the VA interrupted attendance or termination of study on the part of students receiving benefits.

### VA Survivor's Benefits

Children, spouses and survivors of veterans whose deaths or permanent total disabilities were service-connected, or who are listed as missing in action, may be eligible for postsecondary education benefits under the same conditions as veterans. Information is available from the Department of Veterans Affairs.

## 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, please discuss them with your financial aid advisor.

### Financial Independence for Student Financial Aid Programs

The Federal Title IV program criteria for financial independence may be found in the FAFSA application. These criteria are mandated by federal law and regulation, but in unusual cases, exceptions can be made by the financial aid advisors. Those students who feel that the federal criteria do not accurately represent their situation due to exceptional or unusual circumstances are encouraged to contact the Financial Advisement Office.

The financial independence criteria for the New York State TAP program are distinct from the federal criteria and may result in opposite dependency status determinations under the two programs. Acceptable "Special Conditions" 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 contact the Financial Advisement Office.

## Other Sources of Aid

Prospective students are encouraged to explore scholarship and loan 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.

## Part-time Employment

The Student Employment Services Office, which is part of the Career Services Office, works with the Financial Advisement Office to coordinate a multitude of student employment opportunities. Many students find a Federal Work Study position or other on-campus employment through this inter-office collaboration. A computerized job directory is maintained by Student Employment Services which also contains numerous off-campus employment openings. Typical jobs range from child care to computer operation. Students interested in obtaining jobs in the Cortland community or on campus should contact Student Employment Services, Van Hoesen Hall, Room B-4.

The Auxiliary Services Corporation (ASC), which operates food services and the College Store, also offers jobs during the year that are not advertised in Student Employment Services. Students who wish to work in this area should contact ASC directly at their offices in Neubig Hall.

During the second week of the fall semester, the Career Services Office, Auxiliary Services Corporation and many local employers come together for a Student Employment Fair. This event serves as a "one-stop" source for students seeking part-time employment.

## 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.

<i>Year of Eligibility</i>	<i>Percent Completed</i>
1st (0-12 points)	50 percent (6 credit hours)
2nd (13-24 points)	75 percent (9 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 only be granted for exceptional and unusual circumstances beyond the student's direct control.

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

Before being certified for payment a student must have:	SEMESTER									
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
<b>BACHELOR'S DEGREE</b>										
Accrued at least this many credits	0	3	9	18	30	45	60	75	90	105
At least this grade point average	0	.50	.75	1.20	2.00	2.00	2.00	2.00	2.00	2.00
A passing/failing grade for at least these credits	0	6	6	9	9	12	12	12	12	12

*Noncredit remedial instruction can be counted toward a full-time academic load as set forth in 145-2.1 of the Commissioner's Regulations. The number of credits in this chart refers to work completed toward the degree.*

## 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
First-time freshman in program (23.5 or less total credits)*	1.00	50 percent
Less than two full years (24 to 47.5 total credits)*	1.75	50 percent
Two full years or more (48 or more total credits)*	2.00	65 percent

\*The number of "total credits" is the sum of all attempted credits at SUNY Cortland (see definition below) and all credits accepted for transfer by the Admissions Office. This figure is used exclusively for placement in the appropriate progress threshold of the chart.

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 are the Federal Pell Grant, Federal Supplement Educational Opportunity Grant (SEOG), Federal Work-Study Program, Federal Perkins Loan and the Federal Family Education Loan Program (including Subsidized and Unsubsidized Stafford Loans and Parent Loans for Undergraduate Students). 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 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 twelve 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). The maximum time frame standard evaluation for transfer students will consider only those credits attempted at SUNY Cortland or accepted for transfer credit by the Admissions Office.

**Timing of Evaluations and Evaluation Process:** The standard measures academic progress at the end of each semester in which Title IV aid is awarded to students, not including winter mini-semester. Evaluation of progress will occur shortly after final grades have been posted by the Registrar and notices will be sent out promptly. "Attempted" credits include all course work included in the student's academic history at SUNY Cortland, except for transfer credits, advanced placement credits and CLEP credits. "Earned" credits include all attempted courses for which a passing grade has been received (quality points awarded). Grades listed as "Incomplete" or "Late Grade" at the time of evaluation will be considered attempted and unearned, but will not affect the grade point average. All other grades will be calculated in accordance with the College's grading system, as described in the Academic Policies section of this catalog.

**Data Corrections:** If a student's academic record is changed subsequent to the evaluation date, a student may submit a written request to the director of financial advisement 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 or events beyond the student's direct control that contributed to or caused the academic difficulty. Appeal letters should be addressed to the director of financial advisement and should include a complete description of the circumstances that led to the academic difficulty and a plan for future academic success. Copies of supporting documentation should also be included. All appeals are reviewed by a committee of academic and financial professional staff whose determination is final. The committee will report all appeal decisions directly to the student and to the director of financial advisement.

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

**Regaining Eligibility:** A student who loses eligibility may regain it by successfully completing courses at SUNY Cortland with grades sufficient to meet the stated requirements. Such courses must be funded without benefit of Title IV aid. Under no circumstances will aid be paid retroactively for those courses once eligibility has been re-established. Upon completion of these courses, a student should submit a written request to the director of financial advisement 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 and demonstrated academic, professional and/or personal success during the period of absence. Such re-evaluation shall be based upon demonstrated correction of the previous academic difficulty, demonstrated success during the period of absence and likelihood of future academic success. The re-evaluation request must be in writing and addressed to the director of financial advisement. The request will be reviewed by a committee of academic and financial professional staff whose determination is final. The committee will report all re-evaluation decisions directly to the student and to the director of financial advisement.

# Scholarships

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

SUNY Cortland offers a wide range of scholarships that are funded by the Cortland College Foundation, the SUNY Cortland Alumni Association or other groups. These awards are made possible by the generous donations of alumni, philanthropic groups, corporations, faculty, staff, emeriti and other friends of the College and are administered through the Financial Advisement Office.

Scholarships are awarded based upon academic merit or financial need, or a combination of both. Each program has its own criteria. Some are available only to new freshmen, others to continuing or transfer students.

Unless stated otherwise, scholarship recipients must comply with the standards of Satisfactory Academic Progress (SAP) guidelines on pages 28-29 of this catalog in order to maintain their scholarships. SAP is reviewed after each semester. If a student loses Federal aid eligibility they will lose their scholarship as well. Students who lose eligibility should follow the same appeal procedures as outlined for Federal Student Aid on page 29 of this catalog.

It is important to understand that scholarships are both an academic honor and a funding vehicle. The financial aspects of scholarships are governed by rules and regulations and are administered by the Financial Advisement Office.

Students may not receive total annual financial aid — federal state private, institutional grants, scholarships, loans, etc. — in excess of SUNY Cortland's budgeted cost of attendance. Sometimes it may be necessary to reduce loan eligibility, and in rare cases SUNY Cortland scholarship award amounts, in order to stay in compliance with this federal regulation. If you receive a scholarship from any source other than the SUNY Cortland Financial Advisement Office, you should contact your financial aid advisor to see how it may affect your overall financial aid package.

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 outside scholarships. In addition, the scholarship coordinator routinely posts new internal and outside scholarship opportunities to the student e-mail bulletin board and publishes a complete listing of all scholarships annually.

Application information is available at [www.cortland.edu/finaid/scholarships.html](http://www.cortland.edu/finaid/scholarships.html) on the SUNY Cortland Web site.

## **Louise Margaret Abernethy Scholarship in Education**

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

*Eligibility Criteria:* Presented to a junior or senior who is seeking a degree in education with a grade point average of at least 2.7, who is a resident of Cortland County and has demonstrated superior performance in student teaching placements.

## **Adult Learner Trust Awards**

*Award:* One-time need-based award of up to \$2,000.

*Eligibility Criteria:* Need is determined by financial aid office after student completes FAFSA and entire packaging process. Preference given to neediest independent sophomore, junior and senior adult students who are seeking education in order to re-enter the work force. Also taken into consideration is a student's commitment to attending SUNY Cortland the following semester by ensuring a student has completed the class registration process. Full-time study is required as well as a 2.0 grade point average.

## **African American Gospel Music Award**

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

*Eligibility Criteria:* Awarded to incoming freshman students demonstrating strength in piano/keyboard, percussion, bass guitar/lead guitar, vocal and student directorship. Interested students need to submit a VHS audition tape to the admissions office.

## **Alpha Delta Junior Award**

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

*Eligibility Criteria:* Presented to outstanding students who are in the top 10 percent of the junior class. Other considerations include leadership, professional promise and contributions to the community.

## **Alpha Kappa Phi/Agonian Scholarship**

*Award:* One-time merit/need-based award of up to \$4,000.

*Eligibility Criteria:* Created by former Alpha Kappa Phi Sorority sisters, this scholarship is available to seniors with a minimum 3.0 grade point average who are involved in campus life and demonstrate financial need.

## **Alpha Sigma Alpha Scholarship**

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

*Eligibility Criteria:* Presented to students with a grade point average of at least 2.5 and demonstrated financial need. Must be a sophomore or junior when applying. Participation in campus activities is taken into consideration.

## **Arethusa Scholarship**

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

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

## **Athletic Coaches Scholarship**

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

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

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

## **Marian Natoli Atkinson '54 Alumni Scholarship**

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

*Eligibility Criteria:* Admitted freshman student who has the highest academic credentials of all applicants who receives a letter of recommendation for admission by a SUNY Cortland graduate. Recipients of other SUNY Cortland scholarships are not eligible.

## **Jim and Jane Benham Chemistry Scholarship**

*Award:* Renewable merit/need-based award of \$1,000 unless otherwise specified in award letter.

*Eligibility Criteria:* Awarded to an admitted freshman pursuing a chemistry major. Continued funding is based on student maintaining a 3.0 grade point average beginning with the end of the first year and monitored annually. Candidates must fill out a FAFSA, available from the Financial Advisement Office. Check on availability.

**Harriet Bentley Memorial Award**

*Award:* One-time merit-based award of up to \$600.

*Eligibility Criteria:* Must be a junior student who is either a member of Nu Sigma Chi sorority, a relative of a former member of the sorority, or related to an alumnus of SUNY Cortland.

**Ruth Hart Blanchard '23 Scholarship**

*Award:* One merit/need-based award of up to \$1,000 is available to a freshman for four years.

*Eligibility Criteria:* Admitted freshmen majoring in early childhood education who has demonstrated high academic achievement and financial need.

**Ralph Adams Brown and Marian R. Brown Scholarship**

*Award:* Renewable merit-based award of \$1,000 unless otherwise specified in award letter.

*Eligibility Criteria:* Awarded to an admitted freshman or transfer student who has presented outstanding academic credentials.

**Van Burd Prize**

*Award:* One merit/need-based award of up to \$500 unless otherwise specified in award letter.

*Eligibility Criteria:* Awarded to an outstanding sophomore or junior English major.

**Frank A. Burdick Scholarship in History/Social Studies**

*Award:* Renewable, merit/need-based award of \$1,000 unless otherwise specified in award letter.

*Eligibility Criteria:* Awarded to an admitted freshman majoring in history or social studies who is resident of Cortland County.

Continued funding based on student maintaining a 2.7 grade point average beginning with the end of the first year and monitored annually. Candidates must fill out a FAFSA, available from the Financial Advisement Office. Check on availability.

**Marjorie Dey Carter '50 Scholarship in Urban Education**

*Award:* Merit-based award of up to \$500.

*Eligibility Criteria:* This scholarship is awarded to a participant in the Urban Education Program who meets the academic and extracurricular requirements.

**James M. Casey '50 Scholarship**

*Award:* One-time merit/need-based award of up to \$800.

*Eligibility Criteria:* Available to a sophomore, junior, or senior with 3.0 grade point average or better who has been a residence hall staff member or hall council president for at least one semester and demonstrated financial need.

**Thomas and Marion Cashady '28 Scholarship**

*Award:* Merit-based award of up to \$700, renewable.

*Eligibility Criteria:* Awarded to the most academically qualified freshmen applicant from Seneca County.

**Francis J. Cheney Scholarship**

*Award:* Annual merit/need-based award of up to \$1,000 is available to a freshman for four years.

*Eligibility Criteria:* Admitted freshman majoring in an area of education who demonstrates the highest academic achievement and most financial need.

**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.

**Class of 1953 Scholarship**

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

*Eligibility Criteria:* Available to a senior with a 3.0 grade point average or better and demonstrated leadership on or off campus.

**Class of 1985 Scholarship**

*Award:* One-time merit/need-based award of up to \$750.

*Eligibility Criteria:* Available to a senior with a 2.7 grade point average or better and demonstrated financial need. Contributions made to the campus community are taken into consideration as well.

**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.

**Cortland County Home Bureau Award**

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

*Eligibility Criteria:* Available to a sophomore or junior majoring in speech pathology and audiology with a 2.5 grade point average or better and demonstrated financial need.

**Cortland's Urban Recruitment of Educators (C.U.R.E.) Scholarships**

*Award:* Varies. Annual merit-based award helps to defray college costs above and beyond state and federal aid the student receives. Recipients are required to file a FAFSA. PELL and TAP awards are figured into the equation of the award amount which may fund recipients costs for in-state tuition, books, room and board.

*Eligibility Criteria:* Admitted students majoring in areas of education who demonstrate high academic achievement and are citizens or permanent residents of the United States. Freshmen applicants must be admitted to SUNY Cortland through the traditional application process.

*First Priority:* Individuals from groups who have been historically underrepresented or underserved in the teaching profession and who demonstrate a commitment to teach in high-need urban schools. For the purposes of C.U.R.E., these groups include, but are not limited to, African American, Hispanic, Native American or Alaskan Native individuals or individuals from an economically disadvantaged background.

*Second Priority:* Given to any other individuals from groups not historically underrepresented in the teaching profession who demonstrate a commitment to teach in high-need urban schools.  
*Continuation of Funding:* Based on student remaining committed to C.U.R.E Program and satisfactory academic progress in a major leading to teacher certification. Recipient must maintain a 2.5 grade point average or better.

*Availability:* Contingent upon annual availability of funds. Number given varies.

**Kenneth and Beatrice Cramer Scholarship**

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

*Eligibility Criteria:* Awarded to top female freshman applicant from Gloversville High School (N.Y.).

**Nellie Davidson 1908 Scholarship**

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

*Eligibility Criteria:* Presented to students with at least a 2.0 grade point average and demonstrated financial need. Must be a sophomore or junior when applying. Participation in campus activities is taken into consideration.

**DeGroat Scholarship**

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

*Eligibility Criteria:* Awarded to an admitted transfer student presenting a superior academic record over a minimum of four full-time semesters completed at the time of transfer (three semesters at the time of application).

**Gerald N. DiGuisto Scholarship**

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

*Eligibility Criteria:* Admitted freshman art major or an outstanding SUNY Cortland junior majoring in studio art. Freshmen applicants must be New York State residents and live within a 100-mile radius of Cortland.

**P. F. Eisenhardt '67 Science Scholarship**

*Award:* Merit/need-based award of up to \$1,000 is available to freshmen for four years and transfer students for two years.

*Eligibility Criteria:* Admitted freshmen and transfer students who are interested in pursuing an adolescence education/chemistry major and have demonstrated financial need.

**Faculty Senate Memorial Scholarship**

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

*Eligibility Criteria:* Awarded to a full-time student in good academic standing demonstrating interest or ability in student governance and/or other types of leadership responsibilities on campus.

**John Fantauzzi '58 Scholarships**

*Award:* Annual merit-based award of \$3,400 is available to continuing students.

*Eligibility Criteria:* Continuing students who are the children of immigrants to the United States (first-generation American students). Awards based on academic achievement, leadership and contributions to student life.

**Joyce A. Gaus '60 Scholarship**

*Award:* Annual merit/need-based award of up to \$1,000 is available to a freshman for four years.

*Eligibility Criteria:* Admitted freshman majoring in the area of recreation, outdoor education, or a closely related field who demonstrates high academic achievement, leadership ability and financial need.

**General Alumni Scholarships**

*Award:* One time need-based award of up to \$700.

*Eligibility Criteria:* Presented to sophomore or junior students with at least a 2.5 grade point average and demonstrated financial need. Participation in campus activities is taken into consideration.

**Thomas L. Goodale '61 Community Service Scholarship**

*Award:* Renewable merit/need-based award of up to \$1,000 is available to a freshman for four years or a transfer student for two years.

*Eligibility Criteria:* Awarded to an admitted freshman or transfer student majoring in the area of recreation who has demonstrated a strong record of community or school service activities and high academic achievement. Financial need may also be considered.

**Betty Blase Goodstein '48 Scholarship in Education & Physical Education**

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

*Eligibility Criteria:* Presented to a student with a minimum 3.0 grade point average who has completed at least 12 credit hours of study at SUNY Cortland. Must be a junior when applying. First preference given to those majoring in early childhood education or special education/childhood education with an emphasis on working with visually- or hearing-impaired children. Second preference given to those majoring in special education/childhood education. Third preference given to those majoring in early childhood education. Fourth preference to those majoring in physical education with an emphasis on working with special needs children.

**Charles T. Griffes Music Scholarship**

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

*Eligibility Criteria:* Awarded to a sophomore or junior musical theater major or a student pursuing a music minor or concentration.

**Alice Thorpe Hoppey '56 Scholarship in Education**

*Award:* Annual award up to \$1,000 is available to juniors for two years and senior students for one year.

*Eligibility Criteria:* Awarded to a junior or senior student demonstrating financial need and majoring in education or physical education. Preference given to students from Port Jervis, Brentwood, Newfield from Middle Country, and Ward Melville from Three Village who have demonstrated academic promise, leadership and involvement in campus activities.

**Myrl Rose Crocker Howe Scholarship**

*Award:* Annual merit/need-based award of up to \$500 is available to a female upperclassman.

*Eligibility Criteria:* Available to a female upperclassman majoring in elementary education; preference given to a single parent. Candidate must demonstrate excellence in academic achievement and have demonstrated financial need.

**Myrl Rose Crocker Howe/McGraw Scholarship**

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

*Eligibility Criteria:* Available to a female upperclassman. Preference given to a McGraw High School graduate or graduate of a high school in a neighboring community majoring in elementary education. Candidate must have a 3.0 grade point average and demonstrated financial need.

**Janey Hutchinson Music Scholarship**

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

*Eligibility Criteria:* Awarded to a senior elementary education major in good standing, who has a music minor. Scholarship applied to recipients' financial aid package during senior year.

**Manley S. Hutchinson Scholarship Fund**

*Award:* Annual award of up to \$1,000 is available to a freshman for a total of three years.

*Eligibility Criteria:* Available to an incoming freshmen majoring in SUNY Cortland's 3+2 physics/pre-engineering program.

**Judith Smith Keleman Memorial Scholarship**

*Award:* Renewable merit/need-based award of up to \$500 is available to freshmen for four years.

*Eligibility Criteria:* Awarded to an admitted freshman majoring in speech pathology and audiology. Eligible candidates must have a minimum high school average of B+ (87) and demonstrated financial need.

**John B. Knox Memorial Scholarship**

*Award:* Award of up to \$1,000 is available to a freshman for four years or a transfer students for two years. Merit/need-based.

*Eligibility Criteria:* Admitted freshman or transfer student who resides permanently in Hamilton County (N.Y.) with an interest in recreation studies and outdoor education who demonstrates high academic achievement, leadership qualities outside the classroom, and has financial need. Secondary consideration will be given to permanent residents of the Adirondack Park.

**James Kradya Summer Field Camp Scholarship**

*Award:* One-time award of up to \$500.

*Eligibility Criteria:* Awarded to geology major, or equivalent, enrolled in SUNY Cortland's five-week summer geology course offered at Brauer Field Station. Selection is based on academic achievement.

**Walter and Anne Kreig Memorial Scholarship**

*Award:* Renewable merit-based award of up to \$1,500.

*Eligibility Criteria:* Awarded to a newly accepted and incoming transfer student majoring in education, entering with at least 26 credits, who has been involved in community service and has demonstrated financial need.

**John A. MacPhee Scholarship**

*Award:* One-time merit-based award of up to \$1000 is available to support off-campus field work or attendance at a national professional conference devoted to the leisure services profession.

*Eligibility Criteria:* Sophomores, juniors and seniors in the Recreation and Leisure Studies Department with high academic achievement and professional promise may qualify.

**Helen Y. Nelson Memorial Scholarship in Music**

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

*Eligibility Criteria:* Presented to a student emphasizing the study of music. Open to all students.

**New York State Home Bureau Award**

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

*Eligibility Criteria:* Presented to a student majoring in therapeutic recreation.

**Nontraditional Student Scholarship**

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

*Eligibility Criteria:* Awarded to a full-time or part-time sophomore, junior, senior or graduate student who has completed at least 12 credit hours of study at SUNY Cortland and is 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 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. 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.

**Overseas Academic Program Award**

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

*Eligibility Criteria:* Available to students accepted to a study abroad program, who are citizens of the United States or permanent residents having a 2.7 grade point average or better. Academic achievement and extracurricular activities are also taken into consideration.

**Angela Pace Scholarship in Education**

*Award:* Annual merit/need-based award up to \$1,000 is available to juniors for two years and senior students for one year.

*Eligibility Criteria:* Junior or senior majoring in elementary education who are residents of Cortland County. Candidates must have academic promise and financial need.

**Fred E. and Mildred Becker Page 1900 Scholarship**

*Award:* One-time need-based award of up to \$2,500.

*Eligibility Criteria:* Presented to students with at least a 2.0 grade point average and demonstrated financial need. Must be a junior or senior when applying. Participation in campus activities is taken into consideration.

**Maxwell and Myrtle Park Education Award**

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

*Eligibility Criteria:* Presented to a junior education major with a 2.7+ grade point average who spent his or her freshman and sophomore years at SUNY Cortland.

**Past President's Scholarships**

*Award:* Amount of these merit/need-based awards determined annually.

*Eligibility Criteria:* Presented to full-time, second-semester sophomores or full-time juniors who have attended SUNY Cortland for at least two full semesters, have a 3.2 grade point average or better and have contributed to the College community. Candidates are considered on leadership ability and character. Award amounts are based on financial need.

**John E. and Carole Wilsey Phillips '48 Scholarship in Elementary Education**

*Award:* Merit/need-based award of up to \$500 is available to a freshman for four years.

*Eligibility Criteria:* Admitted freshman majoring in elementary education, who demonstrates high academic achievement, leadership ability and has financial need.

**Residential Service Scholarships**

*Award:* Merit/need-based award of a \$1,000 bed waiver is available to freshmen or transfer students for two years.

*Eligibility Criteria:* Awarded to students who commit to living on campus, have a high school grade point average of 86 or higher and have demonstrated financial need. An annually determined percentage will be awarded based on academics and the remainder of funds will be awarded based on need. This percentage breakdown is determined annually.

**H. Kendall Reynolds Memorial Scholarship in Physics**

*Award:* One-time award of up to \$800

*Eligibility Criteria:* Awarded to a junior physics major with a minimum 3.0 grade point average who has demonstrated leadership within the Physics Department or College. Scholarship applied to recipient's financial package during senior year.

**Kevin A. Rowell '83 Study Abroad Scholarship**

*Award:* One-time merit-based award, amount to be determined annually.

*Eligibility Criteria:* Available to students accepted to a study abroad program, who are citizens of the United States or permanent residents having a 2.7 grade point average or better. Academic achievement and extracurricular activities are taken into consideration.

**Jo Schaffer Scholarship in Art History**

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

*Eligibility Criteria:* Awarded to an outstanding undergraduate student in their senior year who has earned distinction in art history courses, or who displays great promise as an art history major. An overall grade point average of 3.0 and a 3.2 grade point average in art history course work is required.

**John L. Sciera '52 Scholarship**

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

*Eligibility Criteria:* Available to a student enrolled in athletic training who has a minimum 3.0 grade point average and is pursuing a career in the field.

**Sigma Delta Phi Scholarship**

*Award:* One-time merit-based award of at least \$500.

*Eligibility Criteria:* This scholarship, created by the former sisters of the Sigma Delta Phi Sorority, requires that candidates must have completed at least two full semesters at SUNY Cortland at the time of application, have at least one full year of study remaining before graduation and have a 2.5 grade point average or better. Applicants must also demonstrate active participation in campus life, social involvement with other students, fulfillment of personal goals, improvement of campus life and educational opportunities.

**Frederick N. Sinclair Memorial Scholarship**

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

*Eligibility Criteria:* Admitted freshman or transfer student who is a graduate of Sherburne-Earlville High School (N.Y.).

**Student Government Association Leadership Scholarship**

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

*Eligibility Criteria:* Sophomores, juniors, seniors or graduate students with a minimum 2.5 grade point average demonstrating leadership skills through SGA or other campus service projects as first priority, with community service in the Cortland area as a second priority.

**Ben A. Sultz Scholarship in Adolescence Mathematics Education**

*Award:* Annual merit-based award of up to \$1,000 available to freshmen for four years.

*Eligibility Criteria:* Admitted freshmen enrolled in the adolescence education: math (7-12) program. High school average of at least 90 with an SAT math score of at least 600 (or equivalent ACT math score) and 3.5 units of high school math and completed scholarship application.

**SUNY Cortland Merit Scholarships**

*Award:* Annual merit-based and need-based award of up to \$1,000 is available to freshmen for four years and transfer students for two years.

*Eligibility Criteria:* Admitted freshmen and transfer students with high academic credentials and recognized leadership in student activities. Transfer students must have four completed semesters at time of transfer (three semesters at time of application). Strong leadership skills and involvement in student activities will be favored. Work-related or volunteer positions are also considered valuable. Preference given to entering freshmen in a strong college preparatory program with a 90 or higher grade point average, 1100 or higher SAT score or 24 or higher ACT score, as well as first-time transfer students with a 3.5 or higher grade point average.

**SUNY Empire State Minority Honors Scholarships**

*Award:* Renewable merit-based award. Freshmen receive \$1,000 during their first year. Funding in subsequent years determined annually.

*Eligibility Criteria:* Awarded to top freshmen candidates who have high academic achievement and have identified themselves as African, Latino, or Native American.

**Theta Phi, Alpha Chapter Marjorie Dey Carter '50 Scholarship**

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

*Eligibility Criteria:* Available to a female junior or senior majoring in Education or Recreation with a minor in Outdoor Recreation Management & Education. Candidates must have maintained a 3.0 grade point average and demonstrate outstanding leadership abilities. One recipient per year. Scholarship funding will expire in 2009.

**Marion C. Thompson Memorial Scholarship**

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

*Eligibility Criteria:* Available to junior, senior or graduate students who are English majors having demonstrated academic success and financial need.

**Donald '59 and Donna '59 Bell Traver Scholarship**

*Award:* Annual merit/need-based award of up to \$1,000 is available as a multi-year commitment.

*Eligibility Criteria:* Awarded to a SUNY Cortland undergraduate (freshmen and new transfers included) who is majoring in physical education. Preference given to those who work hard to achieve success and have demonstrated financial need.

**Uschald Study Abroad Scholarship**

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

*Eligibility Criteria:* Available to students accepted to a study abroad program, who are citizens of the United States or permanent residents having a 2.7 grade point average or better and financial need. Academic achievement and extracurricular activities are also taken into consideration.

**Vice President for Student Affairs Merit Scholarship**

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

*Eligibility Criteria:* Awarded to a student with a minimum cumulative 2.5 grade point average and high standards regarding student integrity and ethics. Contributions made to the quality of student life and leadership in student life taken into consideration.

**Spiegle Willcox Scholarship**

*Award:* Annual merit/need-based award of up to \$500. May be renewable.

*Eligibility Criteria:* Awarded to a continuing student who is participating in instrumental ensembles and demonstrates outstanding musical performance skills and financial need.

**Suzanne Wingate Memorial Scholarship**

*Award:* One-time merit-based tuition award of up to \$1,000, applied toward the Sport Management Internship (SPM 470).

*Eligibility Criteria:* Awarded to a student who has a 2.5 grade point average or better, having completed 56.5 credit hours at time of application (12 of those credit hours to have been completed at SUNY Cortland), has demonstrated commitment of time and effort to the Sport Management Program, and is planning to enroll in a sport management internship within the next year.

**Women's Scholarship in Physical Education**

*Award:* Annual merit/need-based award of up to \$500 is available to a freshman for four years.

*Eligibility Criteria:* Awarded to an entering female freshman student majoring in physical education. A combination of academic achievements, leadership experience, involvement in extracurricular activities as well as demonstrated financial need serve as criteria for selection.

**Marilou B. Wright '68 Scholarship for Non-Traditional Women**

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

*Eligibility Criteria:* Awarded to a female undergraduate, 25 years of age or older, who has completed 24 credit hours at SUNY Cortland, has a 3.0 grade point average or better and is enrolled for full-time study.