

**THE COLLEGE AT BROCKPORT  
GRADUATE STUDIES CATALOG**

**2011-2013 EDITION**

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# GENERAL INFORMATION

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## WELCOME TO GRADUATE STUDIES

Welcome to The College at Brockport and to our outstanding graduate programs. I would like to be among the first to congratulate you on your wise decision to pursue an advanced degree with us. Brockport offers both depth and breadth in the graduate studies programs and courses designed to help you advance your education and foster your career pursuits.

The College is distinguished by the caliber of its graduate programs. You will study and work closely with the finest of faculty, whose research and scholarship have earned them national and international reputations in their respective disciplines. Likewise, our facilities are designed to support your academic endeavors. For example, the College's Drake Memorial Library, with holdings worthy of a much larger university and surrounded by high technology, will be an invaluable resource as you pursue your research interests in greater depth. As a graduate student, you may especially appreciate our library's online databases and electronic reserves.

Finally, it is noteworthy that the faculty, staff and administration at Brockport have made a firm commitment to our graduate students. Whether through teaching, research, creative endeavors or service, we have identified your success as our highest priority.

Again, I welcome you to The College at Brockport, State University of New York, and wish you much success in your academic pursuits.

Sincerely,

Anne E. Huot PhD

Provost & Vice President for Academic Affairs

## GENERAL DISCLAIMER

The information in this publication was current when the text was compiled. Changes, including but not restricted to tuition and fees, course descriptions, degree and program requirements, policies, and financial aid eligibility may have occurred since that time. Additional versions of this Catalog will be published as changes currently in progress are finalized.

Whether or not a specific course is scheduled for a given term is contingent on enrollment, budget support and staffing. The College reserves the right to make any changes it finds necessary and may announce such changes for student notification in publications other than the College Catalogs.

For the purposes of degree and program completion, students are bound by the requirements in effect as stated in the Catalog at the time of their matriculation at the College. Students matriculated in summer are bound by the Catalog in effect the following fall semester. Inquiries on the current status of requirements can be addressed to the appropriate College department or office. Also, refer to the Brockport web site home page [www.brockport.edu](http://www.brockport.edu) for current information.

### **Notice: Students have a legal right to lodge a complaint about The College at Brockport:**

#### **Student Consumer Disclosure Requirement/ Federal Program Integrity**

##### **Regulations**

Students wishing to file a complaint regarding The College at Brockport may do so by contacting one of the following:

State University of New York  
Central Administration  
State University Plaza  
Albany, NY 12246

New York State Education Department  
Office of College and University Evaluation  
Education Building  
5 North Mezzanine  
89 Washington Avenue  
Albany, NY 12234

Middle States Commission on Higher Education  
3624 Market Street  
2nd Floor West  
Philadelphia, PA 19104  
(267) 284-5000  
[info@msche.org](mailto:info@msche.org)

## OUR COLLEGE HERITAGE

The beginning of The College at Brockport can be traced back to the 1820s, a time when the Village of Brockport blossomed with the construction of the Erie Canal. The first educational institution on the site opened its doors in 1835. The Brockport Collegiate Institute welcomed its first class in December 1841 and received its charter from the Regents of the University of the State of New York several months later. The institute trained teachers for elementary classrooms. The yearly cost of enrollment was approximately \$80, covering, according to the catalog, "tuition, board, wood, lights, and washing." After weathering heavy debt and a mortgage, a near-devastating fire in 1854, and the effects of the Civil War, the school became a Normal School in 1867.

The first of four new sites in the state for schools devoted to the education of teachers, The College at Brockport was only the third such school in the state's history. For the next 70 years or so, the school continued to serve a steady population of students. World War II reduced Brockport's student population to approximately 300, the majority of whom were women. By the end of the war in 1945, GIs swelled the enrollment numbers and strained the physical facilities, necessitating the construction of Quonset huts to provide classroom space. With the creation of the State University of New York in 1948, we became the State Teachers College at Brockport. The first master's degree was awarded in 1950, beginning an era of steady growth in graduate education. Today The College at Brockport's 40 graduate programs place the College among the largest graduate divisions within the SUNY comprehensive four-year colleges.

Increased College-wide enrollment and expansion of facilities continued into the 1970s. The net result is a stable student population of approximately 9,000 served by the large, modern campus in Brockport with off-campus classes taught at The College at Brockport METROCENTER in downtown Rochester and a variety of Western New York locations.

## THE VILLAGE OF BROCKPORT

Brockport, New York, is a charming town of 9,800 residents located on the historic Erie Canal, 16 miles west of Rochester and 45 miles east of Buffalo.

The campus is located at Brockport's edge; stores, shopping plazas, churches, cinemas and restaurants are within easy walking distance. Lake Ontario's beaches and camping facilities are a short 15-minute drive from campus. Beautiful Letchworth State Park, the "Grand Canyon of the East," is an hour away, and the state's Finger Lakes Region is well within access for a day's outing.

Nearby Rochester has been judged one of the best cities in the United States for quality of life. Its myriad attractions include a nationally known philharmonic orchestra, outstanding museums, an ultramodern planetarium, and professional baseball and hockey teams. Both Rochester and Buffalo are a short flight from New York City; Boston; Philadelphia; and Washington, DC; and within easy driving distance of Toronto.

## THE COLLEGE CAMPUS

The campus is spacious and uncluttered, with 74 buildings and structures, and athletic playing fields occupying about one-quarter of the 464-acre campus. The remaining area is gently rolling open or wooded land. The College mall, which stretches from traditional Hartwell Hall to contemporary high-rise residence halls, is bordered by trees, lawns and striking contemporary architecture. Near the midpoint of the mall is Seymour College Union, the center of campus life. In warm weather, the mall itself becomes the hub of activities for students.

The buildings along the mall house classrooms, lecture halls, seminar rooms, faculty offices, science laboratories, dining halls, a bookstore, the health center, counselors' offices and residence halls, all conveniently located.

North of the mall is the Donald M. Tower Fine Arts Center, set against the bank of the historic Erie Canal. The site of cultural activities and the home of the Departments of Art, Theatre and Foreign Languages and Literatures, it houses a 400-seat theater, two art galleries, studios, rehearsal halls, practice rooms, listening laboratories and classrooms fully equipped for sculpture, ceramics, photography, jewelry making, painting, scene designing and stagecraft.

South of the mall are the Gordon F. Allen Administration Building, Drake Memorial Library and a large physical education complex known as the Ernest H. Tuttle Complex. Two monumental sculptures by Soviet artist Zurab Tsereteli are situated in this area, one of which is dedicated to the International Special Olympic Games, held at The College at Brockport in 1979.

The newest addition to The College at Brockport campus is the Student Townhomes Complex, which opened in fall 2007. The townhomes, situated on the southwest corner of the campus, are home to 208 students and were designed with the latest technologies, making them environmentally and energy-friendly.

## THE COLLEGE MISSION

### **The State University of New York College at Brockport**

*Is* committed to providing a liberal arts and professional education—at both the undergraduate and graduate level—for those who have the necessary ability and motivation to benefit from high quality public higher education;

*Has* the success of its students as its highest priority, encompassing admission to graduate and professional schools, job placement, civic engagement in a culturally diverse society and in globally interdependent communities, and especially student learning; and

*Is* committed to advancing scholarship, creative endeavors, and service to the College community and the greater society by supporting the activities of an outstanding faculty and staff.

## GRADUATE EDUCATION MISSION

The mission of graduate education at The College at Brockport is to support student success by providing a high quality education that:

- Leads to advanced knowledge and technical skills in the graduate field of study and prepares graduates for doctoral studies and/or professional practice;
- Stimulates and supports excellence in scholarly and creative pursuits among faculty and students;
- Fosters excellence in teaching, supervising and mentoring; and
- Develops thoughtful and articulate individuals with the integrity and adaptability for dealing with a culturally diverse and changing world and for contributing substantially to their communities.

## COLLEGE FACULTY

The faculty of The College at Brockport is characterized by a dedication to excellence in teaching, research and service. Ninety percent of Brockport's 300 full-time tenured or tenure-track faculty members hold terminal degrees or higher in their field, and 92 have received the prestigious Chancellor's Award for Excellence in Teaching, five faculty have received the Chancellor's Award for Excellence in Faculty Service, and seven faculty have received the Chancellor's Award

for Excellence in Scholarship and Creativity since the inception of Chancellor's Awards in 1973. Additionally, 29 professional staff and eight librarians have received Chancellor's Awards for Excellence in Professional Service or Librarianship since 1973. Twenty-six faculty have been awarded the title Distinguished Professor, Distinguished Teaching Professor or Distinguished Service Professor, SUNY's highest faculty ranks that place our best faculty among the top in New York and nationwide. Thirteen of The College at Brockport's faculty members have been Fulbright Scholars.

In the past seven years, our faculty and staff have received 509 grant awards from external funding sources totaling \$39 million. In addition, Brockport's faculty and staff are widely published scholars in disciplines ranging from poetry and literature to history, sociology, the environment, zoology, criminal justice and philosophy.

Part-time faculty, drawn primarily from Rochester-area practitioners in business, industry and the professions, assist in keeping The College at Brockport students aware of current practices in rapidly changing fields. Academic advisement is provided for students by faculty within their major fields.

Finally, our faculty and staff are dedicated to building a better world community. They serve on the boards of national and international scholarly organizations—and serve as volunteers within their local and professional communities.

## **STUDENT BODY**

The College at Brockport's student body of 8,400 consists of approximately 7,000 undergraduate and 1,300 graduate students. The College draws its undergraduate students from every county in New York state, from 28 other states, and from 20 foreign countries. Adult students (25 and older) represent 25 percent of the student body. Today, our undergraduate and graduate alumni number more than 70,000.

## **FACULTY-STUDENT RIGHTS, RESPONSIBILITIES AND EXPECTATIONS**

The College Senate of The College at Brockport has adopted this statement to establish reasonable expectations for both students and faculty, and to promote academic excellence, fairness and equity throughout the College.

### **I. Mutual Obligations and Responsibilities**

Education is a two-way process. There are mutual obligations, responsibilities and expectations on the parts of both faculty and students.

Faculty members have the right to expect students to attend class regularly and to be prepared to engage in whatever discussion or discourse is appropriate to the content and assignment. Faculty members have the right to expect each hour of classroom time to be matched by at least two hours of study outside of class by each student including activities such as reading, research, writing and/or other forms of creative activity. Both students and faculty have the right to expect that these standards will be maintained on a consistent basis throughout the College.

Students have the right to expect faculty members to be available during their published, regularly scheduled office hours, to be concerned with their students' academic progress, and to be ready to help each student to the best of their abilities.

Students have the right to expect that faculty members will be prepared for class and present material reflecting the current state of their discipline(s). Students have the right to expect that faculty members will indicate assignments clearly, provide syllabi, grading policies and/or other



materials indicating their expectations at the beginning of the semester (in either printed or electronic form), and provide timely feedback to each student on his/her progress in course work.

Mutual attention to basic civility in all interactions between students and between students and faculty, both in the classroom and in out-of-class contacts, is expected.

## **II. Support for Quality**

Students are admitted to The College at Brockport with a variety of backgrounds and achievement levels. Therefore, students have the right to expect a broad range of programs at Brockport, each offering a balanced blend of theoretical and practical knowledge. The College and its faculty are committed to providing the instructional techniques and academic support services needed to enable all students to maximize their academic potential without compromising appropriate academic standards.

Academically outstanding students have the right to expect standards and programs that will encourage them to meet their full potential. To assist in meeting this end, the faculty has established a College Honors Program as well as various honors societies and offers scholarships that are awarded on the basis of merit alone. The faculty has the right and the responsibility to establish an admissions policy that encourages a continued and growing presence of academically outstanding students.

## **III. Academic Integrity**

Mutual respect and trust between students and faculty are important for our educational system to work well. Faculty members have the right to expect that students will behave with honesty and integrity and will be familiar with the rules and policies on academic honesty as published online through the College Web site at [www.brockport.edu/policies](http://www.brockport.edu/policies). Students have a right to expect that all faculty members will enforce the College policy (and any related departmental policies) and deal with incidents of dishonesty in a just and consistent manner.

## **IV. Education: More than the Classroom**

The College at Brockport recognizes that student rights extend beyond the classroom. Students have the right to an atmosphere that is conducive to learning, including a clean, quiet place to conduct their studies. Students have the right to expect a variety of co-curricular or extracurricular events to supplement and enrich their academic and social lives with faculty participation and support for these activities. Students have the right to expect appropriate academic, personal, career, graduate school, and transfer advisement and/or counseling.

Faculty rights also extend beyond the classroom. The faculty has the right to expect that students will be interested in the world around them, that students will be informed about current events, and that students will take seriously their responsibilities as citizens in a democratic society.

This statement is not intended to bind faculty members to any single set of standards or mode of teaching or to encompass the entire range of faculty and student rights, responsibilities, and expectations. The statement has been designed only to make clear a common attitude and a common assumption about the nature of education at The College at Brockport and to clarify and strengthen the relationships that must exist between faculty and students if the educational process is to take place in an effective manner.

## **THE RIGHT OF STUDENTS TO THE FREEDOM OF SPEECH**

"Certain rules and regulations of the State University of New York College at Brockport have been amended to clarify the right of all students at the College to the freedom of speech and expression. The following policies, rules, regulations, and statements have been amended as of

May 4, 2005: *The College at Brockport Better Community Statement and Your Right To Know & Academic Policies Handbook* (no longer published), *The College at Brockport Undergraduate Studies Catalog*, *The College at Brockport Graduate Studies Catalog*, *The College at Brockport Student Services Guide*, *The College at Brockport Faculty/Staff Handbook*, *The College at Brockport Affirmative Action Policies and Laws*, *The College at Brockport Policy Regarding Non-Discrimination and Harassment*, and The College at Brockport policies covering joint programs with the Nazareth College of Rochester. Accordingly, the printed versions of the foregoing policies, rules, regulations, and statements have been superseded by the amended versions. To view the amended versions of the foregoing policies, please visit the Publications page at the College's Web site at [www.brockport.edu/publications](http://www.brockport.edu/publications)."

## STUDENT PARTICIPATION IN ASSESSMENT ACTIVITIES

The College at Brockport is engaged in several types of activity referred to as "the assessment of student learning outcomes" or simply "assessment." The broad purpose of the College's assessment project is to demonstrate that the goals of the College, departments, programs and student services with respect to student learning outcomes are being met. Assessment is done in both undergraduate and graduate programs. Certain assessments are mandated by the SUNY System Administration for all units with the SUNY system.

Students enrolled at The College at Brockport may be asked to participate in assessment by taking special tests, by allowing the College access to scores on nationally standardized examinations or to internship and student teaching evaluations, by completing questionnaires and surveys, and by serving as members of focus groups or other discussion groups designed to obtain information.

Some assessment work requires statistical sampling of the student population, so it is important that students be willing to help with assessment when asked. The cost to students is a small amount of time but the benefits are improved instruction and services. Students will always be informed in advance of the purpose of any assessments in which they are asked to participate.

Students should be aware that programmatic assessment information is used in the improvement of College instruction at the curricular or programmatic level and will not reflect personally on individual students unless the assessment is done as a normal part of graded course or program requirements.

Any questions on assessment can be directed to the Office of the Vice Provost for Academic Affairs, (585) 395-2504.

## CENTERS AND INSTITUTES FOR RESEARCH, LEARNING AND SERVICE

### CENTER FOR PHILOSOPHIC EXCHANGE

State University Chancellor Samuel B. Gould established the Center for Philosophic Exchange at the School of Letters and Sciences at Brockport, New York on April 11, 1969 "to conduct a continuing program of philosophical inquiry relating to both academic and public issues." The Center continues the program of the International Philosophy Year 1967-68, which produced 14 international conferences at the Brockport campus, on a variety of philosophic topics. The major papers produced by that program were published by State University of New York Press as a four-volume anthology entitled *Contemporary Philosophic Thought: Volume I, Language, Belief and Metaphysics; Volume II, Mind, Science and History; Volume III, Perspectives in Education, Religion and Arts, Volume IV, Ethics and Social Justice* (Eds. H. Kiefer and M. Munitz, Albany, 1970). Currently, the Center brings to campus each academic year several prominent philosophers, each of whom presents a public lecture and offers a master class. Their public

lectures are published in article form in the Center's yearly journal, *Philosophic Exchange*. Some of these articles are very well known and have been widely reprinted or anthologized.

### **HUNTER INSTITUTE ON YOUNG CHILDREN**

The Hunter Institute on Young Children supports educational and scholarly activities of The College at Brockport's faculty and staff, focusing on the early childhood years, which benefits the academic endeavors of Brockport education and human development students. The Institute also sponsors **an annual conference** that addresses critical issues in early childhood for The College at Brockport's students and faculty, and professionals working with young children. For more information about the Hunter Institute on Young Children, visit the College Web site at [www.brockport.edu/hunter](http://www.brockport.edu/hunter).

### **VISUAL STUDIES WORKSHOP (VSW)**

As an affiliate of The College at Brockport, the Visual Studies Workshop (VSW) offers both undergraduate and graduate level courses, as well as an MFA program in visual studies for Brockport art students.

VSW is located in the heart of Rochester's cultural district at 31 Prince Street. Facilities include black-and-white and special-process darkrooms; a computer lab including film scanners and large format printers; analogue and digital video production; the VSW Research Center with extensive collections, library and Independent Press Archive; exhibition galleries and a bookstore. The Visual Studies Workshop offers a wide-range of support programs for media artists and the public with diversified, challenging programs in education, exhibitions, and publishing. VSW is an internationally recognized center for photography, visual books, video, and independent film. For additional information, contact the Visual Studies Workshop at (585) 442-8676; email [workshops@vsw.org](mailto:workshops@vsw.org); or visit the **Visual Studies Workshop Web site at [www.vsw.org](http://www.vsw.org)**.

### **WRITERS FORUM AND VIDEOTAPE LIBRARY**

Founded in 1967 as an ancillary to the Department of English, the Writers Forum is widely recognized as one of the outstanding reading series in the country. Each semester five or six writers visit Brockport to read from their work, to lecture on the craft of writing, and to meet with students.

In recent years the Forum has hosted two special events each year. "The Writers Voice," held each fall semester, brings one of America's preeminent poets or fiction writers to Rochester for a public reading. Each spring, the Forum presents the Art of Fact Award for Literary Nonfiction to one of the country's most prominent essayists. All Writers Forum events are free and open to the public.

A unique audiovisual project, the Writers Forum Videotape Library was launched in 1968 and contains more than 300 interviews, readings and discussions of craft with major contemporary authors. The collection has been called "a national treasure," and has received grants from the National Endowment for the Arts and the Witter Bynner Foundation.

## **ACADEMIC CALENDARS**

**For Academic Calendars 2011 to 2013 see the Undergraduate Catalog.**

# GRADUATE PROGRAMS OF STUDY AND CERTIFICATION

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## ACCREDITATION OF THE COLLEGE AND PROGRAMS

The College at Brockport is accredited by the Middle States Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104-2680; (215) 662-5606, and the Board of Regents of the University of the State of New York.

In addition, the following graduate programs of the College are accredited by:

- Counselor Education – MEd in Counseling (College Counselor and School Counselor emphasis and MS in Mental Health Counseling)  
 Council for the Accreditation of Counseling and Related Educational Programs (CACREP)
- Dance  
 National Association of Schools of Dance (NASD)
- Public Administration  
 National Association of Schools of Public Affairs and Administration (NASPAA)
- The Greater Rochester Collaborative Master of Social Work Program  
 Council on Social Work Education (CSWE)
- Teacher Education (all related units)  
 National Council for the Accreditation of Teacher Education (NCATE)

## ACADEMIC UNITS THAT OFFER GRADUATE PROGRAMS

- Biological Sciences
- Business Administration and Economics (Accounting, Forensic Accounting)
- Communication
- Computational Science (Not accepting new students.)
- Counselor Education
- Dance
- Education and Human Development
- Educational Administration
- English
- Environmental Science and Biology
- Health Science
- History
- Kinesiology, Sports Studies and Physical Education
- Liberal Studies
- Mathematics

Psychology  
 Public Administration  
 Recreation and Leisure Studies  
 Social Work  
 Visual Studies

## DEGREES AWARDED AND ADVANCED CERTIFICATES (MA, MS, MFA, MPA, MSED, MSW, ADVCRT)

Academic Discipline	Award	HEGIS Number
Accounting	MS	0502.00
Biological Sciences	MS	0401.00
Communication	MA	0601.00
Computational Science	MS	0799
Counselor Education	MSEd	0826.01
	ADVCRT	See certification areas below
Mental Health Counseling	MS	2104
Dance	MA/MFA	1008.00
Education and Human Development	MSEd	certification areas below
	ADVCRT	See certification areas below
Educational Administration	MSEd	0828
	ADVCRT	See certification areas below
English	MA	1501.00
Environmental Science and Biology	MS	0420
Forensic Accounting	MS	0502.00
Health Science	MSEd	0837
History	MA	2205.00
Liberal Studies	MA	4901.00
Mathematics	MA	1701.00
Physical Education	MSEd	0835
Psychology	MA	2001.00
Public Administration	MPA	2102.00
	ADVCRT	2102
Recreation and Leisure	MS	2103.00
Social Work	MSW	2104
Visual Studies	MFA	1011

## GRADUATE CERTIFICATION AREAS

The College offers programs leading to initial or professional teaching, counseling or administration certification. Many of these programs may also be completed for permanent certification.

In New York state, the first level of certification is titled initial certification. Brockport offers several graduate programs for individuals pursuing their first teaching certificate. For individuals who currently possess either a provisional (pre-February 2, 2004) or an initial (post-February 2, 2004) teaching certificate, The College offers several graduate programs registered to fulfill the education requirement for permanent or professional certification. Additionally, The College offers graduate programs for currently certified teachers leading to an extension or additional initial certification. These programs include Bilingual Education and Childhood Literacy. These graduate programs also meet the education requirement for permanent or professional certification. Additional state certification requirements exist in the areas of paid professional experience and testing.

Contact the Office of Certification at The College at Brockport, your local BOCES, or the New York State (NYS) Department of Education Web site at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert) for additional certification information.

<b>Initial Certification</b>	<b>Award</b>	<b>HEGIS<sup>1</sup> Number</b>
Bilingual Education Extension <sup>7</sup>	ADVCRT	0899
Biology and General Science, 7-12 <sup>2</sup>	MSEd & ADVCRT	0401.01
Chemistry and General Science, 7-12 <sup>2</sup>	MSEd & ADVCRT	1905.01
Dance, PreK-12	MA	1008
Earth Science and General Science, 7-12 <sup>2</sup>	MSEd & ADVCRT	1917.01
English, 7-12 <sup>2</sup>	MSEd & ADVCRT	1501.01
Health Education, Pre K-12	MSEd & ADVCRT	0837
Mathematics, 7-12 <sup>2</sup>	MSEd & ADVCRT	1701.01
Physics and General Science, 7-12 <sup>2</sup>	MSEd & ADVCRT	1902.01
Social Studies, 7-12 <sup>2</sup>	MSEd & ADVCRT	2201.01
<b>Provisional Certification</b>	<b>Award</b>	<b>HEGIS<sup>1</sup> Number</b>
School Counselor <sup>3</sup>	MSEd	0826.01
<b>Permanent/Professional Certification</b>	<b>Award</b>	<b>HEGIS<sup>1</sup> Number</b>
Bilingual Education, Extension <sup>4</sup>	MSEd	0899
Biology and General Science, 7-12	MSEd	0401.01
Chemistry and General Science, 7-12	MSEd	1905.01
Childhood Education, 1-6	MSEd	0802
Childhood Literacy, Birth-Grade 6 <sup>4</sup>	MSEd	0830
Dance, PreK-12	MA	1008
Earth Science and General Science, 7-12	MSEd	1917.01
English, 7-12	MSEd	1501.01
Health Education, K-12	MSEd	0837
Mathematics, 7-12	MSEd	1701.01
Physical Education	MSEd	0835
Physics and General Science, 7-12	MSEd	1902.01
School Building Leader <sup>5</sup>	ADVCRT	0827
School District Business Leader <sup>6</sup>	ADVCRT	0827
School Counselor <sup>3</sup>	ADVCRT	0826.01
School District Leader <sup>6</sup>	ADVCRT	0827
Social Studies, 7-12	MSEd	2201.01

<sup>1</sup> HEGIS (Higher Education General Information Survey) code numbers are used to identify academic major programs throughout US colleges and universities.

<sup>2</sup> With middle childhood extension to grades 5-6 and Students with Disabilities 7-12 initial Certificates.

<sup>3</sup> The School Counselor Program leads to provisional certification at the master's level and permanent certification on completion of the Certificate of Advance Study.

<sup>4</sup> This program leads to an initial certificate or extension upon completion of the degree; however, this master's program may also apply toward the NYS education requirement for permanent or professional certification in all certificate titles held by the graduate.

<sup>5</sup> The School Building Leader program leads to initial certification on completion of the Certificate of Advanced Study.

<sup>6</sup> These programs lead to professional certification on completion of the Certificate of Advance Study.

<sup>7</sup> This program does not lead to permanent/professional certification.

## APPLICATIONS FOR CERTIFICATION

Students (Candidates) who complete a degree from The College at Brockport that includes an approved program of teaching, counseling or administration preparation for certification are eligible for the College's recommendation for an education credential. Approved programs satisfy New York state academic requirements and, under the terms of the Interstate Agreement, the academic requirements for an initial certificate in many other states. A local application for certification should be filed with the College's Office of Certification during the semester in which the candidate is completing degree requirements.

### Initial Certification

The New York State Education Department requires that all candidates for initial certification must complete training in child abuse prevention and violence prevention, and be fingerprinted. Candidates for initial certification must achieve satisfactory scores the New York State Teacher Certification Examinations (NYSTCE).

### Professional Certification

The New York State Education Department requires that all teaching candidates seeking professional certification must complete a master's degree and have three years of teaching experience for professional certification. The professional certificate is a renewable, five-year certificate.

### Provisional Certification

Provisional certification is available only in the area of school counselor. However, it is anticipated that the requirements for this certification will be reviewed by New York state and may change before the next printing of this catalog. The New York State Education Department requires that all candidates for provisional certification as a school counselor must complete training in child abuse prevention and violence prevention, and be fingerprinted. The provisional certificate is valid for five years from date of issuance.

## CERTIFICATION INFORMATION

Information concerning New York state certification policies and procedures may be obtained from the College's Office of Certification, (585) 395-2344. The office also provides information on teacher certification in other states, particularly those members of the Interstate Agreement on Qualification of Educational Personnel. Further information can also be obtained on the Web at: <http://www.brockport.edu/professions/certification/>.

**PROGRAM COMPLETER PASS RATES FOR 2008-2009****(Title II Data)**

	<b>Passing Rate for Assessment of Teaching Skills-Written (ATS-W)</b>	<b>Passing Rate for Liberal Arts and Sci- ence Test (LAST)</b>	<b>Passing Rate for Content Specialty Test (CST)</b>
The College at Brockport	99%	98%	97%

The Title II data shown are the latest available at the time of this catalog's publication. Updated data, as they become available, can be obtained by calling the College's Office of Certification.

**PROFESSIONAL EDUCATION UNIT**

The Professional Education Unit, created in 1999, is comprised of the six departments responsible for educating teachers, school counselors and educational administrators. The departments are: Counselor Education, Dance, Educational Administration, Education and Human Development, Health Science, and Kinesiology, Sports Studies and Physical Education. The dean of the School of Health and Human Performance serves as the Interim Unit Head. The Professional Education Council is responsible for assuring that the programs in the Unit are guided by the College mission, Unit mission, shared vision, and the regulations of the State of New York. The council members represent the six academic departments, the Office of Graduate Studies, the liberal arts and sciences, arts and performance, and the Office of Field Experience and Certification. The Professional Education Unit is fully accredited by the National Council for Accreditation of Teacher Education (NCATE).



# GRADUATE ADMISSIONS

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## GRADUATE ADMISSIONS

An application for matriculation has two parts. The applicant obtains and submits the part one electronically, online. Part One components include basic contact information, an essay or "statement of objectives," preliminary information on the applicant's academic history and any additional information requested by the specific academic department. The online, Part One portion of the application may be found at: [www.brockport.edu/graduate](http://www.brockport.edu/graduate).

Part Two materials include letters of recommendation, transcripts for all higher education institutions ever attended, and other unique information that is required by the student's intended academic department. The Part Two materials (with the exception of test scores as described below) may be delivered in person or may be sent by US Mail or expedited delivery services to Office of Graduate Studies, The College at Brockport, 350 New Campus Drive, Brockport, NY 14420-2914. For questions, contact the office by email at [gradadmit@brockport.edu](mailto:gradadmit@brockport.edu) or call (585)395-2525.

If required by the academic department, standardized test scores, e.g., the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT), are sent directly to the Office of Graduate Studies by the testing agency, using code 2537.

If an applicant is applying as an international student, TOEFL or IELTS scores will also be required. Those scores are sent directly to the Office of Graduate Studies. Please refer to the "International Student Admissions" section for more information. The College at Brockport's unique identification code for standardized testing purposes is 2537.

All students must apply for admission to either matriculated or non-degree status before enrolling in courses for graduate or undergraduate credit. Applicants to the College's graduate programs must submit official transcripts documenting their prior receipt of a baccalaureate or higher degree from an accredited institution. Applicants who have earned undergraduate degrees from non-regionally accredited institutions that are listed in the publication entitled *Accredited Institutions of Postsecondary Education* and/or recognized by the United States Department of Education, and for which transcripts are provided, will have their unique academic credentials evaluated individually. The College reserves the right to decline admission based on a judgment of inappropriate educational background and experience for graduate study.

Matriculated graduate students are those students who have applied to and been admitted to a specific graduate program leading to a master's degree, advanced certificate, or a certificate of advanced study. Matriculated status is important because it marks a student's formal entry to a specific degree program and solidifies degree requirements. Many courses are open only to matriculated students, and matriculated students are the first to register for courses. It is highly recommended that students matriculate into programs as early as possible to benefit from all of the rights and privileges that formal matriculation brings.

Non-matriculated (non-degree) graduate students are those who have applied for and been granted non-degree status. Non-degree status provides the opportunity for students to enroll in select graduate or undergraduate courses for which they have the prerequisites and interest. **A maximum of nine graduate credits taken at Brockport in non-degree status can be credited toward a graduate degree program.** Within this nine-credit maximum, academic departments determine the specific number of credits taken in non-degree status that may be applied to the degree program. *Please note:* Some graduate programs restrict course enrollment to matriculated students only. Therefore, before submitting an application for non-degree graduate status, prospective students should check with individual academic departments to verify whether the courses they are interested in taking are open to non-degree students.

## **APPLICATION FOR ADMISSION TO A DEGREE PROGRAM (MATRICULATED STATUS)**

The pursuit of a graduate degree is a demanding and rigorous undertaking. While the specific nature of this undertaking varies with the discipline, commonalities exist among all fields of graduate study. Students acquire knowledge at an advanced level. They develop problem-solving and analytic skills, participate in professional-level scholarship, demonstrate creativity through research or culminating projects, are competent in oral and written communication, and exercise individual initiative and responsibility.

Admission to The College at Brockport and all other units of the State University of New York is based on the academic and personal qualifications of the respective applicants without regard to race/ethnicity/color, age, gender, sexual orientation, religion, national origin, disability, marital status, or status as a Vietnam-era or disabled veteran.

Admission to graduate study as a matriculated student is competitive and program-specific. The selection process identifies students whose academic ability, past performance and motivation indicate the potential for success in graduate study at the College. In addition to program-specific admission requirements, graduate programs normally expect that applicants will have achieved a minimum cumulative GPA of 3.0 at the undergraduate level and a minimum cumulative GPA of 3.0 in any prior graduate course work.

Application for matriculation has two parts: The applicant obtains and submits the first part electronically, online. Part One components include basic contact information, an essay or "statement of objectives," preliminary information on the applicant's academic history and any additional information requested by the specific academic department. The online, Part One portion of the application may be found at: **[www.brockport.edu/graduate](http://www.brockport.edu/graduate)**.

Part Two materials include letters of recommendation, transcripts for all higher education institutions ever attended, and other unique information that is required by the student's intended academic department. The Part Two materials (with the exception of test scores as described below) may be delivered in person or may be sent by US Mail or expedited delivery services to the Office of Graduate Studies, The College at Brockport, 350 New Campus Drive, Brockport, NY 14420-2914. For questions, contact the office by email at [gradadmit@brockport.edu](mailto:gradadmit@brockport.edu) or call **(585)-395-5465**.

If required by the academic department, standardized test scores, e.g., the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT), are sent directly to the Office of Graduate Studies by the testing agency. The College at Brockport's unique identification code for standardized testing purposes is 2537.

In addition to the required transcript(s), international applicants who do not require an I-20 and wish to engage in non-degree study must present proof of English language proficiency by taking the TOEFL or IELTS exam. For the TOEFL, a minimum score of 550 on the paper-

based version, or a 213 on the computerized version, or a minimum score of 79-80 on the iBT version is required. For the IELTS, the College requires a minimum score of 6.5.

A \$50 non-refundable application fee is required for each application submitted. Applicants applying for a program leading to teacher certification (school counselor education, dance, educational administration, education and human development, health education and physical education) must submit an additional non-refundable \$30 professional fee. Since applications are program specific, applicants who decide to apply to a program that is different from the one originally selected should be aware that a new application, including payment of a new application fee, is required. Currently matriculated graduate students applying for matriculation to a different graduate program are not required to pay an additional fee but they must submit a full application to the new graduate program. Application deadlines vary by program. Further information on these deadlines may be found on the Web at [www.brockport.edu/graduate](http://www.brockport.edu/graduate) or calling the Office of Graduate Studies at (585) 395-2525.

A graduate committee within the department or departments concerned reviews the academic background and other qualifications of each applicant and makes appropriate recommendations to the Office of Graduate Studies. In general, decisions for most applications that are complete are made within two weeks of the published application deadline. Departments may recommend that an applicant be granted one of two types of admission:

1. Regular admission: Matriculation in a degree program without reservation, indicating a sound academic background in preparation for a specific program of graduate study.
2. Conditional admission: Matriculation in a degree program on a conditional basis. Offers of conditional admission are made at the discretion of the admissions committee. Some elect not to offer conditional admission. Students admitted on a conditional basis will be apprised in writing of the conditions they must fulfill in order to achieve regular admission status. The maximum number of credits that can be required while in conditional status is 12. Any student who earns a grade less than "B" in a graduate course, while in conditional status, will be dismissed from graduate study.

Only a letter from the Office of Graduate Studies constitutes an official offer of admission. Each admission offer letter sent by the Office of Graduate Studies clearly indicates the term in which the applicant's status as a matriculated student becomes effective. The effective date will be, at the earliest, the term following receipt of the application.

**Please note: To accept the offer of admission an Advance Tuition Deposit Form is required.** The form and fee must be submitted by the applicant and returned to the Office of Student Accounts by the specified deadline. Once the form and fee are received and processed (24-hour processing time), applicants who are accepting the offer of admission may then register for classes according to the dates published in the *Course Schedule*, which may be found on the Web at [www.brockport.edu/registrar](http://www.brockport.edu/registrar).

## **APPLICATION FOR ADMISSION TO NON-DEGREE STATUS (NON-MATRICULATED STATUS)**

Applicants for non-degree (or "non-matriculated") status are required to submit an online application along with a \$24 application fee.

All applicants must submit an official transcript documenting their prior receipt of a baccalaureate or higher degree from an accredited institution.

Applicants who have earned undergraduate degrees from regionally accredited institutions, for which transcripts are provided, will enter the application processing system for immediate evaluation. Applicants who have earned undergraduate degrees from non-regionally accredited institutions that are listed in the publication entitled *Accredited Institutions of Postsecondary Edu-*

*ation* and/or recognized by the United States Department of Education, and for which transcripts are provided, will have their unique academic credentials evaluated individually. The College reserves the right to decline admission based on a judgment of inappropriate educational background and experience for graduate study.

In addition to the required transcript(s), international students who do not require an I-20 and wish to engage in non-degree study must present proof of English language proficiency by taking the TOEFL or IELTS exam. For the TOEFL, a minimum score of 550 on the paper-based version, or a 213 on the computerized version, or a minimum score of 79-80 on the iBT version is required. For the IELTS, The College requires a minimum score of 6.5.

If a transcript is not available at the time of application, applicants will be given 30 days from the first day of classes to provide one. Registration for subsequent semesters will be blocked if a transcript denoting the earned baccalaureate degree is not received. Students who plan to later apply for admission to a graduate program should consult with the department before engaging in non-degree graduate study. **A maximum of nine graduate credits taken at Brockport in non-degree status may be credited toward a graduate degree program; some academic departments may allow fewer than nine credits.**

Within this nine-credit maximum, academic departments determine the specific number of credits taken in non-degree status that may be applied to the degree program. **Students should be aware that engaging in course work as a non-degree student does not imply nor guarantee admission as a matriculated student.**

## IMPORTANT INFORMATION FOR NEWLY ADMITTED STUDENTS

1. All students now receive communications from campus offices, such as Student Accounts, Financial Aid, Registration and Records, and the Office of Graduate Studies, through Official Bmail Communication (Bmail). Bmail comes to students through their regular Brockport email account with a subject line of "Official Bmail From ..." and replaces mailed, paper copy correspondence.  
Bmail is a faster and more immediate way to communicate. It is critical that students check their campus email account regularly and ensure that their email software accepts email from *bmail@brockport.edu*.
2. Orientation materials for newly admitted students are available online. The online New Student Packet is available at **[www.brockport.edu/graduate/admitted/matric\\_packet.html](http://www.brockport.edu/graduate/admitted/matric_packet.html)**

## UNDERGRADUATES TAKING GRADUATE COURSES

Eligible undergraduate students not enrolled in an approved combined degree program, may take up to nine graduate credits at the 500 level at Brockport. Eligible students include those who:

- A) Are matriculated students at Brockport
- B) Have successfully completed 90 undergraduate credit hours
- C) Have a cumulative GPA of at least 3.0
- D) Obtain the permission of the course instructor, the department chairperson of the graduate program offering the course and the College Registrar

In rare occasions, an undergraduate student may be eligible to take one 600 level graduate course. Eligible students include those who:

- A) Are matriculated students at Brockport
- B) Have successfully completed 90 undergraduate credits
- C) Have a cumulative GPA of at least 3.75
- D) Obtain the permission of the course instructor, the department chairperson of the graduate program offering the course and the College Registrar
- E) Has not exceeded the total nine credits of graduate work allowed for eligible undergraduate students

Undergraduate students may not enroll in 700 level courses.

Unless the student is enrolled in a program that is formally identified as a "combined degree program", graduate credits earned while an undergraduate cannot be applied to the student's undergraduate degree requirements. Those graduate credits may be applied to a graduate degree program at the College if the student matriculates into a graduate program at the College within five years (per program requirements in effect at the time). **Earning graduate credit while an undergraduate is not a guarantee of future admission into any graduate degree program at Brockport.**

Undergraduate students should confer with a financial aid officer to determine the impact of taking graduate courses on their financial aid status.

## DEFINITION OF A FULL-TIME GRADUATE STUDENT

A full-time graduate student at the College is an enrolled student who:

1. is registered for 12 graduate credits per semester, or
2. is registered for nine graduate credits per semester with an assistantship or internship of 15 or more contact hours per week, or
3. is engaged in full-time thesis research, or a graduate program final project, which:
  - a. is registered for 12 graduate credits per semester, or
  - b. requires effort which is the equivalent in Carnegie units to 12 credits of work; **and**
  - c. has in his or her departmental file a letter from the department chairperson or graduate program director, indicating that said student is engaged in full-time thesis research for each semester or comparable summer period.

## GRADUATE STUDENT ADVISEMENT

The College provides each matriculated student with a variety of advisement services and procedures to assist in planning an academic program consistent with institutional and departmental degree requirements, and with the student's own academic goals. Matriculated students are assigned advisors from the department offering the degree. Matriculated students work closely with their faculty advisors to review a *Plan of Study* that delineates degree requirements and indicates which, if any, transfer credits can be used to meet these requirements.

Advisement concerning teacher certification is available in the Office of Certification, (585) 395-2344.

Non-degree status students should seek counsel with respect to the appropriateness and availability of courses from the department offering the course. Departments are under no obligation to provide detailed advisement to non-degree students, and students always take courses on a non-degree basis at their own risk. Only the act of being formally admitted (matriculated) into a program solidifies a student's curriculum for the duration of his/her degree program.

Final responsibility for meeting all graduate requirements remains with the student.

## STANDARDIZED ADMISSION TESTS

Several graduate programs at Brockport require submission of GRE General Test and/or Subject Test scores as part of the admission process. Other graduate programs, e.g., Accounting, require the submission of Graduate Management Admission Test (GMAT) scores. Specific information on whether a program requires admission test scores is contained in each program's application and is also available online at

**[www.brockport.edu/graduate/admissions](http://www.brockport.edu/graduate/admissions)**, under the section referred to as "Admission Requirements."

Information on admissions tests such as the Graduate Record Examination (GRE) are available from the Office of Career Services or the Office of Graduate Studies.

## INTERNATIONAL STUDENT ADMISSION

Graduate education at Brockport welcomes international students to our campus, recognizing that they enrich the educational experience for all students by contributing to the intellectual, social and cultural diversity of the College community.

In addition to assessing the academic record of international applicants, the College is required by the United States Citizenship and Immigration Services (USCIS) to obtain financial and other documentation before issuing the Certificate of Eligibility for Non-Immigrant Student Status (I-20). It is the College's responsibility to collect and record this information on the Student and Exchange Visitor Information System (SEVIS).

The following items are required for admission, in addition to other program-specific requirements indicated on each program's application.

1. Official or true certified copies of the applicant's post-secondary academic record (transcripts, examination scores, mark sheets, etc.) in both English and the original language.
2. Official or true certified copies of the applicant's diploma or degree certificate in both English and the original language.
3. Documentation of English language proficiency for all non-native speakers of English. The College accepts only the Test of English as a Foreign Language (TOEFL) and IELTS. For the TOEFL, a minimum score of 550 on the paper-based version, or a 213 on the computerized version, or a minimum score of 79-80 on the IBT version is required for consideration for admission. For the IELTS, a minimum score of 6.5 is required.
4. An original bank statement in the student's name or that of the student's sponsor showing a current balance of at least the total cost of attendance. If the student has a sponsor, the student must also submit an original letter, signed and dated by the sponsor, stating the amount (in US dollars) that will be put toward the student's educational expenses while attending Brockport.

Upon enrolling in a graduate program at Brockport, international students will be required to purchase a mandatory health insurance policy, consistent with the SUNY requirement that all international students have health insurance. Students will be automatically charged for the SUNY international student policy. If an international student is covered by another health insurance policy, a request to waive the SUNY policy requirement may be made to the Student Health Center. As part of the waiver request, international students will be asked to provide a copy of their existing personal health insurance policy written in English.

# REGISTRATION PROCESSES

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## REGISTRATION

The Office of Registration and Records makes available, within published deadlines, the materials and details that concern registration **following admission as a matriculated or a non-degree status graduate student**. Refer to the Office of Registration and Records Web site at [www.brockport.edu/registrar](http://www.brockport.edu/registrar) for the most current registration information and semester schedules. Students should go online to "Student Records" prior to each registration period to check for any holds on their records that will prevent registration.

There are four methods of registering for courses available to graduate students:

### Online Registration

All students are strongly encouraged to register online. Online registration is available through any computer connected to the Internet. Refer to the online *Course Schedule* on the Registration and Records Web site at [www.brockport.edu/registrar](http://www.brockport.edu/registrar) for online registration instructions and dates of availability. Students will receive a bill in the mail from the Office of Student Accounts following their successful online registration.

### Mail-in Registration

Graduate students may register by mail for the forthcoming semester. The *Course Schedule* and the registration form are available online at [www.brockport.edu/registrar](http://www.brockport.edu/registrar). Students should pay careful attention to the registration dates and deadlines to avoid late fees and penalties. Registrations received after the deadline cannot be processed. Students will receive a bill in the mail from the Office of Student Accounts following successful processing of the registration.

### Registration by Fax

To register by fax, complete the registration form from the Registration and Records Web site at [www.brockport.edu/registrar](http://www.brockport.edu/registrar), and fax the form by the published *postmark deadline*, which always occurs before the start of a semester, to the Office of Registration and Records at (585) 395-5392. Students will receive a bill in the mail from the Office of Student Accounts following successful processing of the registration.

### In-person Registration

If a graduate student does not register by mail, fax or online, or if all requested courses are closed when Registration and Records receives the registration form, the student may register in person at the Office of Registration and Records according to published deadlines. Office hours are 8 am - 5 pm weekdays during the academic year, and 8 am - 4 pm during winter and summer sessions. Students will receive a bill in the mail from the Office of Student Accounts following successful processing of the registration.

*Note: If a course is closed, requires departmental approval, or is otherwise restricted, students may still enroll in the course if they obtain a Permission Override Number or signature from the instructor. Students registering by mail, by fax or in person must submit either the Permission Override Number or instructor's signature with the required registration materials to Registration and Records for processing. Online registration for a closed course requires that students enter a Permission Override Number.*

**Students must properly register and go online to "Affirm Enrollment and Accept Financial Responsibility" by the published deadline to lock in their registration and receive credit for registered courses.**

Students are cautioned that simply attending classes and completing course requirements does not entitle anyone to register after the deadlines have passed or to claim credit for a course in which he or she has participated as an unregistered or a deregistered student. Students must resolve all registration problems as soon as possible with the Office of Registration and Records, (585) 395-2531. Questions about bills and payments should be directed to the Office of Student Accounts, (585) 395-2473.

## REGISTRATION FOR CREDIT OVERLOADS

Occasionally graduate students may wish to register for more than the 12 credits that normally constitute a full-time load at the graduate level. At the graduate level, students may register for a maximum of 15 credits during SummerSession. Registration for 13-15 credits for either the fall or spring semester requires departmental approval. Registration for 16 or more credits requires both departmental approval and approval by the dean of graduate studies. The *Graduate Credit Overload Request Form* can be found on the Office of Registration and Records Web page at [www.brockport.edu/registrar](http://www.brockport.edu/registrar) under "Forms."

## SCHEDULE ADJUSTMENTS

Students may adjust their original registrations using the adding and dropping procedures described on the Registrar's Web site at [www.brockport.edu/registrar](http://www.brockport.edu/registrar) and on the back of their **Enrollment Form**. Matriculated students wishing to make a course substitution in their *Plan of Study* need to fill out a *Course Substitution Form* and secure advisor approval prior to processing the add or drop online or with Registration and Records. Students are responsible for making sure that all adjustments to their schedules are made accurately and by the appropriate deadlines.

Students should also be aware that any adjustments to their schedule may affect their bills and financial aid status. The Financial Aid Office should be consulted when loans or aid awards are in question.

Schedule adjustments include the following types:

### Adds

The first week of a spring or fall semester is called the "add period." All adds are by permission of the course instructor during this time *even if the course still shows open seats*. Adds may be processed online using the "Online Services" link from The College at Brockport home page at [www.brockport.edu](http://www.brockport.edu). When adding a course online, a Permission Override Number from the instructor is required. Students may also add a course in person at the Office of Registration and Records with the instructor's signature on the back of their Enrollment Form. The add period deadline is strictly enforced. Guidelines and dates for adding courses can be found at [www.brockport.edu/registrar](http://www.brockport.edu/registrar). Add periods for winter and summer sessions have abbreviated deadlines

### Late Adds

The second and third weeks of a spring or fall semester are called the "late add period." Students with unusual circumstances may request the instructor's permission to late-add courses during this time. Guidelines and dates for late-adding courses can be found at [www.brockport.edu/registrar](http://www.brockport.edu/registrar). *Either* the instructor's signature on the back of the enrollment form to late-add in person at the Office of Registration and Records *or* a Permission Override Number from the instructor to late-add online is required. The late-add deadline is strictly enforced. A \$20 late-add fee is charged according to the dates specified at



[www.brockport.edu/registrar](http://www.brockport.edu/registrar). Late-add periods for winter and summer sessions have abbreviated deadlines.

### Drops

The first four weeks of a spring or fall semester are called the "drop period." Drop deadlines are strictly enforced. The instructor's permission is not required to drop a course during this time. Courses dropped during the drop period will not appear on the student's transcript. Drop guidelines and deadlines can be found at [www.brockport.edu/registrar](http://www.brockport.edu/registrar).

Drops may be processed online; in person at the Office of Registration and Records; through the mail to The College at Brockport, Office of Registration and Records, 350 New Campus Drive, Brockport, NY 14420-2966; or by fax to Registration and Records at (585) 395-5392. Students must successfully drop courses online or have them processed by the Office of Registration and Records by the published drop deadline to be official. Drops by mail are processed as of the postmark date on the envelope, and drops by fax are processed by the date and time received. Refunds for dropped courses are processed automatically by the Office of Student Accounts according to the schedule of refund dates and deadlines at [www.brockport.edu/registrar](http://www.brockport.edu/registrar). Drops for summer sessions have abbreviated deadlines.

### Withdrawals

After the four-week drop period has ended, students may only leave a course by withdrawing from it. Withdrawals cannot be done online. From the 5th week through the 10th week, students wishing to withdraw from a course must complete and submit a *Withdrawal Form* to the Office of Registration and Records. Permission to withdraw is not required through this period.

From the 11th week through the Friday before the last week of classes, permission to withdraw is required. Students wishing to withdraw from a course must submit two forms to the Office of Registration and Records: a *Withdrawal Form* with the department chairperson's signature and an *Explanation for Withdrawal Form* documenting the special circumstances involved. Both forms can be obtained in the Office of Registration and Records or online from [www.brockport.edu/registrar](http://www.brockport.edu/registrar).

Withdrawal deadlines are strictly enforced. **All withdrawals must be submitted and processed by the Office of Registration and Records to be official.** A \$20 fee is charged to withdraw and a permanent grade of "W" will appear on the student's transcript. Winter and summer sessions have abbreviated withdrawal deadlines.

For further information on schedule adjustment procedures, consult the Registrar's Web site at [www.brockport.edu/registrar](http://www.brockport.edu/registrar) or [www.brockport.edu/policies](http://www.brockport.edu/policies). Click "Adding, Dropping and Withdrawing from Courses" under "Registration and Records"

**Note: Schedule adjustments are official only when the student has successfully processed them online or the appropriate paperwork is received and processed by the Office of Registration and Records by the appropriate deadline.**

## TRANSCRIPTS

Every graduate student who officially registers for and completes a course at The College at Brockport has an official College transcript that becomes a record of the student's achievements while in attendance. A student may make a written request to the Office of Registration and Records to have his/her transcript sent to any organization, office or agency. Please note that students should check online using the "Student Records" menu on the Campus Information System (Banner) for any holds on their records that will prevent them from obtaining College services, including the mailing of transcripts.

Transcript request information and forms can be found on the Office of Registration and Records Web site at [www.brockport.edu/registrar](http://www.brockport.edu/registrar). Students may also request a transcript by

sending a letter of request to the Office of Registration and Records. The letter must include: the student's current name and any former names; Social Security Number or Banner ID number; dates of attendance and any degrees awarded; whether an undergraduate or graduate transcript is requested, or both, and how many of each; the complete address to which each transcript should be sent; the student's return address and daytime telephone number; payment in the form of a personal check, money order or credit card (VISA, MasterCard or Discover); and the student's signature. A fee of \$5.00 per official transcript must be paid at the time of the request. Unofficial transcripts are free of charge or can be obtained online from the "Student Records" menu. Transcript requests may be mailed to The College at Brockport, Office of Registration and Records, 350 New Campus Drive, Brockport, NY 14420-2966 or faxed to **(585) 395-5392**. Faxed requests are handled in the same manner as mailed requests and are processed in the order they are received.

Transcript requests are processed as soon as possible, generally within 48 hours of receiving the request, provided there are no holds on the student's record. However, during peak periods, it may take up to four weeks for transcript requests to be honored.

## CHANGE OF ADDRESS OR NAME

Students should promptly report a change of name, address or Social Security Number **in writing** to The College at Brockport, Office of Registration and Records, 350 New Campus Drive, Brockport, NY 14420-2966. This will ensure receipt of all important graduate mailings (e.g., registration schedule and bulk mailings) and prevent problems that may arise due to an incorrect address. The Student Change of Information Form can be found under "Forms" on the Registration and Records Web site at **www.brockport.edu/registrar**. Required documents and instructions are indicated on the form.

Please note: Diplomas are mailed to the address given on the *Graduate Application for Graduation (Graduation Data Card – Graduate)* that is available at the Office of Registration and Records or that can be found under "Forms" on the Registration and Records Web site. Students should note that changing an address on the College records **will not** change the diploma address. If the diploma address needs to be changed, the student must request it **specifically**.

## DIRECTORY INFORMATION

The College at Brockport, in accordance with the provisions of the Family Educational Rights and Privacy Act, may disclose directory information without the written consent of the student. Directory information includes name, address, email address, telephone number, date of birth, photograph, most recent previous school attended, dates of attendance, field of study, degrees, honors and awards conferred, participation in officially recognized activities and sports, and height and weight of athletic team members.

The College at Brockport uses a course management system called Angel. Through Angel, all students enrolled in a course section will see the names, email addresses and photographs of their classmates unless a student has requested through the Office of Registration and Records that their directory information be withheld or choose to block access to these features of the Angel system by selecting that option from the software menu. This list of names is only available to the instructor and those enrolled in the specific class and does not provide a student's complete course schedule.

**Students may wish to avoid the release of all such information without their consent by making a request in writing to The College at Brockport, Office of Registration and Records, 350 New Campus Drive, Brockport, NY 14420-2966.**

# TUITION, FEES AND FINANCIAL ASSISTANCE

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## OFFICE OF STUDENT ACCOUNTS AND ACCOUNTING

The Office of Student Accounts & Accounting (OSAA) is responsible for administering a variety of cashier, billing and collection functions, including processing tuition and fee payments; establishing College-approved payment plans; disbursing student refund checks; processing (certain) loan, scholarship, grant and other awards; and counseling students regarding general financial matters. The Office of Student Accounts is located on the second floor of the Rakov Center for Student Services, and is open weekdays from 8 am – 5 pm during the academic year, and from 8 am – 4 pm during the summer. Students may contact the Office of Student Accounts at [bursar@brockport.edu](mailto:bursar@brockport.edu) or (585) 395-2473.

## TUITION AND FEES

The cost of attending the College will vary depending on a variety of factors, including the location of the student's domicile, different charges the student incurs and types and amounts of Financial Aid the student receives. Students should use the following link to review those costs applicable to their particular needs: <http://www.brockport.edu/bursar/bill-pay-refund/studentcharges.htm>

All charges, including tuition and fees, are subject to change without notice. Determining annual tuition charges amounts is the responsibility of the State University of New York. The College does not establish or create tuition amounts.

Matriculated graduate students pay the graduate student rate regardless of the level of the course(s) taken. Non-degree status (non-matriculated) students with a baccalaureate degree who are:

- A. taking 11 or fewer credits of undergraduate courses, will be charged the appropriate rate; or

- B. taking 11 or fewer credits of graduate courses, will be charged the appropriate graduate rate; or
- C. taking 12 or more credits of either undergraduate or graduate or both types of courses, will be charged the appropriate undergraduate rate for the undergraduate courses, and the appropriate graduate rate for the graduate courses, with a current (2011) minimum of \$2,635 and a current (2011) maximum of \$4,435 per semester for New York state resident students, and a current (2011) minimum of \$7,160 and a current (2011) maximum of \$7580 per semester for non-resident students. These amounts are subject to change.

For billing purposes, certification graduate students are those with non-degree status (non-students who are seeking New York state teacher certification, but who are not enrolled in a master's degree program). This designation includes:

1. persons who have completed baccalaureate degrees and wish to complete the additional course work required for provisional or initial teacher certification; and
2. persons who hold teaching certificates and wish to complete the requirements for certification in additional areas/levels of teaching.

Provisional or initial certification graduate students pay according to the level of the course. Permanent or professional certification graduate students pay the graduate student rate regardless of the level of course(s) taken.

## TUITION AND FEE INCREASES

Determining annual tuition charge amounts is the responsibility of the State University of New York; The College at Brockport does not establish or create tuition amounts. **All charges, including tuition and fees, are subject to change without notice.**

## ELIGIBILITY TO RECEIVE NEW YORK STATE RESIDENCY STATUS (IN-STATE TUITION)

Eligibility to receive New York state residency status for tuition purposes is based upon proof that the student has established a permanent domicile (residence) in New York state for a period of at least 12 consecutive months prior to the term of enrollment. All other persons shall be presumed to be out-of-state residents for tuition purposes. More than one factor contributes to eligibility for New York state tuition status; residency appeals for students who do not meet all required criteria will not be granted. It is important to note that a person does not acquire a New York state domicile only by being physically present in New York, and/or by being physically present in New York state for the sole purpose of attending a New York state campus.

All "New York State Residency Status for Tuition Billing Purposes" applications must be received prior to the start of the semester for which the student is applying for in-state residency status. Failure to submit an application by that date will result in full liability for tuition at the non-resident tuition rate.

More information can be found at [www.brockport.edu/bursar/nys-tuition-status/index.htm](http://www.brockport.edu/bursar/nys-tuition-status/index.htm).

## STUDENT COSTS

The following chart represents estimated annual costs for attending the 2011-2012 academic year at The College at Brockport. All charges, including tuition and fees, are subject to change without notice. Amounts representing book, transportation, and personal expenses as shown below are estimated; actual totals may vary.

<b>Tuition</b>	<b>NYS</b>	<b>Out-of-State</b>
Tuition	\$8,870.00	\$15,160.00
Room and Board	10,320.00	10,320.00
College Fee	25.00	25.00
BSG Fee	192.00	192.00
Student Health Center Fee	276.00	276.00
Technology Fee	335.00	335.00
Books and Supplies	1,200.00	1,200.00
Transportation	400.00	400.00
Personal	1,494.00	1,494.00
Average Loan Fees	38.00	38.00

**New York State Residents—Part Time**

Tuition	\$370.00 per credit
College Fee	.85 per credit
Brockport Student Government Fee	8.00 per credit
Student Health Center Fee	11.50 per credit
Technology Fee	13.96 per credit

**Out-of-State Residents—Part Time**

Tuition	\$632.00 per credit
College Fee	.85 per credit
Brockport Student Government Fee	8.00 per credit
Student Health Center Fee	11.50 per credit
Technology Fee	13.96 per credit

All charges, including tuition and fees, are subject to change without notice. Consult the Office of Student Accounts Web page at [www.brockport.edu/bursar](http://www.brockport.edu/bursar) for the most current tuition and fee rate information.

**MANDATORY AND MISCELLANEOUS STUDENT FEES**

Fee amounts listed are current as of February 2012. All fees are subject to change without notice.

**Administrative/Late Payment Fee:** Administrative and/or late payment fees will be assessed on a monthly basis for any student who fails to pay his/her account in full by the stated payment deadline, or if the student subsequently re-registers for courses after s/he has been removed from his/her schedule.

**Gift to the Fund for Brockport:** The Gift to the Fund for Brockport grants students membership to one of the largest organizations on campus. The Student Alumni Association offers a wide range of programs and services for Brockport students. The Student Alumni Association also sponsors and co-sponsors special events on campus throughout the year. The Gift to the Fund for Brockport is assessed each semester. Students may "opt out" from this by following the instructions located at [www.brockport.edu](http://www.brockport.edu).

**Art Fees:** Some art courses may assess a fee to cover the cost of materials consumed in the preparation of artwork. Generally, the fee will be assessed in courses in which the student retains the finished artwork.

**Athletic Fee:** This fee supports intercollegiate athletics events conducted by the Intercollegiate Athletics Department. The Athletic Fee is mandatory and not "usage-based."

**Brockport Student Government (BSG) Fee:** This Brockport Student Government fee is mandatory for all students regardless of class level or degree status; the fee was created and voted

upon by students. The BSG Fee supports the programs and activities sponsored by the Brockport Student Government, including club organizations, the *Stylus*, the College's radio station, and representation of the student body on various campus committees.

***Campus (Student) Health Center Fee:*** The Campus Health Center Fee supports the Campus Student Health Services Center, as well as a number of health and wellness programs conducted for the benefit of students. The Campus Health Center fee is not health insurance, nor is it usage-based. The fee is mandatory for all students.

***Campus Health Center - Miscellaneous Service Charges:*** A student may incur additional charges (not covered by the standard "Campus Health Center Fee" outlined above) for services rendered by The Campus Health Center. If the student completes the "Title IV Authorization" process, these miscellaneous charges may be assessed to the student's account at the student's request. Examples of possible miscellaneous charges include, but are not limited to, medication dispensed, fees for testing, and medical equipment (i.e., crutches, knee braces, etc.). Inquiries regarding miscellaneous fees assessed by the Campus Health Center should be directed to **(585) 395-2414**.

***Clinical Insurance Fee:*** This fee covers the cost associated with professional insurance required for any student participating in a clinical affiliation (as part of a formal College at Brockport course). Examples of clinical affiliations include, but are not limited to, practicum/practica in health sciences, recreation and leisure studies, social work, nursing and psychology.

***College Fee:*** The College Fee is assessed to all students, regardless of class level or degree status. According to SUNY regulation, the fee will not be refunded under any circumstance, even if the student withdraws from all courses. The College Fee is mandatory for all students; it is not "usage-based."

***Commencement Fee:*** The Commencement Fee is used to offset expenses associated with the College's commencement ceremonies. The fee is assessed to any student who has achieved required credits (within 30cr.) of the minimum number of credits needed to graduate. This fee is not associated with the cost of academic regalia (cap and gown), nor is it dependent on ceremony participation. The Commencement Fee is mandatory; it is not "usage-based."

***Communication (CMC) Broadcast Fees:*** These fees cover the cost of required audio and videotapes used during laboratory course work.

***Installment Payment Plan Fee:*** The Installment Payment Plan is designed to assist those students and their families who may find it difficult to pay the total semester bill by the bill due date. A \$35 **non-refundable** service charge will be assessed each semester the student or authorized payer chooses to participate.

***Laboratory Breakage Deposit:*** A refundable deposit that is required for students taking certain chemistry courses where laboratory glassware is assigned to students. Students must also check out of their lab locker to receive a refund, if applicable. Refunds are issued after a term has ended at the request of the department.

***Late Add/Drop Fee:*** A \$20 fee assessed as part of the late add/late drop process.

***Late Registration:*** Each student permitted to complete registration after the scheduled registration period has ended must pay a \$40 late registration fee as well as the \$20 late add fee.

***Lost Keys Fees:*** A \$5 fee is charged for each lost room key; the student will also be responsible for the full cost of replacing or modifying keys and lock mechanisms. An additional \$25 fee will be charged for replacement of a dormitory front door key.

***Parking Fee:*** A valid Parking Permit is required to park on the College campus. Students may purchase a Parking Permit using the Parking Services Web page. If the student completes the "Title IV Authorization" process, the charge for the Parking Permit may be assessed to the student's account at the student's request.

**Returned (NSF) Checks/Fees:** If any check (paper or electronic/ACH) remitted to the College is returned by a bank (e.g., "bounced" check), a \$20 returned check charge will be assessed to the student's account, regardless of who wrote the check/owns the checking account. In addition, a hold will be placed on the student's account. The hold will remain until such time that full payment, including the \$20 penalty, has been received and the College's bank has confirmed the availability of funds. Note that if a check remitted as payment for a student account is returned by the bank for any reason, we will be unable to accept personal checks, in either paper or electronic form, as payment for the duration of the student's enrollment.

**Technology Fee:** The technology fee is used to enrich the educational experience at Brockport by addressing technology needs in campus-wide computing, remote network access, public computer labs, software currency, library automation and greater access to online library databases, greater access to the World Wide Web, more state-of-the-art classrooms, expanded automation and extended availability of student services and regularly upgraded equipment for the College's computer labs. The Technology Fee is mandatory for all students; it is not "usage-based."

**Transcript Fee:** A \$5 fee is charged for each official transcript prepared.

**Transportation Fee:** The Transportation Fee is used to defray the cost of the campus's bus shuttle contract (Rochester-Genesee Regional Transportation Authority). The Transportation Fee is assessed to undergraduate students only, regardless of living on- or off-campus; the fee is mandatory and is not usage based. Note: the Transportation Fee is not assessed to students participating in overseas academic programs.

**Other Fees and Charges:** In addition to the specific charges and fees listed in this publication, the College reserves the right to establish and collect new fees or charges for services provided. Any new charges established will appear in the next edition of this catalog.

## AFFIRMING ENROLLMENT AND ACCEPTING FINANCIAL RESPONSIBILITY

An enrolled student at The College at Brockport is defined as one who has registered for courses and has accepted responsibility for payment of all associated charges. The College refers to this as *Affirming Enrollment and Accepting Financial Responsibility*. Each semester, students must indicate their commitment by affirming their enrollment (via the "Online Services" link located at [www.brockport.edu](http://www.brockport.edu) on or before the affirm deadline; in doing so, the students are verifying their agreement to pay all charges associated with their student account by the payment deadline (first day of class). **Students who do not affirm their enrollment by the affirm deadline will be removed from their courses** to maximize seating space in classes for other students. Administrative and/or late payment fees will be assessed if students fail to pay their account in full by the payment deadline, or if students subsequently re-register for courses after they have been removed from their schedule. Students must affirm their enrollment and accept financial responsibility after registering each semester on or before the affirm deadline published online in the *Course Schedule* at [www.brockport.edu/registrar](http://www.brockport.edu/registrar).

Course schedules will be reserved until a published deadline available in the *Course Schedule* at [www.brockport.edu/registrar](http://www.brockport.edu/registrar). If students have not affirmed enrollment and accepted financial responsibility by the published deadline, the course schedule will be cancelled. Registration activity after the deadline will be subject to appropriate late fees.

## CANCELING ENROLLMENT AND DECLINING FINANCIAL RESPONSIBILITY

Students who have registered for courses, affirmed enrollment and accepted financial responsibility must drop these courses prior to the start of classes to avoid financial responsibility. Procedures for dropping classes are published in the *Course Schedule* each semester on the Web at [www.brockport.edu/registrar](http://www.brockport.edu/registrar). Failure to attend a registered course without submitting an official drop or withdrawal will result in a failing grade in the course.

## ELECTRONIC BILLING STATEMENTS

Electronic billing statements (eBills) are produced on a monthly basis for any student with an outstanding balance of \$5 or more. Students will receive notification through their Brockport email address whenever a new eBill is available. If the student chooses to designate an authorized user(s) in the QuikPAY system, that user will receive eBill notification through the email address listed for them by their student.

Electronic billing statements (eBills) are simply a web-based presentment of the information contained in the traditional "paper bill." eBills represent a "snapshot" in time of the student's account. The information contained on the bill is static, and does not change as account activity occurs. Students can view any account activity that has occurred since the time their last eBill was generated by logging into QuikPAY through Web BANNER and selecting the "View Accounts - Account Status" option. New charges (e.g., parking fines, library fines, etc.) may be assessed at any time during the semester, and it is the student's responsibility to remit payment according to the payment deadline listed on the billing statement. Failure to do so may result in a \$30 per month administrative late payment and/or late payment fee.

We encourage students to review their QuikPAY account on a regular basis to ensure compliance with the College's payment policies and deadlines. We also suggest enrolling a parent or other appropriate third-party as a QuikPAY "Authorized User" to ensure those providing students with financial assistance have convenient access to billing information.

The student holds sole responsibility for determining authorized user access. Students wishing to establish a parent or other third-party as a authorized user should log into QuikPAY through Web BANNER and select the "Authorize Payer" option on the left side of the screen. Students will create a unique user name/logon and temporary password for anyone they authorize, and will provide that information to the authorized user. Authorized users will be prompted to change their password upon their initial login to the QuikPAY system.

Billing statements will not be mailed. Electronic bills are the exclusive billing method for all Brockport student account balances. If you wish to print your bill, you may do so when you access your statement online.

## METHODS OF PAYMENT

For the convenience of our families, the College recommends using the online payment option to pay using electronic check or credit card (select the appropriate payment button located at [www.brockport.edu/bursar](http://www.brockport.edu/bursar)). There is no charge for electronic payment options. Simply visit [www.brockport.edu/bursar](http://www.brockport.edu/bursar) and select the "Students - View Bill & Remit Payment" button. Login and follow the instructions. QuikPAY will send an email notification to your Brockport.edu account alerting you that your payment request was received. That email will include a payment confirmation number. We recommend submitting payment several days prior to the published payment deadline in order to ensure a successful transaction.



### **Installment Payment Plan**

For those students who prefer the convenience of equal monthly payments, our QuikPAY partner, Nelnet, offers a payment plan for the convenience of our students and families. The plan is interest-free, and is available for a per-term, non-refundable enrollment fee of \$35. The student's monthly installment payment will be automatically debited from the account provided by the plan owner (i.e., credit card or bank account) on the fifth of each month. The plan owner will receive an email reminder 5 days before the payment is debited. Depending on when the plan owner enrolls, s/he can divide the outstanding balance into as many as four equal and convenient monthly payments.

Installments for the fall term begin in July and conclude in October; for the spring term, installments begin in December and conclude in March. A \$35 plan participation fee is due with the first installment. For detailed information regarding Brockport's installment payment plan, log into Web BANNER, select the "Student Accounts" menu located on the Student Services tab, and click on the "Payment Plan" option. Authorized Users can access the option by visiting -- **[www.brockport.edu/bursar](http://www.brockport.edu/bursar) and selecting the "Authorized Users - View Bill & Remit Payment" button.**

### **APPLICATION OF FINANCIAL AID TO STUDENT ACCOUNTS**

As financial aid awards are disbursed by lenders, the Office of Student Accounts will distribute the funds to individual student accounts as appropriate based on federal and state guidelines. Those students who anticipate that the application of financial aid funds may result in an overpayment of their account are encouraged to select the "direct deposit" refund option. Direct deposit allows any tuition overpayment refund to be deposited directly into the student's personal bank account allowing them to access funds in the most efficient manner.

Students can get started by logging into Web BANNER, selecting the "Student Services" tab, then the "Student Accounts" option, and clicking on "Refunds." From there, simply follow the instructions to securely enter bank account and other relevant information, review the completed form for accuracy and click on the "Confirm" button.

*Note: Federal Law dictates that those financial aid recipients who drop below full-time enrollment or withdraw from all classes may be required to return all/a portion of their (federal, state and/or institutional) financial aid awards. If, prior to withdrawal, the student received an overpayment refund based on financial aid fund received, all or a part of that amount may be returned as well. In these cases, the student's account will be charged an amount equal to the total funds returned to the lender(s) by The College at Brockport. Contact the Financial Aid Office for further information.*

### **ACCOUNT HOLDS**

SUNY policy mandates that a hold be applied to any student account wherein a delinquent account balance exists. This hold bars the student from receiving current and future course registration privileges, and prevents the release of transcripts and/or diploma(s). The hold cannot be appealed, and will remain in effect until the outstanding balance (or other requirement) has been fulfilled.

Additional information is available at **[www.brockport.edu/bursar/bill-pay-refund/holds.htm](http://www.brockport.edu/bursar/bill-pay-refund/holds.htm).**

## FAILURE TO REMIT PAYMENT AND COLLECTION OF UNPAID DEBTS

New York state law mandates that any account may be forwarded to a private collection agency or the New York State Attorney General's Office to recover the amount owed plus interest, late fees, collection fees, and other costs. The failure to pay this debt in full by the due date will result in the assessment of interest if the account is transferred to a collection agency or the New York State Attorney General's Office. Interest will be assessed from the presumed receipt of the first invoice, which is five days after mailing and/or notification of the availability of an electronic billing statement, at the corporate underpayment rate set by the Commissioner of Taxation and Finance minus four percentage points. Interest will be compounded daily on the principal balance, which is set forth in the billing statement/invoice. To avoid the assessment of interest or late fees, students should pay the amount requested in full by the due date. In addition, should the student fail to pay the debt within 90 days of the presumed receipt of the first invoice, a collection fee equal to 22 percent of the amount then due, including interest, may be added to the amount the student owes. Students may obtain the date of the first invoice by logging into QuikPAY using Web BANNER's "Student Accounts" menu located on the "Student Services" tab, or by contacting the Office of Student Accounts.

## ACCESS TO ACCOUNT INFORMATION

The Family Educational Rights and Privacy Act (FERPA) prohibits the release of any information concerning a student other than the student's name, address, phone number, graduation date, degree(s) awarded and major to anyone, including a parent. Student account statistics (e.g., charges, payments, etc.) can only be disseminated to the student, regardless of who has remitted payment for that account (e.g., parent or grandparent), unless the student has completed, signed and returned the "Consent to Release Student Information" (FERPA) form. This form remains in effect until rescinded by the student in writing. More complete information concerning FERPA policies is available on the Web at [www.brockport.edu/policies](http://www.brockport.edu/policies). Note: "Authorizing a User" in the QuikPAY (eBilling and web-payment) system is different from granting someone FERPA rights. If a student wants to provide authorization for College offices to speak with an authorized user or other third-party by telephone or in person, s/he must complete and submit the "Consent to Release Student Information (FERPA)" form located at [www.brockport.edu/bursar/forms/ferpa-auth.pdf](http://www.brockport.edu/bursar/forms/ferpa-auth.pdf).

## TUITION AND FEE REFUND POLICY

All tuition and fee refunds are effective on the date the adjustment is recorded in the Office of Registration and Records. Students dropping below full time or withdrawing from school who receive financial aid may have a portion of their refund returned to the program providing the aid. Additionally, financial aid funds actually given to students may have to be repaid in accordance with federal regulations. Details are available in the Financial Aid Office. Federal refund/repayment regulations mandate specific refund/repayment formula in these instances.

**Tuition Refunds** – The SUNY Board of Trustees has established the refund policy for tuition for full semester (15-week) semester course(s) dropped as per the refund schedule below.

- first week: 100% refund
- second week: 70% refund
- third week: 50% refund
- fourth week: 30% refund
- fifth week: no refund

The College's Tuition Refund Committee considers only cases in which a student has withdrawn or dropped courses for reasons beyond his/her control (extenuating circumstances). The Committee will only consider appeals written and submitted by the student; appeals submitted by someone other than the student (e.g., parent, guardian, sibling, etc.) will not be considered. Appeals should fully explain the extenuating circumstances and include supporting documentation. Appeals for medical exemptions must include supporting documentation (e.g., memo on office letterhead from medical professional(s), copy of illness or accident report(s), etc.). Receipts for medical treatment are not acceptable forms of documentation. Appeals involving the death of an immediate family member should include a copy of the death certificate. The appeal must be received no later than one year from the last day of the term for which the tuition requested to be refund was paid to the University. All tuition, Brockport Student Government (BSG), health, athletic and technology fees or pro-rated room refunds are effective on the date the withdrawal(s) is recorded in the Office of Registration and Records. Completed appeals, including all supporting documentation, must be submitted in writing to: Chair, College Refund Committee, The College at Brockport, 350 New Campus Drive, Brockport, NY 14420.

**Fee Refunds** – The Brockport Student Government (BSG), health, athletic and technology fees may be refundable as indicated in the BSG By-laws.

*NOTE: The mandatory student health insurance policy is not refundable after the waiver deadline date. Students who withdraw from the College will still be covered by the policy until the policy expiration date. According to SUNY policy, the College Fee is not refundable under any circumstances once classes for the semester have commenced.*

The first week of classes is defined as the first seven calendar days of the semester. Semesters that begin during the week (e.g., Wednesday) are considered to have that first week end on the following Tuesday. Actual examples of refunds are available in the Office of Student Accounts. Amounts less than \$5 are refunded by request only.

For information regarding:

**Room Refunds** - Contact the Office of Residential Life **(585) 395-2122**.

**Meal Plan/Easy Money Refunds** - Contact Brockport Auxiliary Services Corporation (BASC) at **(585) 395-2570**.

Bills that are not paid or responded to by the due date are subject to a late payment fee of \$30 per month. New York state law requires the assessment of interest on any amounts owing 36 days after the conclusion of the semester. If a student's account is referred for collection, either to a private collection agency or to the New York State Attorney General, additional amounts for collection commissions (22 percent) and legal costs may be added to the student's bill.

## FINANCIAL AID

The College at Brockport awards financial aid based on need as determined by submission of the appropriate applications and documents. Brockport participates in both federal and state aid programs. To receive maximum consideration for all programs, an applicant must be matriculated and file the *Free Application for Federal Student Aid* (FAFSA). The recommended filing date is March 15 for incoming students and April 1 for all others. It is recommended that students first file their federal tax return, if possible, and then file the FAFSA by going to the Internet at **www.fafsa.ed.gov**.

Students who apply for admission to the spring semester are encouraged to apply for financial aid as soon as possible to ensure that aid may be credited to the bill.

Students are offered aid in the form of a financial aid award letter. Students must access the Financial Aid Office's Web site at **www.brockport.edu/finaid** to accept their awards.

Students who have accepted aid are usually granted a deferral of payment against this aid on

their semester bills. Credit granted toward payment of a semester bill must be paid in full by mid-semester or as otherwise specified on the deferral agreement. A deferral does not constitute payment of the bill. The student must ensure that proper restitution is made.

Financial aid must be applied for annually. All aid, with the exception of Federal College Work-Study employment, is credited directly to the student's account. Financial aid cannot exceed the cost of attendance at The College at Brockport. Financial aid over and above all obligations to Brockport will be refunded to the student after his/her obligations to the College are met.

#### **Office Hours**

The Financial Aid Office is open Monday through Friday from 8 am until 5 pm. Summer hours are from 8am until 4pm Monday through Thursday and 8am - 12pm Friday. Intersession hours are Monday through Friday 8am - 4pm. Individual appointments with advisors may be arranged for mornings. Advisors are available afternoons for walk-in service beginning at 12:30 pm each day.

#### **Federal Direct Lending Program**

The quality of The College at Brockport's financial aid operation was recognized when this College was selected as one of only 104 schools nationwide to participate in the first year (1994-95) of the new Federal Direct Lending Program. This program allows loan monies from the Federal Stafford Loan Programs to be delivered from the federal government through Brockport directly to students, without the necessity of going through a separate lending agency.

#### **STAR Center**

The Student Aid Resource Center or STAR Center was created in 1991 to offer financial services at a level beyond that of the typical financial aid office. This multi-media resource center is available to all College at Brockport students and applicants, as well as to the local community, free of charge. Materials are available in print and by use of software packages that are easy to use and understand. Modules or areas of information available in the STAR Center include:

- Scholarship Database/Information
- General Financial Aid Information
- FAFSA on the Web
- Educational Financial Planning/Early Financial Aid Awareness
- Budgeting and Financial Debt Management for Current Students and Recent Graduates
- Software to Assist with Federal Income Tax Preparation

The materials in each module will assist students and parents with all facets of financing a college education.

## **FINANCIAL ASSISTANCE AND ACADEMIC STANDARDS FOR GRADUATE STUDENTS**

### **NEW YORK STATE FINANCIAL ASSISTANCE TUITION ASSISTANCE PROGRAM (TAP)**

All students who are matriculated, legal residents of New York state and are full time or have equivalent full-time status are eligible to apply for assistance under the Tuition Assistance Program. Graduate students applying for or receiving an assistantship must complete a TAP application each academic year.

For purposes of TAP eligibility, full time is normally defined as 12 graduate credits. Those

students who are graduate assistants, research assistants or are working on thesis research should contact the TAP Clerk in the Office of Student Accounts for details regarding equivalent full time status for TAP eligibility. Students who are at least half time and who have a documented disability on file at the Office for Students with Disabilities may be eligible for a part-time TAP award.

Students should complete the *Free Application for Federal Student Aid* (FAFSA) to apply for TAP. If the FAFSA is electronically processed on the Web, students will be directly transferred to the TAP application Web site. Students should complete this page and click "Submit." If a student does not complete the form or is not transferred to the TAP Web site, the student should visit the New York State Higher Education Services Corporation (NYSHESC) Web site at [www.hesc.com](http://www.hesc.com) and click on "Students," then "Apply for TAP." FAFSA forms are available in January for the next academic year.

Awards range between \$75 and \$550 per year. Students must reapply each year. Students are advised that continued eligibility for TAP awards requires that students maintain Good Academic Standing.

## FEDERAL FINANCIAL ASSISTANCE PROGRAMS

To be considered for federal financial aid programs, students must complete the *Free Application for Federal Student Aid* (FAFSA) and must be matriculated. The FAFSA form may be filed on the Web at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). Applications should be filed by March 15 for consideration for an award for the next academic year.

### Federal College Work-Study Program (CWSP)

This program offers jobs to matriculated students demonstrating financial need and desiring to work. Positions are available in almost every department and administrative office. Every effort is made to correlate the job with the student's interest and schedule.

### Federal Teacher Education Assistance for College and Higher Education (TEACH) Grant Program

The Federal TEACH Grant provides up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families.

The recipient must agree to serve as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves low-income students. As a recipient of a TEACH Grant, a student must teach for at least four academic years within eight calendar years of completing the program of study for which they received a TEACH Grant. **IMPORTANT:** if the recipient fails to complete this service obligation, all amounts of TEACH Grant funding received will be converted to a Federal Direct Unsubsidized Stafford Loan.

The TEACH Grant was available for the first time beginning with the 2008-2009 academic year. To be eligible the student must complete the FAFSA (although the student does not have to demonstrate financial need); be a US citizen or eligible non-citizen; be enrolled as an undergraduate, post-baccalaureate, or graduate student in a postsecondary educational institution; be enrolled in course work that is necessary to begin a career in teaching or plan to complete such course work; meet certain academic achievement requirements (generally, scoring above the 75th percentile on one battery of a college admissions test or maintaining a cumulative GPA of at least 3.25); and sign a TEACH Grant Agreement to Serve. Further information on the TEACH Grant can be found at [www.FederalStudentAid.ed.gov](http://www.FederalStudentAid.ed.gov).

### William D. Ford Federal Direct Loan (Subsidized and Unsubsidized Stafford Loans)

These federal loans are for matriculated students who are enrolled at least half time (six credits). They have a low fixed interest rate and repayment begins six months after the student graduates or falls below half-time enrollment. The two types of Federal Stafford Loans are subsidized and unsubsidized. The US Department of Education pays the interest that accrues on the subsidized loans while the borrower is enrolled for at least six credits and during their grace period. In order

to be eligible for the subsidized loan the student must show financial need. The unsubsidized version is not need based and interest does accrue during in-school periods. Apply yearly by filing the FAFSA during the spring to ensure funds for the fall. No separate application is required.

#### **Federal Direct Graduate PLUS Loan**

Federal Direct Graduate PLUS loans are available to graduate students who wish to obtain a loan to assist with the cost of education. The loan approval is based on the borrower's credit history. This loan has a fixed interest rate and repayment begins 60 days after the last disbursement date. Payment of this loan may be deferred by completing a separate application with the US Department of Education. The borrower must fill out the FAFSA and complete an institutional request form to apply.

#### **Federal Perkins Loan**

The Federal Perkins Loan is a low-interest (5%) loan for matriculated students with exceptional financial need. Repayment of the loan begins nine months after the student graduates or falls below half-time enrollment.

### **ACADEMIC STANDARDS**

Both the federal and the state governments require that students meet certain basic standards of scholarship in order to remain eligible for financial assistance. These standards have to do with how many credits students attempt each semester, how many credits they accumulate, and the grade point average they attain while doing so. **Please note carefully that the federal and the state government standards are not identical.** This means that students must pay attention to two slightly different sets of rules, depending on whether they are receiving federal Title IV aid — Stafford Loans (Guaranteed Student Loans), College Work Study, Perkins Loans (National Direct Student Loans) — or state aid.

In most cases, if a student is moving steadily along toward a degree, the student is probably in no danger. Students must beware of the state's "Pursuit of Program" requirement, however, which insists that students complete a certain number of credits each semester. This can surprise a perfectly satisfactory student who drops below the required minimum in a semester, for reasons that have nothing to do with being in academic difficulty. There is one significant difference between the two standards that students should know. *State* standards require that the College evaluate the progress of state aid recipients at the completion of each *semester*, while progress according to *federal* standards is evaluated each *academic year*, at the end of the spring semester.

### **STATE-ESTABLISHED ACADEMIC STANDARDS FOR NEW YORK STATE FINANCIAL AID**

#### **Grants, Scholarships and Special Awards**

##### A. Full-time Awards:

- Persian Gulf Veterans Tuition Awards
- Vietnam Veterans Tuition Assistance Program (VVTA)
- Military Service Recognition Scholarship (MSRS)
- NYS Math & Science Teaching Incentive Scholarship

##### B. Part-time Awards (special requirements apply in some instances):

- Persian Gulf Veterans Awards
- Vietnam Veterans Tuition Assistance Program (VVTA)

Students who receive New York state financial awards are required to maintain good academic standing in order to remain eligible. The State Education Department, for these purposes, defines a student in good academic standing as one who (1) pursues the program of study in which the student is enrolled (Pursuit of Program); and (2) makes satisfactory academic pro-

gress toward the completion of the student's program requirements (Satisfactory Academic Progress). These are defined as follows:

#### **Pursuit of Program\***

State regulations define program pursuit as receiving either a passing or a failing grade in a certain percentage of a full-time course load. The percentage increases from 50 percent of the minimum full-time load in each semester of the first year of award (six credits each semester), to 75 percent each semester of the second award year (nine credits each semester), to 100 percent each semester of the third and fourth award years (12 credits each semester). In general, graduate students are expected to complete 100 percent, 12 credits, starting with the first semester of a graduate program. Students who fail to meet these standards become ineligible to receive an award during the succeeding semester and remain ineligible until good standing is regained. (For details on regaining eligibility or waiving eligibility standards, see below.)

Generally, the State Education Department will accept any grade that indicates that the student attended the course for the entire semester and completed all necessary assignments. By these standards, both passing and failing grades are acceptable. However, "W" (Withdrawal) grades are not acceptable. Grades of "I" and "PR" are acceptable because they are automatically changed to either a passing or failing grade before the completion of the succeeding semester or within a specific period of time.

#### **Satisfactory Academic Progress\***

Satisfactory Academic Progress is defined both in terms of the number of credits completed and the grade point average attained at the end of a given semester. To remain eligible for awards, students must meet the following minimum standards: (Special conditions apply for part-time student awards.)

#### **Satisfactory Academic Progress Standards for Awards for Graduate Students:**

<b>Semester</b>	<b>Credit Accumulated Toward Graduation Prior to Semester</b>	<b>GPA</b>
1	0	.00
2	6	2.00
3	12	2.50
4	21	2.75
5	30	3.00
6	45	3.00
7	60	3.00
8	75	3.00

As shown in the above table, full-time students are not expected to have earned college credits in order to be eligible for their first award payment. For the second payment, a graduate student must have earned six credits toward graduation, with a GPA of 2.00 or better; for the third, to have completed 12 credits with a cumulative GPA of 2.50; and so on. Grades of "I" and "PR" are not counted toward either completion rate or GPA until they are changed to a passing or failing grade.

\* These standards apply only to students who received their TAP award in September 1981 or later. Students who received their first TAP award prior to September 1981 can be advised of applicable standards by the Office of Academic Advisement.

#### **Transfer and Readmitted Students**

Transfer students and students readmitted to the College after an absence of at least one year will be placed on the above scale either in accordance with the number of credits earned toward graduation or the number of TAP payments previously received, whichever is more beneficial to the student. For example, a transfer student who has received three TAP payments and earned 10 credits would be placed at (payment) semester two, rather than (payment) semester three.

**Loss and Reinstatement of Student Eligibility**

Students who fail to maintain good academic standing, either through failure in Pursuit of Program or in making Satisfactory Academic Progress, become ineligible for further awards. Eligibility may be regained (and payments restored) by either of the following methods:

1. Achieving the required GPA and/or number of credits during a semester of attendance in which no state award is paid.
2. Transferring to another institution.
3. Being readmitted to The College at Brockport after an absence of one calendar year or more. (Acceptance at Brockport or another institution is deemed evidence of a student's ability to complete successfully an approved program.)
4. Waiver of eligibility.

**Waiver of Eligibility Standards for State Awards**

Students who fail to meet state standards for either Pursuit of Program or Satisfactory Academic Progress may request a waiver of these standards that will allow them to continue to receive award payments for the succeeding semester. When such a waiver has been granted for failure to make Satisfactory Academic Progress, the student is expected to use the semester to advance to the level the student could not achieve without the waiver. The waiver may be used if the student fails in Pursuit of Program, fails to make Satisfactory Academic Progress, or fails by both standards. However, Pursuit of Program and Satisfactory Academic Progress may not be waived separately for different semesters.

Students are eligible for only one waiver as an undergraduate student (not one for each institution attended), and one waiver as a graduate student. However, the granting of such a waiver is not automatic; it is intended only to accommodate extraordinary or unusual situations. The waiver process must include an assessment of the reasons for a student's failure to meet the established requirements for good standing, and the decision to grant the waiver must be based upon a reasonable expectation that the student will meet future requirements.

**Notification of Ineligibility for State Financial Awards**

Since payment of state awards is made through the Office of Student Accounts, students who fail to maintain good academic standing, and therefore are ineligible for a state award, will be notified by the Office of Student Accounts. Students affected are encouraged to discuss their status with a member of the Academic Advisement staff or with the TAP Certifying Officer located in the Office of Student Accounts.

**Additional Requirement to Maintain State Financial Aid Eligibility: Repeat of C Grades**

Repeat of any course at the graduate level in which a passing grade (C or above) has already been received and which the College does not require the student to repeat may not be considered as part of that student's minimum course load for financial aid purposes. In other words, the student would have to be registered for 12 or more different credits in order to be considered as a full-time student. In addition, the repeated course may not be considered in determining whether the student has met the Pursuit of Program requirement and is in good academic standing.

**FEDERAL ACADEMIC STANDARDS FOR TITLE IV RECIPIENTS**

Students are advised that continued eligibility for federal financial aid awards requires that students maintain Federal Good Academic Standing. Award programs applicable to graduate students and affected by the federal standards include:

- Federal Perkins Loans
- Federal College Work-Study
- Federal Teacher Education Assistance for College and Higher Education (TEACH) Grant
- William D. Ford Federal Direct Loans – (Subsidized, PLUS, and Unsubsidized Stafford Loans)



Federal law requires that satisfactory academic progress standards be measured in both quantitative (i.e., time frame for program completion) and qualitative terms (i.e., academic performance).

#### **Maximum Time Frame Standard**

Students receiving funds under Title IV must complete their degrees within 150 percent of the published program length as measured in credits or forfeit federal aid eligibility. For example, for a program requiring 30 credits, a student could not attempt more than 45 credits to complete the degree.

The maximum time frame standard evaluation for transfer students will consider only those credits attempted at The College at Brockport or accepted for transfer credit by the academic program in which the student is enrolled.

#### **Academic Performance Standard**

A student must be making satisfactory academic progress at the end of each academic year to be eligible for federal financial aid. This means that students who have attempted at least nine graduate credits at The College at Brockport must maintain a minimum cumulative grade point average of 3.0 and successfully complete at least two-thirds of the credits attempted at The College at Brockport (known as completion rate). Failure to meet this standard results in financial aid probation. Students on aid probation are still able to receive federal aid.

If, after the probationary period, the student is still not making satisfactory academic progress, the student may become ineligible for federal financial aid until he/she again achieves the required standard. Please note that for federal aid, readmission to the College after an absence does not automatically mean reinstatement of aid eligibility.

In calculating the completion rate, the following grades are treated as attempted but not successfully completed: E, I, PR, N, U and W. Courses that are repeated to improve a grade are counted as attempted each time they are taken, but are only counted as completed once. Unlike the TAP program, every semester is considered when measuring the completion rate, whether or not the student received federal financial aid.

#### **Regaining Eligibility for Federal Financial Aid**

Appeals for Mitigating Circumstances — occasionally students will fail to meet the established standards for reasons beyond their control. Such students may appeal their loss of eligibility, and if The College at Brockport's designated Appeals Committee deems their performance to have been significantly hampered by such "mitigating circumstances," they will be permitted to continue in good standing for financial aid purposes under Title IV regulations. Such mitigating circumstances include serious family problems, extended illness and similar situations. All appeals must be submitted in writing to the Financial Aid Office, Rakov Center for Student Services, 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 be included.

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

Upon completion of these courses, a student should submit a written request to the Financial Aid Office for re-evaluation of eligibility. The request will be reviewed by a committee of academic and financial professional staff whose determination is final.

## **ADDITIONAL SOURCES OF FINANCIAL ASSISTANCE**

### **GRADUATE AND TEACHING ASSISTANTSHIPS**

The College at Brockport offers a finite number of graduate assistantships and teaching assistantships that provide a stipend and a tuition scholarship for nine credits per semester. Assistantships are funded by the State University of New York and any alteration in that support may result in a student having some financial liability for tuition. Tuition scholarships may even be cancelled should funding be reduced. Graduate students applying for an assistantship must be matriculated upon entry to the College, must complete a TAP application or submit an affidavit attesting to their ineligibility, and must be pursuing graduate study on a full-time basis. Since teaching assistants are involved in the instructional process, matriculation in the sponsoring department's graduate program is most often a qualification for the position. Both graduate assistants (GAs) and teaching assistants (TAs) work 15-20 hours per week as assigned. Assistants are assigned to faculty mentors who guide their work in keeping with career-related and professional goals.

The responsibility for recommending candidates for graduate and teaching assistantships rests with the sponsoring department or program. The department or program determines required qualifications and screens applicants. Applicants should be aware that submission of a résumé is required as part of the appointment process. Recommendation for appointment to an assistantship is made by the department/program to the Dean of Graduate Studies, upon the recommendation of the school dean. The Dean of Graduate Studies awards the assistantship. Graduate/teaching assistants who fail to maintain full-time status risk termination of the assistantship.

The department or program will evaluate the performance of the GA/TA for renewal purposes at the end of the first year. The criteria for evaluation will vary according to the discipline and the tasks assigned. The department/program will recommend renewal or non-renewal for a second year. Normally the assistantship will not exceed two years. Students assigned to graduate/teaching assistantships must maintain full-time status.

Further information on graduate and teaching assistantships is available from the Office of Graduate Studies, (585) 395-2525.

### **RESEARCH ASSISTANTSHIPS**

Research assistantships are funded by grants and contracts awarded to the College from outside agencies. The responsibility for awarding research assistantships rests with the project director of the grant or contract. Stipends vary among projects and may not include a tuition scholarship. Students should contact the department in which they wish to pursue their program in order to determine the availability of such awards.

### **GRADUATE DIVERSITY FELLOWSHIPS**

The State University of New York offers a small number of competitive graduate fellowships to students who have been admitted to graduate or professional study and who will contribute to the diversity of the student body in the graduate or professional program in which enrollment is sought. This program assists the University in the recruitment, enrollment and retention of students in doctoral and master's level programs who can demonstrate that they would contribute to the diversity of the student body, especially those who can demonstrate that they have overcome a disadvantage or other impediment to success in higher education.

Economic disadvantage, although not a requirement, may be the basis for eligibility under this category. Membership in a racial/ethnic group that is underrepresented in the graduate or professional program involved may serve as a plus factor in making awards, but is not the sole basis of the awards. Every student applicant is evaluated on his or her own merits.

Fellowships are restricted to students who are US Citizens or Permanent Residents. Fellows

must be matriculated by the beginning of the first semester of the award period and plan to attend The College at Brockport full time.

The fellowships, limited in number within budgetary constraints, provide stipends of \$7,500 for the academic year, plus a tuition scholarship for 9 credits of coursework at the in-state rate each fall and spring semester for a maximum of four semesters. Fellowships are funded by the State University of New York, and any alteration in that support may result in a student having some financial liability for tuition. Tuition scholarships may even be cancelled should funding be reduced. Coursework funded by this tuition scholarship must be part of the approved *Plan of Study*.

Openings in the fellowship program are announced on the Office of Graduate Studies Web site, [www.brockport.edu/graduate](http://www.brockport.edu/graduate). Applications are available on the Web site when openings are announced.

Fellows are expected to adhere to and comply with all policies and procedures in place. Students who interrupt their program of study and/or fail to attend The College at Brockport on a full-time basis in any given semester for any reason will forfeit the fellowship. Recipients are required to apply for other financial aid available to them through other sources (Pell Grant, TAP, etc.). Fellows are expected to work 15 hours per week in the academic department to which they are assigned. They must also meet their academic department's standards of excellence in completing work assignments each semester.

### **COLLEGE SCHOLARSHIPS AND AWARDS**

For detailed information about the full range of graduate scholarships and awards, contact the Scholarship Office at (585) 395-5414, the Office of Graduate Studies, (585) 395- 2525, or consult the College's publication entitled *Financing Your Graduate Education*. Information about these scholarships and awards also may appear in departmental bulletins.

### **ALUMNI ASSOCIATION AWARDS**

The College at Brockport Alumni Association, (585) 395-2451, sponsors the following awards for graduate students:

#### **Current Student Awards**

Two \$2,000 awards are made yearly to full or part-time undergraduate or graduate students who have strong scholastic achievement, co-curricular activity, community service and employment experience.

#### **Graduate Award I**

One \$2,000 award is made annually to a full- or part-time (minimum of six credits) matriculated graduate student who has demonstrated scholastic achievement, co-curricular activity, and community service.

#### **Graduate Award II**

One \$2,000 award is made annually to a College at Brockport student who is a full- or part-time (minimum of six credits) matriculated graduate student and who has demonstrated scholastic achievement, co-curricular activity, community service and employment experience.

### **PRIVATE SCHOLARSHIPS AND AWARDS**

The Scholarship Office Resource Center in the Scholarship Office offers multi-media resources to assist students in locating private scholarship and grant funding. Students seek these scholarships on their own or with assistance from the Scholarship Office. Scholarships and awards are made as specified by the agency offering the scholarship. Locally determined scholarships and awards are publicized on a weekly basis. Students should have a *Free Application for Federal Student Aid* (FAFSA) on file in the Financial Aid Office if they want to be considered for a locally determined grant or monetary award that is based on financial need.

## ROTC SCHOLARSHIPS

For graduate students matriculated in one of the College's graduate degree programs, the Military Science Department at The College at Brockport offers scholarship opportunities through the Army Reserve Officers' Training Corps (ROTC) that lead to an Officer's commission in the United States Army, Army Reserve, or Army National Guard. Recipients of these scholarships enroll in select undergraduate military science courses that provide students with the theoretical and practical application of leadership and management principles, training in basic military skills, an introduction into the application of military history, and education in the duties and responsibilities of Commissioned Officers. These courses are in addition to those proscribed by the student's graduate degree requirements.

Army ROTC merit-based scholarships pay for four full-time academic semesters of full tuition and fees including an allotment for textbooks of \$1,200 (\$600 each semester) and a monthly stipend of \$450 in the first year and \$500 in the second. Admission into the ROTC scholarship program and receipt of any Army ROTC scholarship requires the acceptance and approval of the Professor of Military Science.

Graduate applicants for an ROTC Scholarship must meet specific physical requirements, complete five military science courses, and satisfy one of the following options with the approval of the Professor of Military Science

1. Prior honorable military service in any component or branch of the Armed Forces, which includes as a minimum successful completion of military basic training  
**OR**
2. Completion of a special four-week summer training program conducted off campus; all expenses paid by the United States Army.

**Note:** Military science courses at The College at Brockport carry undergraduate credits and, as such, are not applicable toward meeting the graduate credit requirements for a master's degree. For further information, contact the Department of Military Science – United States Army ROTC, C29 Cooper Hall, (585) 395-2249/ 5349.

# SUPPORT SERVICES FOR STUDENTS

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## LIBRARY, INFORMATION AND TECHNOLOGY SERVICES

### LIBRARY

Drake Memorial Library offers a full range of information services, study and media viewing areas also seminar & instructional spaces including a media-rich Learning Commons. The library houses a collection of more than 450,000 books, approximately 800 print serial subscriptions, 100,000 bound periodicals, 25,000 online serial subscriptions, 10,000 media materials and 2 million microforms. An online library catalog provides easy access to the collections. The library's open-stack policy enables direct access to most materials.

Drake Library subscribes to a large number of online information services, offering easy access to journal articles, newspapers, databases, government documents and specialized reports. Subscriptions include Lexis/Nexis, JSTOR, Academic Search Complete, ScienceDirect, BioOne, PsycArticles, and many more. A full list of electronic resources can be found on the library's Web page, [www.brockport.edu/library](http://www.brockport.edu/library). Access to reserve collections is provided through ANGEL, the campus learning management system. In addition, Drake is home to the College Archives and Special Collections.

Drake Memorial Library is open an average of 105 hours per week during the semester. A librarian is available for assistance during all library hours and the reference desk is staffed most hours that the library is open. A full-time librarian is also available at the METROCENTER.

All resources including reference assistance are available to Brockport students both on and off campus. Students may call **(585) 395-2760** for assistance or send an AOL Instant Message to **drakeref**. Students may also send an email to [askdrake@brockport.edu](mailto:askdrake@brockport.edu) or schedule a personal research consultation with a reference librarian by completing the form on the library's Web page. A response is usually provided within 24 hours.

Students may borrow materials from Drake Library for approximately four weeks. Materials may be renewed when not requested by others. A valid College ID serves as a library card.

Materials not available in the library may be obtained from other libraries through interlibrary loan (ILL). The request can be made electronically from the library's ILL Web page. Delivery time for requested items usually ranges from two days to one week.

For current hours, please call the recorded information service, **(585) 395-2288**.

### Other Library Services

Networked PCs, Macs, printers, scanners and wireless access are available for authenticated users. Laptops, iPads and Kindles are available at the circulation desk. Laptops and iPads are available for a two hour loan period and in library use only. Photocopy machines and microfilm printers are also available. The Aerie Café is open when school is in session during the fall and spring semesters.

### RRLC Access Card

Matriculated graduate students may apply for a Rochester Regional Library Council (RRLC) Access card. Cardholders may borrow materials from more than 30 participating libraries, including those at the University of Rochester and Rochester Institute of Technology. Access card applications are available at the Drake Library circulation desk.

## INFORMATION TECHNOLOGY SERVICES

Information Technology Services is responsible for ensuring the availability of computing, networking and information resources to assist the College community in effectively applying information technology.

Information Technology Services is organized into five areas: 1) Applications, Systems and Networking, 2) Technology Support Services, 3) Web Services, 4) Learning Systems, and 5) Research, Analysis and Planning. Major areas of responsibility include the campus networking systems, student information system, campus email system, the College learning management system (ANGEL), the IT Help Desk, computer labs, classroom technology, the official College Web site, and analysis of information to support College decision making.

The IT Helpdesk (<http://www.brockport.edu/its/helpdesk/>) provides support for a wide variety of technology-related questions for students, faculty and staff when classes are in session at (585) 395-5151 or [helpdesk@brockport.edu](mailto:helpdesk@brockport.edu).

ANGEL is the College learning management system allowing students Web-based access to class syllabi, threaded discussions, online quizzes and more. Brockport also hosts a number of SUNY Learning Network (SLN) courses at [www.sln.suny.edu](http://www.sln.suny.edu).

Computer labs and Instructional labs, including the METROCENTER labs, provide more than 700 workstations to students, offering standard and specialized software as well as Internet access.

For additional information on Information Technology Services at The College at Brockport, visit: [www.brockport.edu/its](http://www.brockport.edu/its).

## DISTANCE LEARNING & OFF-CAMPUS LEARNING OPPORTUNITIES

### METROCENTER

The College at Brockport METROCENTER is located in downtown Rochester at 55 St. Paul Street. The facility features 19 classrooms, three computer labs and state-of-the-art instructional technology resources. There are student computers, lockers, conference rooms, administrative offices, designated departmental offices, a career services satellite center, the library and a student lounge with vending services that accept Easy Money. The METROCENTER is home to the Greater Rochester Collaborative Master of Social Work Program of The College at Brockport and Nazareth College of Rochester, and home to the Department of Public Administration.

Courses offered at METROCENTER allow graduate students to take a variety of elective and required courses in diverse disciplines, including social work, education and human development, counselor education, educational administration, and public administration in downtown Rochester. Completion of degree requirements may necessitate taking some courses offered only on the College's Brockport campus.

For more information, please visit [www.brockport.edu/metrocenter](http://www.brockport.edu/metrocenter), email [metro@brockport.edu](mailto:metro@brockport.edu) or call (585) 395-8000.

### DISTANCE LEARNING: SUNY LEARNING NETWORK ONLINE COURSES

The College at Brockport provides students desiring scheduling flexibility with the option of 100% online/asynchronous course offerings. Studies have shown that students who do well in

distance-learning courses are bright, motivated, and self-disciplined learners with good study and time management skills. For more information on online courses view our Web page at [www.brockport.edu/academics/distance.html](http://www.brockport.edu/academics/distance.html) email [sln@brockport.edu](mailto:sln@brockport.edu) or call (585) 395-5734

### **SUNY Learning Network Online Courses**

Students may elect to take completely asynchronous, online courses through the College's SUNY Learning Network (SLN) offerings using computer Internet access from home, work, or on the road. For more information on online courses, email [sln@brockport.edu](mailto:sln@brockport.edu), view the Web site at [www.brockport.edu/academics/distance.html](http://www.brockport.edu/academics/distance.html), or call (585) 395-5734.

### **International Education**

With permission of the department in which the student is matriculated, courses can be taken at the graduate level overseas and applied to meeting degree requirements. Graduate students are also eligible to apply for overseas programs sponsored by other SUNY units, some of which offer graduate credit. In this case, enrolled students apply for program admission to the administering campus, though they remain enrolled in and pay tuition to Brockport.

A number of summer programs sponsored by Brockport are available to graduate students. In the past, graduate students have enrolled in courses taught in the United Kingdom, Costa Rica, France and Mexico. For more information, call (585) 395-2119.

## **OFFICE OF SPECIAL SESSIONS AND PROGRAMS**

The Office of Special Sessions and Programs is located in Room 2108 Morgan II, Kenyon Street.

### **SUMMERSESSION**

The College at Brockport's SummerSession program is specifically tailored to accommodate diverse schedules, with more than 250 undergraduate and graduate courses offered over three sessions from mid-May to early August. Classroom, library, computing and recreational facilities on the main campus and at The College at Brockport METROCENTER downtown support the SummerSession program. Please visit [www.brockport.edu/ssp](http://www.brockport.edu/ssp), email [summer@brockport.edu](mailto:summer@brockport.edu) or call (585) 395-2900 for more information.

### **WINTERSESSION**

WinterSession courses are in session for two to three weeks in January with classes held Monday through Friday. Enrollees may earn three credits in a time-shortened, intensive format. For more information, visit [www.brockport.edu/ssp](http://www.brockport.edu/ssp), email [winter@brockport.edu](mailto:winter@brockport.edu) or call (585) 395-2900 for more information.

## **STUDENT SUPPORT SERVICES**

### **STUDENT LEARNING CENTER**

Graduate level course work at The College at Brockport is rigorous. Graduate students are challenged to think analytically, to use primary sources and research data in the exploration of new topics, and to present their conclusions in a sophisticated and logical manner. The Student Learning Center (SLC) is available to assist students in meeting these challenges. The SLC offers:

- Trained writing tutors who provide assistance at all stages of the writing process.
- A wealth of reference materials, including APA and MLA handbooks and math texts that may be useful for students in measurement and evaluation, research or statistics courses.

- Tutoring services for specific courses such as statistics.
- Study skills videotapes for students who need to brush up on note-taking, textbook reading, test taking and time management skills.

The Center is located in B-10 Cooper Hall. For more information, call (585) 395-2293 or refer to the Center's Web site at [www.brockport.edu/~slc](http://www.brockport.edu/~slc).

### CAREER SERVICES

The Office of Career Services provides students and alumni with the resources and services they need for successful career planning and job placement. The office offers individual career advisement, career and job resources, and an Internet database (JobShop) of jobs and internships. Staff can assist students who are deciding on a career direction related to their disciplines, and can provide internship options that students can take to their departments for approval. Students are also encouraged to take advantage of the many events planned throughout the year, e.g., career and job workshops, Teacher Recruitment Day, and various career-specific and general job fairs.

Students seeking work can take advantage of positions offered through Student Employment using JobShop. Current information about career and job events, workshops and JobShop (part-time jobs, full-time professional jobs, internships and volunteer work) can be found by going to the Career Services Web site [www.brockport.edu/career](http://www.brockport.edu/career).

Career Services is located on the first floor of the Rakov Center, and is open from 8 am–5 pm during the academic year, and from 8 am–4 pm during the summer and winter break. Students are encouraged to call for an appointment or to visit the office during drop-in hours, which are from 2 pm to 4pm, Monday and noon to 2 pm Wednesday and Thursday. More information can be obtained by calling (585) 395-2159 or by visiting the Career Service Web site at [www.brockport.edu/career](http://www.brockport.edu/career).

### STUDENT HEALTH CENTER

The Student Health Center provides ambulatory medical care to all registered students. Located in Hazen Hall, the Health Center is open weekdays 8 am - 4:45 pm and Saturdays 10 am - 2 pm during the academic year. Office hours are 8 am-4 pm Monday-Friday during summer and academic breaks. Walk in hours are 8 am - 11 am. Appointments are scheduled by calling (585) 395 - 2414. Urgent visits are evaluated as needed. An after-hours "nurse advice line" is available to all students seeking direction for an urgent medical concern. After-hours care is available at nearby Lakeside Memorial Hospital on a fee-for-service basis. Medical services provided off-campus or by other agencies are not covered by the mandatory health fee.

**Immunizations:** NY State Public Health laws require that students provide proof of immunity to measles, mumps and rubella, AND verification (by waiver) of receipt of information regarding meningitis or date of immunization. These **immunization requirements must be completed before classes begin** or the student will be deregistered and **NOT** permitted to attend class. In addition, the Registrar will charge for a fee to re-register the classes.

**Health Insurance:** Health insurance is mandatory for all full-time undergraduate and graduate students enrolled in 12 or more credits. All full-time students are automatically charged for the plan on their student bill.

If you have health insurance coverage, you **may waive the insurance charge online** by completing an electronic waiver by the deadline at [www.aetnastudenthealth.com](http://www.aetnastudenthealth.com). Waiver information and instructions are provided with the student bill.

Students **losing health insurance during the year are eligible** to enroll in the Aetna Plan within 31 days of losing coverage.

Insurance may also be purchased by part time students taking more than six credits,



and by eligible spouses/partners of students enrolled in the plan.

For more detailed information, visit our Web site at [www.brockport.edu/healthctr/](http://www.brockport.edu/healthctr/) or call (585) 395-2414.

### **COUNSELING CENTER**

The Counseling Center is open to all registered students who wish to discuss personal concerns in a confidential setting. Services include individual, group and couples counseling and are provided by highly trained, licensed staff members who have expertise in working with college students of all ages.

The Counseling Center is located in Hazen Hall and is open 8 am–5 pm, Monday - Friday during the academic year. Office hours are 8 am–4 pm, Monday - Thursday and 8am -12 pm Friday during summer and academic breaks. Appointments can be made in person. Urgent needs are accommodated on a walk-in basis.

For more detailed information, visit the Counseling Center's Web site at [www.brockport.edu/cc](http://www.brockport.edu/cc).

### **INTERNATIONAL STUDENT SERVICES**

The Office of International Student Services provides assistance and support to international students who have been accepted by The College at Brockport. The International Student Advisor works closely with faculty and various College support services, and with community service agencies and organizations to facilitate the adjustment of international students to the College and the larger community.

The College at Brockport is an institutional member of NAFSA: National Association of Foreign Student Advisors. Every international student is a member of the International Student Organization, which fosters cultural exchange among international students, American students and faculty.

All prospective international graduate students must submit a formal program application for admission, including proof of English proficiency, to the Office of Graduate Admissions. Once the student is approved for admission and eligibility for the I-20 established, an I-20 will be issued. The student then takes the I-20, along with the acceptance letter and financial documents, to the nearest US embassy or consulate and applies for a student visa (F-1). Questions on graduate admissions should be directed to the Office of Graduate Admissions at (585) 395-5465 or (585) 395-2525, or via email at [gradadmit@brockport.edu](mailto:gradadmit@brockport.edu).

Upon arrival to the campus, all international students must report to the Office of International Student Services and present their visa, I-94 card, passport and validated I-20 for review by a Designated School Official.

The Office of International Student Services is located in the Seymour College Union, Room B105.

### **OFFICE FOR STUDENTS WITH DISABILITIES**

The Office for Students with Disabilities provides support and assistance to individuals with documented medical, physical, emotional or learning disabilities, especially those experiencing problems in such areas as academic program, or adjustment to the campus environment. Academic accommodations such as note takers, testing accommodations, and the use of assistive technologies are decided on a case by case basis. Other services include advocacy and referral to appropriate governmental and community agencies.

The College Senate has adopted the following statement regarding disabilities. Students with documented disabilities may be entitled to specific accommodations. The College at Brockport's Office for Students with Disabilities makes this determination. Please contact the Office

for Students with Disabilities at **(585) 395-5409** or email [osdoffic@brockport.edu](mailto:osdoffic@brockport.edu) to inquire about obtaining an official letter to the course instructor detailing any approved accommodations. The student is responsible for providing the course instructor with an official letter. Faculty work as a team with the Office for Students with Disabilities to assist in meeting the needs of students with disabilities.

The coordinator for the Office for Students with Disabilities serves in an advisory capacity to the campus at large on matters related to disability services, and works closely with other offices to assist in meeting the needs of individuals with disabilities. The Office for Students with Disabilities is located in Room 227 of Seymour College Union, and is open 8 am–5 pm weekdays during the academic year, 8 am–4 pm summers. It is accessible by elevator from the ground-level entrance. For more information, call **(585) 395-5409**.

### **VETERANS AFFAIRS**

The College at Brockport is approved by the New York State Education Department for the training of veterans and other eligible persons and has been designated as a military friendly school. The Veterans Affairs Office assists eligible veterans and dependents in applying for veterans educational benefits, arranges deferral of College charges against those benefits, and certifies attendance to the U.S. Department of Veterans Affairs. The College at Brockport is a member of the Servicemembers Opportunity Colleges (SOC) and actively supports their programs and activities offered on behalf of service members. For more information and for publications concerning veterans educational benefits, call **(585) 395-2315**, or visit the office on the main floor of the Rakov Center for Student Services (in the Financial Aid Office), which is open weekdays 10 am–5 pm during the academic year, and 10 am–4 pm summers and during intersession. The email address is: [veterans@brockport.edu](mailto:veterans@brockport.edu).

### **CAMPUS LIFE**

The Office of Campus Life advances the College's mission of student success through collaborative efforts with faculty, staff and students. With student success as our highest priority, the Campus Life staff share the responsibility with the campus community in creating facilities, programs and services that allow students diverse opportunities for personal growth and development. Areas of responsibility are: Homecoming Weekend, Family Weekend, Welcome Weekend, advising Brockport Student Government (BSG), overseeing Seymour College Union operations, fraternity and sorority life, campus programming, off-campus student services, Gallery Lounge and Gameroom, weekend getaways, and management of 89.1 The Point radio station. The Campus Life staff is in continual contact with students and student leaders and are wonderful sources of information and advice on almost any topic related to student life at The College at Brockport.

The Office of Campus Life is located on the second level of the Seymour College Union in room 203, and is open 8 am–5 pm weekdays. The Seymour College Union Information Center is open 9 am–7 pm Monday–Friday and 1 pm–7 pm Saturday and Sunday. For more information on specific services, activities and programs, call **(585) 395-5646** or visit the Office of Campus Life Web site at [www.brockport.edu/campuslife/](http://www.brockport.edu/campuslife/).

### **OFFICE OF CONFERENCES AND EVENTS**

The Office of Conferences and Events is responsible for coordinating large-scale College at Brockport programs and assisting the campus and community with the implementation of their events, including summer camps and conferences. In addition, this office maintains the campus master calendar and administers the campus reservation system and Web Event Calendar at [www.brockport.edu/events](http://www.brockport.edu/events).

The Office is located in room 212, Seymour College Union. For assistance, call **(585) 395-5648**.

## SEYMOUR COLLEGE UNION

The Seymour College Union is home to many services that students use on a regular basis. Hours for specific offices/departments may be obtained by calling (585) 395-2252 or (585) 395-5646. Or visit our site at [www.brockport.edu/campuslife](http://www.brockport.edu/campuslife).

### *Building Hours*

7 am–11 pm	Monday–Thursday
7 am–1 am	Friday
Noon–1 am	Saturday
Noon–11 pm	Sunday

### *Gallery Lounge and Gameroom Hours*

10 am–10:45 pm	Monday–Thursday
10 am–12:45 am	Friday
4pm–12:45 am	Saturday
4pm–10:45 pm	Sunday

### **Departments/Services**

Automatic Teller Machine  
 Ballroom (multipurpose room)  
 Barnes & Noble Bookstore  
  
 BASC Catering Office  
 Brockport Student Government (BSG)  
 BSG Box Office  
 Clubs and Organizations Offices  
 Commuter Lounge and Lockers  
  
 Computer Lounge  
 Gallery Student Lounge and Gameroom  
 Information Center (schedules, maps, etc.)  
 International Student Services  
 Jitterbugs Café

Main Lounge  
 Meeting Rooms  
 Office for Leadership and Community Development  
 Office for Students with Disabilities  
 Office of Campus Life  
 Office of Campus Life - Reservations  
 Public Pay Phones  
 The Point 89.1—AM/FM student-run radio studio  
*The Stylus*—student-run campus newspaper  
 Union Manager Office  
 Union Square Food Court  
 Women's Center

## **BROCKPORT STUDENT GOVERNMENT**

Brockport Student Government (BSG) is an organization maintained and directed by on-campus student leadership, with the assistance of a professional staff. A mandatory student activity fee makes the operation of the student government possible and allows the student leadership to provide The College at Brockport students with quality services and programs.

The activity fee:

- funds BSG programming that provides concerts, comedy shows, lectures, special events, non-traditional student programming, and discount movies at the Strand Theater in the Village of Brockport, among others.
- funds student-run clubs and organizations on campus. In addition to their social value, these clubs and organizations provide valuable leadership opportunities, personal growth, a learning environment and a diverse array of programming.
- provides discount photocopying, money orders, Western Union Services, free legal advice and much more.

For more information about all that the Brockport Student Government has to offer, call (585) 395-2550 or visit the BSG Web site at [www.bsgonline.org](http://www.bsgonline.org).

## OTHER OFFICES AND AGENCIES

### BROCKPORT AUXILIARY SERVICE CORPORATION (BASC)

The Brockport Auxiliary Service Corporation (BASC) is responsible for the operation of services and enterprises supplemental to the educational mission of the College. This includes all dining services, Garnishes' catering services, the College Bookstore, conferences, events and summer camps, vending, ID card services, residential laundry, Parking and Transportation Services, and accounting services—all activities and services of the College not directly provided by the State University or other state agencies. BASC is authorized to operate on this campus by virtue of a contractual relationship with the State University of New York and is chartered as a non-profit educational membership corporation. For more information, call **(585) 395-2497** or visit [www.basc1.org](http://www.basc1.org)

### DINING SERVICES

BASC Dining Services provides students with extraordinary food and service at an incredible value. In fact, The College at Brockport concept of diversified dining has been recognized by SUNY students as the #1 Dining Service in the SUNY College system since 1994! That's consistent, high quality, extraordinary service for over a decade.

Dining Services provides a great culinary experience with a focus on wellness, facilities and service all at a great value. With eight dining locations on campus, a variety of great meal options and hours of operation designed to meet today's lifestyles, students have a wide array of choices and a great deal of flexibility. In addition to having so many choices meal plans, including dining dollars, are tax-free.

The two dining halls on campus, Harrison and Brockway, offer a vegetarian entrée at each meal, and each has a grill, lunch deli bar and salad bar, in addition to daily entrees, soups and desserts.

Additional dining locations throughout the campus feature both national and local brands. The Union Square Food Court offers a wide variety of foods, including KFC Express and Sushi with Gusto. TRAX Eagle's Nest serves Starbucks coffee, fresh baked goods, Yolato frozen yogurt, grab-to-go food and over 200 convenience items. TRAX features a deli and pizza menu. Jitterbugs Cafe and Aerie Cafe feature gourmet soups, sandwiches, salads, pastries and java. Court-side and Hartwell Café, serving the east end of campus, are great places to grab a bite to eat between classes. For more dining information, call **(585) 395-2570** or visit [www.basc1.org](http://www.basc1.org)

### EASY MONEY

In addition to a wide selection of meal plans and dining locations, BASC offers Easy Money, a debit account at The College at Brockport that is accessed through a campus Eagle One ID card. Students deposit money into this account for use throughout the year. Whenever a purchase is made with a card, the amount of the purchase is deducted from the student's available balance. Easy Money is used for purchases at any BASC operation, vending machines campus-wide (including METROCENTER), and the College Bookstore to name a few on-campus locations and at many local area merchants.

### PARKING AND TRANSPORTATION SERVICES

Parking and Transportation Services, located in the Raye H. Conrad Welcome Center, offers information in the form of brochures and maps to students, faculty, staff and visitors of The College at Brockport. In addition to managing parking on campus, this office provides many transportation alternatives including Connect by Hertz Car Share, campus shuttle service, a bike borrowing program and Rideshare, an online ride sharing tool. In addition, this office provides a Motorist Assistance Program (MAP), lending a helping hand to on-campus drivers

who may need a jump start, gas run, lock-out assistance or tires inflated. For more information, call **(585) 395-PARK** or visit [www.basc1.org/parking](http://www.basc1.org/parking)

### **PARKING RULES/POLICIES**

Persons planning to park on campus on weekdays, including evenings, must register their vehicles with Parking and Transportation Services (visitors included). All visitors need a daily permit to park on campus and most will be assessed a \$4 per day charge, with the exception of parents of enrolled students, visitors to Admissions and members of various campus advisory boards. Students parking on campus must purchase a parking permit, display it on the rearview mirror, and park in the appropriate lot assigned according to the color of the permit. To purchase permits online and to view parking regulations and policies, visit [www.basc1.org/parking](http://www.basc1.org/parking)

### **BOOKSTORE**

The Barnes & Noble College Bookstore is the on-campus resource for all required textbooks and school supplies. Additionally, the store has a selection of general reading, reference and children's books, college memorabilia, clothing, gifts and greeting cards. Special orders are also available.

The bookstore buys used textbooks from students on a daily basis, enabling the store to offer a large selection of used books at reduced prices the following semester. Textbooks are accepted for refund only during the first week of classes with receipt. After the first week, refunds are issued for 30 days only with receipt and verification of class withdrawal.

The store, located in the Seymour College Union, is open Monday-Thursday 8:30 am–5 pm; Friday 8:30 am–4 pm; and Saturday noon–3 pm. The bookstore is open extended hours during the first week of each semester. For more information, call **(585) 395-2554** or visit [www.brockport.bkstore.com](http://www.brockport.bkstore.com).

### **OFFICE OF RESIDENTIAL LIFE/LEARNING COMMUNITIES**

Lists of available off-campus housing may be obtained by an in-person or written request to the Brockport Student Government, 113 Seymour College Union. On-campus housing is offered to graduate students on a space-available basis. For more specific information, contact the Office of Residential Life/Learning Communities, **(585) 395-2122/2108**.

### **UNIVERSITY POLICE**

The Department of University Police for The College at Brockport is a professional, service-oriented law enforcement agency that is committed to the establishment and maintenance of a safe and secure learning environment for all students, faculty, staff and visitors. The department is staffed by highly trained, experienced, certified police officers who possess a unique desire to provide the very finest level of police services within a higher education setting. These officers patrol the campus 24 hours a day in marked vehicles, on foot and on bicycles, and are in constant radio communication with the department's Dispatch Center. The Dispatch Center also monitors all campus fire alarm systems, the on-campus "Blue Light" emergency telephone network, and maintains radio or telephone contact with all area police, ambulance and fire services. Members of the College community are urged to promptly report crimes, medical emergencies, fires, motor vehicle accidents, suspicious circumstances, etc. to the University Police dispatcher. The telephone numbers are **(585) 395-2222** for emergencies, **(585) 395-2226** for non-emergencies.

*A copy of "The College at Brockport, State University of New York Crime Statistics" as reported annually to the US Department of Education will be provided upon request by the campus Personal Safety Committee. Direct all such requests to the Office of the Chief of University Police at **(585) 395- 2226**. Information can also be obtained from the US Department of Education Web site at [www.ope.ed.gov/security](http://www.ope.ed.gov/security).*

## WOMEN'S CENTER

The Women's Center was established in March 1997 and moved into its current home in the lower level of Seymour College Union in September 1997. The Women's Center mission is to "address the needs of women on campus and in the community, with a focus on the elimination of oppression and discrimination based on sex, race, age, class, religion, and sexual orientation, as well as other barriers to human liberation."

The goals of the Women's Center are to:

- Educate, empower and inform women and men.
- Advocate for change to create and maintain a climate that enhances the quality of life for all members of the College community.
- Foster collaborative work and facilitate connections between students, college resources, alumni, staff, faculty and members of the greater Brockport community.
- Encourage leadership.

The Women's Center works to raise consciousness in a variety of ways about issues that directly affect women both within and beyond the campus community. The Women's Center assists women on campus in achieving empowerment through mentoring and the development of leadership skills, and serves as a catalyst for political and social actions on campus and throughout the community. The Women's center networks with other groups, working toward the same goals. Most important, the center provides a safe and supportive place for all students to meet, talk and work together.

The Women's Center has an information center, complete with referrals to other groups and facilities on campus; and a small library with literature and videos on such topics as women's history, health, relationships, careers, spirituality and violence against women, in addition to novels and magazines. Brown Bag luncheons are our informal lunchtime discussion series exploring issues that affect women, from body image to poverty. The center also cosponsors and creates coalitions with other groups on campus, including the Women's Studies Organization, the Health Center, OSAD, ALAS, SOUL and the Student Social Work Organization.

The Women's Center is run by a number of student interns and Women's Center Assistants students and volunteers. They organize and run programs and events, and provide a welcoming environment for drop-ins. The center invites everyone to come in and browse in the Women's Center library and resource center, become an organizer or a participant in center activities. Contact the Women's Center at (585) 395-5584. Current hours are posted on the door of the center and on the Web site at [www.brockport.edu/womensctr](http://www.brockport.edu/womensctr).

# ACADEMIC POLICIES

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## CLASSIFICATION OF COURSES

Course numbers indicate the level of the course and restrictions as follows:

500–599	Introductory graduate courses.
600–699	Courses that involve in-depth study of a subject at the graduate level and that usually have prerequisites. All programs require a minimum of 15 credits at this level or above.
700–799	Courses designed for and restricted to students matriculated in the departments' degree programs.
800–899	Courses designed for and restricted to students matriculated in CAS programs.

**Note: No 400-level course credit may be upgraded to the 500-level, even by the completion of additional work. If credit at the 400-level exists on the student's transcript, no credit will be awarded for the corresponding 500-level course.**

### Key to Course Listings in this Publication

Cr.	Credits earned by successfully completing the course.
Fall	Course is usually offered only in the fall semester.
Spring	Course is usually offered only in the spring semester.
Summer	Course is usually offered only in SummerSession.
Irregular	Course is offered on an irregular basis.
No Semester Indicated	Course is offered on a to-be-announced basis.

The semester in which the course is offered is indicated at the end of each course listing, based on information available at the time of publication. Refer to the Course Schedule available online at [www.brockport.edu/registrar](http://www.brockport.edu/registrar) for the latest course information.

## INDEPENDENT STUDY

Independent study provides students the opportunity to study individually with an instructor on a contractual basis. This option requires the approval of a sponsoring instructor. Independent study courses permit graduate students to pursue topics they studied previously in greater depth. A content outline for each independent-study course is developed by the student and the instructor-sponsor that suit the student's needs and interests and aligns with the special competence of the instructor.

To be eligible for independent study at the graduate level, a **non-degree graduate student** must: (1) have completed six credits of course work at the graduate level with minimum grades of "B" in each course; and (2) be able to demonstrate adequate background for the area of independent study.

To be eligible for independent study at the graduate level, a **matriculated graduate student** must have: (1) completed at least six credits of course work at the graduate level with minimum

grades of "B" in each course; or (2) demonstrate adequate background for the area of independent study.

Permission to grant an independent study is by discretion of the instructor and department chair.

No more than two independent-study courses will be approved for any one regular semester (and no more than one in any summer session), and all such courses must be included within the normal course load. Each independent-study course may not exceed six credits and must be identified as liberal arts or professional credit. Students in programs with requirements of 36 credits or less may be allowed to take up to nine credits of independent study. Students in programs with requirements of more than 36 credits may be allowed to take up to twelve credits of independent study.

Students who wish to take a course on an independent study basis should begin the process well in advance of registration, since published registration deadlines are applicable to these courses. *Independent Study Application Forms* and the *Independent Study Outline Form* may be obtained from the academic department in which the course is to be taken or from the Office of Academic Advisement. The application must be signed by the student, the instructor-sponsor and the department chairperson. The completed form(s) should be submitted by the student to the Office of Registration and Records at the time of registration.

## AUDITING COURSES

Auditing a course allows a person to regularly attend and participate in a course at The College at Brockport without formal registration in the course. It is the only way that persons not registered for a course are allowed to regularly attend and participate. Any matriculated, registered Brockport students, faculty and staff who are enrolled for at least 12 credits or any citizens of New York state who are 60 years of age or older are eligible to audit College courses. The prospective auditor must obtain the course instructor's approval of the auditing arrangement in advance and submit the completed *Permission to Audit Form* to the Office of Registration and Records. Auditing is a privilege and no one can claim a right to audit any specific course at a specific time.

The policy on auditing courses can be found in its entirety at [www.brockport.edu/policies](http://www.brockport.edu/policies) under "Registration and Records."

## EXAMINATION POLICY

Faculty members have the right and the responsibility to determine the form and content of end-of-the-semester examinations, subject to various departmental regulations. In some instances, these examinations are comprehensive final examinations, and in others they will cover only the last unit of the course. In any case, choosing the nature of examinations on course content is the responsibility of the instructor.

Whether the end-of-the-semester examination is comprehensive or "last-unit" in nature, the College requires that it be administered at a specific time during the period established for final examinations, and that the schedule for such exams be published by the Registrar's Office no later than mid-semester. The final examination schedule is published online through the College Web site at [www.brockport.edu/registrar](http://www.brockport.edu/registrar). While the general rule to be followed is that no major examinations are to be given during the last week of classes, exceptions are made for short quizzes and assessments in skills courses as well as for examinations in online courses and other courses not meeting in the standard 14 week semester format. If an instructor elects to administer a take-home examination, s/he may establish a due date either during the last week of classes or during the following final examination period.



If a student has more than two examinations scheduled on a given day during finals week, or two examinations scheduled for the same time period, s/he has the right to request rescheduling of one of the examinations. If this happens, an effort should be made to find a time for the rescheduled examination that is "mutually agreeable" to both the student and the instructor. In case a mutual agreement cannot be reached, the department chair or school dean will decide when the examination is to be administered for this student in question.

## GRADING

### CUMULATIVE GRADE POINT AVERAGE

For students admitted fall 2003 or later, all graduate courses completed and/or attempted are included in determining a graduate student's official semester and cumulative GPA. The cumulative GPA is calculated at the end of SummerSession, as well as at the end of each academic year semester. Both an overall cumulative GPA of at least 3.0 and a GPA of at least 3.0 for courses included in the *Plan of Study* are required for graduation.

### GRADING SYSTEM

A letter grade is given for every course for which a student has registered. At the graduate level, academic credit is earned for grades of "A," "A-," "B+," "B," "B-," "C+," "C," or "S." No credit is awarded for grades of "E," "U" (Unsatisfactory), "I" (Incomplete), "PR" (In Progress), and "AU" (Audit).

The following letter grades are the basis for computing the student's cumulative grade point average (GPA):

Grade	Quality Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
E	0.00
AU	0.00

### SATISFACTORY/UNSATISFACTORY GRADES

A limited number of Satisfactory/Unsatisfactory grades, not to exceed nine credits, may be used in specified courses and teacher education practica at the 500 or 600 level with departmental approval. Additional credits on a Satisfactory/Unsatisfactory basis may be taken at a 700 level or above with departmental approval. An "S" grade indicates that work completed is at least "B" quality. Satisfactory/Unsatisfactory grades are not calculated in the grade point average (GPA).

### INCOMPLETE GRADES

**An "I" (Incomplete) is assigned as a grade for a course only at the discretion of the instructor on the basis of convincing evidence that the student was unable to complete all of the required work for the course because of circumstances beyond the student's control. In such cases, the instructor and the student execute and sign an Incomplete Contract stating the work to be completed by the student, the date by which it must be completed, and the alternate grade to be assigned if the work is not submitted. The instructor submits the original contract (keeping a copy for his/her records) to the Office of Registration and Records within 30 days of the end of the semester in which the "I" grade is recorded. If the contract is not submitted by that time, the grade is lapsed to a failing grade of "E."**

When the student completes the work as stated on the contract, the instructor reports the final grade earned in the manner prescribed on the "I" contract form. The grade given upon completion is recorded beside the "I" on the transcript. If the Office of Registration and Records does not receive either a final grade or a notice of extension from the instructor within 30 days after the date assigned for the completion of the work, the registrar records the alternate grade and notifies the instructor of that action. A student who received an "I" grade may not register for that course while the "I" is in effect.

An "I" grade received during the fall semester must be completed by the end of the following spring semester. An "I" grade received during either the spring semester or summer session must be completed by the end of the following fall semester. An extension is granted by the instructor only in those instances where completion of the required work is not possible due to circumstances beyond the student's control. The time limit for extensions may not exceed the equivalent of an additional semester, with the following exception: At the graduate level, extensions may be granted for up to two years for the completion of the required culminating experience.

### **IN-PROGRESS GRADES**

Certain courses are by design not finished in one semester. For such courses, a "PR" grade is recorded instead of an "I" grade. The "PR" is changed to a letter grade upon completion of the course.

The PR designation may remain on the transcript for a maximum of two semesters, unless the instructor designates a shorter time period. At the end of the second semester or at the instructor-designated deadline, the "PR" grade is automatically changed to an "I."

It is the student's responsibility to initiate discussion with the instructor during the semester in which the "I" appears on the transcript to determine what is needed to complete the course. One semester after the "I" grade is posted, the registrar will automatically record an "E," unless the instructor submits an extension or another grade. A "PR" grade must be cleared from any course listed on the *Plan of Study* before the student can graduate. A student may not register for a second time for a course for which a "PR" grade is currently on record.

### **REPEATING COURSES**

Unless otherwise prohibited by departmental policy, students are permitted to repeat courses in which they have earned a grade below "B." Only the new grade earned during the most recent of a course, whether it is higher, lower or the same, will be used in computing a student's cumulative grade point average. All attempted courses and grades remain on the transcript.

**Graduate students receiving financial aid, including Vietnam Veterans Tuition Assistance, should consult with the Office of Student Accounts prior to repeating courses to determine the effect, if any, on their financial aid.**

### **CHANGE OF GRADE**

Changing any recorded grade is the responsibility of the instructor concerned. To change a grade, the instructor must complete a *Change of Grade Form* indicating the desired change and the reason for it. *Change of Grade Forms* are available to faculty members from the Office of and Records. The course instructor should complete the *Change of Grade Form* and send it to the department chairperson and then to the appropriate dean for signatures. The form with all required signatures should then be sent to the Office of Registration and Records for processing.

### **STUDENT GRADE APPEALS**

The course instructor is the person best-qualified to evaluate student performance and has the professional obligation and responsibility to do so. Student grades will summarize an instructor's expert evaluation of individual student achievement in a course. To assist students effec-

tively and to avoid misunderstandings, instructors are required to provide clear statements of the objectives and standards of the course and of their grading procedures, usually as part of the course syllabus or sometimes in other course materials. This information will be provided at the beginning of the course and the student will be kept apprised of how well s/he is meeting these objectives during the progress through the semester. The course instructor is expected to keep accurate grade records and to be available to demonstrate how s/he has determined the student's grade in accordance with his/her announced grading policy.

Questions and issues about a final course grade are usually settled informally by a discussion between the student and instructor. If such a discussion does not resolve the dispute, the student can choose to file a formal grade appeal. The Student Grade Appeals policy can be found online through the Student Policies Web site at [www.Brockport.edu/policies](http://www.Brockport.edu/policies). Students should be aware that there are deadlines that must be observed in the grade appeals process. There are only two reasons for which a grade appeal will be accepted and might be successful. The student will have to prove—1) that a lower final grade resulted because the instructor did not make the grading policy and standards known to the students at the beginning of the semester as required, or 2) that the instructor did not correctly apply the announced policy and standards in determining the student's grade. Although all the student's grades in a course may be evidence in a grade appeal, only the final course grade can be appealed.

## ACADEMIC REQUIREMENTS

*Students should carefully review the published policies and standards of the graduate program in which they are matriculated, or are taking classes. Some programs delineate policies and standards that are more stringent than those prescribed at the College-wide level.*

### PLAN OF STUDY

**By the end of the first semester in matriculated status, every graduate student must meet with the student's advisor to discuss a *Plan of Study* in the academic department in which the student is enrolled.**

Normally, all graduate work being applied toward the student's *Plan of Study* **must have been taken no more than five years prior to her/his date of matriculation.**

### GRADUATE TRANSFER CREDIT

A maximum of 12 credits earned at other colleges and universities may be transferred into a degree program with the department's approval. No course may be transferred into a degree program that carries a grade of less than "B" on an official transcript. In order for transfer credit to be formally acknowledged by the campus, final official transcripts must be received by the Office of Registration and Records.

### RESIDENCY

There is no institutional residency requirement for students enrolled in graduate degree programs at The College at Brockport.

### CONTINUOUS ENROLLMENT POLICY

Continuous enrollment requires, at a minimum, the completion of one graduate-level course each 12 months. A matriculated student who discontinues enrollment, unless granted a leave of absence, will lose matriculated status and must reapply for readmission. Should admission be offered at that time, the applicant must then meet any new requirements for admission, as well as any new requirements for the degree at the time of readmission.

### **TIME LIMIT FOR COMPLETION OF GRADUATE DEGREE**

From the date of matriculation, graduate students have five years to complete degree requirements. An exception to this time limit allows seven years for the completion of both the Masters in Public Administration and the Masters in Mental Health Counseling. An extension to the stated time limit may be requested through the graduate program director. If an extension is granted and the requirements are not completed by the end of the extension period, the student will lose matriculated status. The student would then need to apply for readmission to enroll in graduate courses at The College at Brockport.

### **CREDITS REQUIRED FOR GRADUATION**

Master's degree programs require a minimum of 30 graduate credits. The maximum number of credits will depend upon the requirements of the department involved and the approval of the appropriate campus and state authorities. At least 15 credits must be taken at the 600 level or above.

### **COMBINED DEGREE PROGRAMS**

A number of departments at Brockport offer combined bachelor's/master's degree programs, including Mathematics, Political Science (in conjunction with Public Administration), Biology, Environmental Service and Biology and History.

To earn the master's degree component of a combined degree program, students must complete a minimum of 138 credits, of which at least 30 must be graduate credits. Students in such programs who have completed at least 120 credits are determined to have graduate status and are therefore, at that point, subject to the graduate policies of the Office of Graduate Studies and of the graduate program in which they are enrolled.

For further information on admission and academic requirements for specific combined degree programs offered by The College at Brockport, consult the *2011 - 2014 Undergraduate Catalog*.

### **MINIMUM NUMBER OF GRADUATE CREDITS AFTER MATRICULATION**

Graduate students must complete a minimum of 12 credits in fulfillment of degree requirements after matriculation, even if the current matriculated status is the result of a readmission, or is the result of a student's change from one program to another.

### **CULMINATING EXPERIENCE**

New York State Education Department regulations mandate that all masters degree programs require some type of culminating experience.

Some degree programs require, at the department's option, a comprehensive examination. The date of the examination is established by the department. Candidates are offered no more than two opportunities to complete the examination successfully. Alternatively, other graduate programs require another form of culminating experience; e.g., a thesis, a final project, or an internship.

### **RESEARCH OR THESIS CREDITS**

Within masters or certificate of advanced study programs that require a thesis and/or final project, from three to six credits of coursework are normally applied to thesis and/or final project. The addition of Thesis Continuation Credits (TCC) may extend, beyond six credits, the total number of credits that a student takes in order to complete thesis/final project requirements.

### **THESIS CONTINUATION CREDIT POLICY**

Graduate students who (1) have registered for the maximum number of program thesis/project credits included in their graduate program's standard curriculum and (2) have not yet com-

pleted the thesis/project, must register for one thesis continuation credit course (TCC 7XX) each semester until the thesis /project has been completed and approved. Continuance credits do not count toward degree requirements, nor do grades for these credits carry quality points used in the calculation of the GPA.

### **POLICY ON USE OF HUMAN SUBJECTS IN RESEARCH**

All research involving human subjects must be reviewed and approved prior to initiating the research in accordance with federal regulations. The Institutional Review Board (IRB) for Research on Human Subjects at the College has a helpful and comprehensive Web site with detailed information and forms available at [www.brockport.edu/irb](http://www.brockport.edu/irb).

Questions can be submitted to the IRB Coordinator in the Grants Development Office at (585) 395-2523 or [irboffice@brockport.edu](mailto:irboffice@brockport.edu).

### **BINDING OF THESIS**

**Students whose program requires a thesis should obtain a copy of the *Guidelines for Master's Thesis Preparation* from the department or graduate program director.** It is the responsibility of the student to follow the guidelines established in this document. Choice of citation and bibliographic style will vary by discipline, but the thesis format should be consistent with these guidelines.

The original and one copy of the thesis are bound and housed in Drake Library. The original is kept as an archival copy and does not circulate. The second copy is shelved in the main collection and may be borrowed by library users. The Library hopes to move to an online thesis program in the future. More information on thesis binding is available on the Library's Web page: [www.brockport.edu/library/services/thesis.html](http://www.brockport.edu/library/services/thesis.html).

### **COMPLETION OF DEGREE PROGRAM AND COMMENCEMENT**

Completion of the *Graduate Application for Graduation/Graduation Data Card* is the first step in the graduation review process. This application should be obtained from and returned to the Office of Registration and Records by mid-term of the student's final semester. Commencement information can be found on the Commencement Web site at [www.brockport.edu/commencement](http://www.brockport.edu/commencement). Notification of the degree confirmation is sent to the student, upon completion of the final graduation review by the Office of Registration and Records, at the end of each semester. Diplomas are mailed several weeks later to the address given on the *Graduate Application for Graduation*.

Students who complete a degree from The College at Brockport that includes an approved program of teacher preparation for certification are eligible for the College's recommendation for a teaching credential. Approved programs satisfy New York state academic requirements and, under the terms of the Interstate Agreement, the academic requirements for an initial certificate in many other states. *The Application for Certificate* should be filed with the College's Office of Certification during the semester in which the student is completing degree requirements. Questions regarding teacher certification should be directed to the Certification Office, (585) 395-2344. Further information on teacher certification is also available on the Office of Certification's Web site at

[www.brockport.edu/professions/certification](http://www.brockport.edu/professions/certification).

*Note: Degrees are awarded for May, August, December and January. The Graduate Commencement Ceremony is held in May of each year.*

### **EARNING A SECOND MASTER'S DEGREE**

Upon completion of a master's degree or CAS, students are allowed to apply for matriculation in another master's degree program. Up to 12 credits of a graduate degree may be used toward

completion of a second graduate degree, at the discretion of the department granting the second degree.

### **LEAVE OF ABSENCE**

Students whose progress toward degree completion is interrupted by circumstances beyond their control may apply for up to a year's leave of absence. Application for such a leave is made to the student's department. Leaves of absence approved by the department will not be charged against the time for degree completion, as stipulated by The College at Brockport policy. If circumstances warrant, students may apply for extensions of such leaves, up to a maximum of three years in total leave time.

### **ACADEMIC STANDING/ACADEMIC PROBATION**

After completing nine or more graduate credits, matriculated graduate students whose cumulative GPA falls below 3.0 are placed on Academic Probation I. Students receive official Bmail notification of their probationary status from the Office of Graduate Studies. A student placed on academic probation is expected to consult with his/her graduate advisor no later than the first week of the semester to discuss his/her plans to address academic deficiencies.

After attempting nine credits in probation I status, the student's file is reviewed by the program's Graduate Committee. If the student's cumulative GPA is a minimum of 3.0, the student is automatically removed from probation. If the student does not achieve the minimum 3.0 GPA, the Graduate Committee will either:

- Academically dismiss the student from the program immediately; or
- Place the student in Probation II status, during which time the student may take an additional six credits, with the proviso that academic dismissal is automatic if a minimum cumulative GPA of 3.0 is not then achieved.

### **ACADEMIC DISMISSAL FROM A GRADUATE PROGRAM**

Students may be academically dismissed from a graduate program for reasons that include:

1. Failure to meet the conditions of a Conditional Admission, following recommendation of the academic department
2. Failure to maintain a cumulative GPA of 3.0 or above (see academic probation policy)
3. Failure to meet individual program requirements. Such requirements may be in addition to and more restrictive than those delineated in the preceding two items.

A student who has been academically dismissed from any graduate degree program at The College at Brockport must wait at least six months before enrolling in any graduate course at The College at Brockport. Students may explore options for appeal of an academic dismissal with the School Dean that is affiliated with their graduate program.

### **CONDUCT SUSPENSION AND CONDUCT DISMISSAL**

Students who violate The College at Brockport Policy on Student Academic Dishonesty or who violate the Codes of Student Social Conduct may be subject to Conduct Suspension or Conduct Dismissal. Further detail on these policies can be found at

**[www.brockport.edu/policies](http://www.brockport.edu/policies).**

### **DEMATRICULATION**

The College has delineated and published a number of key policies designed to encourage students' continued and timely progress through their graduate degree programs. Students may lose their matriculated status for failure to comply with these key policies, including:

- Failure to file a *Plan of Study* **within the first semester of matriculated status;**

- Failure to complete the degree program within five years (or seven years for Public Administration and the Mental Health Counseling program in Counselor Education);
- Failure to enroll in a course every twelve months to maintain continuous enrollment in their graduate program.

Once dematriculated, a student who wishes to continue graduate study at Brockport would be required to apply for readmission to the graduate program.

### READMISSION

Readmission to either the same or another graduate program at the College is not guaranteed. Readmission and acceptance of any previously earned credits are at the discretion of the graduate program to which the student has reapplied. Graduate students can be readmitted to graduate study at Brockport a maximum of one time. Individual programs may set requirements more restrictive than this policy. Students who are readmitted must meet the requirements in effect at the time of readmission and must meet with their advisor to discuss a new *Plan of Study*.

Please note that a student's graduate-level grade point average (GPA) is not adjusted as a result of readmission. On readmission, the cumulative GPA remains as reflected on the official transcript at the time of dematriculation or dismissal, therefore making it more difficult for a student to secure the 3.0 GPA that is required for completion of a graduate degree program.

As provided in the graduate probation and dismissal policy, a student who has been academically dismissed from any graduate degree program at the College must wait at least six months before enrolling in any graduate course at Brockport.

### WITHDRAWAL FROM GRADUATE STUDENT STATUS

On occasion, a matriculated graduate student may wish to withdraw from a graduate program. Similarly, a non-degree (non-matriculated) graduate student may wish to withdraw from non-degree status.

In either case, the student must take two actions:

1. Withdraw from either graduate program membership or from non-degree status by providing written notification to the Office of Graduate Studies of his/her intent to withdraw from either the graduate program or from non-degree status. **Note:** If a matriculated student withdraws from classes, but not from his/her program, s/he will continue to be listed as a graduate student. Over time, the student in such a circumstance would continue to be notified about policy violations and would eventually be dematriculated for lack of registration.

**AND**

2. Withdraw from courses. **Contact the Office of Registration and Records for information on course withdrawal. Note: Withdrawal from a graduate program or from non-degree status does not automatically withdraw students from courses.**

### CANCELLATION OF CLASSES

If all classes at the College are canceled because of extraordinary circumstances such as severe weather before the beginning of any instructional day, an announcement is made over radio stations WHAM 1180 AM or The Point 89.1 FM, as well as on WHAM-TV 13.

The instructions for faculty on cancelling classes is published in the *Faculty Manual*. If all classes are canceled after the beginning of the instructional day for similar reasons, the announcement is passed to department chairpersons by the Office of the Provost and an announcement is made using the same media.

If an individual class is canceled because of an unplanned faculty absence, the instructor notifies the appropriate department chairperson of the imminent absence and the reason(s) for the ab-

sence (where possible) at least two hours before the class meeting time. The department chairperson, in consultation with the instructor and anyone else deemed appropriate, decides whether or not the class will be canceled.

If the department chairperson decides to cancel the class, the faculty member updates his/her voicemail indicating the class cancellation and/or notifies students through Web mail.

### **CONFIDENTIAL NATURE OF STUDENT RECORDS**

1. Academic records may be released, without the student's consent, for such purposes as research that do not divulge the student's name, and for scholarship, grant or award information.
2. Permanent academic records shall be released for use outside The College at Brockport only with the student's written consent.
3. Faculty and appropriate College officials, as designated by the President of The College at Brockport, shall have access to academic records for such purposes as counseling, certification or academic advising.

**Note:** Please refer to The Student Policies Web site [www.brockport.edu/policies](http://www.brockport.edu/policies) under the "Family Educational Rights and Policy Act of 1974" for a more detailed explanation of student records.



# GRADUATE PROGRAMS

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## DEPARTMENT OF BIOLOGY

**103 Lennon Hall**

**(585) 395-2193**

*Chairman and Associate Professor:* Rey Sia, PhD, Columbia University; *Provost and Vice President for Academic Affairs and Professor:* Anne E. Huot, PhD, University of Vermont; *Vice Provost and Associate Professor:* P. Michael Fox, PhD, University of Illinois-Urbana; *Professor:* Stuart Tsubota, PhD, University of California-Berkeley; *Associate Professors:* Craig Lending, PhD, University of Wisconsin-Madison, Adam Rich, PhD, SUNY at Stony Brook; *Assistant Professors:* Laurie Cook, PhD, University of Rochester; Huey Hing, PhD, Yale University; Michel Pelletier, PhD, Laval University, Canada.

The Master of Science in Biological Sciences provides students with a solid and comprehensive background in the field of biological sciences, including molecular biology, cell biology, physiology, genetics, microbiology, human biology and developmental biology. Upon completion of the program, students are prepared to enter a PhD program, medical or dental schools; work in academic, industrial or government research laboratories; or teach biologically related courses at the community college level or at the K-12 grade level (providing the student holds the appropriate New York state teaching certificate). The small class size, and close working relationships with the advisor and advisory committee are ideal for students seeking a rigorous graduate education in a small-college atmosphere. A limited number of graduate teaching and research assistantships are available.

At The College at Brockport, a Master of Science in Biological Sciences may be obtained under one of three plans (Plan I, Plan II, or PSM). Students must select a plan by the end of their first semester.

**Plan I**

A traditional program requiring a thesis based on original research. Students considering further graduate study or employment in government or private laboratories are encouraged to enroll in this plan.

**Requirements:**

- A. A written thesis based on original investigation.
- B. Thirty to 39 credits constituted as follows: at least 15 credits of courses at the 600 level or above, which may include a maximum of six credits for thesis research (BIO 704) and a maximum of six credits for independent study (BIO 699); and at least one credit of graduate seminar (BIO 692).
- C. Detailed information on requirements and regulations governing comprehensive and thesis exams, etc., in the biological sciences are presented in the departmental *Handbook for Graduate Students*, available from the department secretary, Room 103, Lennon Hall.

**Plan II**

A non-thesis program designed primarily for individuals who are employed full time and desire a more flexible course of study than that of Plan I. This plan requires an independent research experience. Plan I students may not switch to Plan II; however, Plan II students may switch to Plan I.

**Requirements:**

- A. A written report or other appropriate product based on independent research.
- B. Thirty-four to 39 credits constituted as follows: at least 15 credits of courses at the 600 level or above, which may include a maximum of six credits for independent research (BIO 702) and a maximum of six credits for independent study (BIO 699); and at least one credit of graduate seminar (BIO 692).
- C. Detailed information on requirements and regulations governing comprehensive and thesis exams, etc. in the biological sciences are presented in the departmental *Handbook for Graduate Students* available from the department secretary, Room 103, Lennon Hall.

**Admission Requirements**

The applicant should have completed a baccalaureate degree at an accredited institution, including 18 credits of biology (see the Graduate Admissions section on page 17 in this catalog for further details). The student should have a background in the natural and physical sciences appropriate to his or her research interests, both in course work and laboratory skills.

Applicants admitted to the program may be required by their Advisory Committee to take courses at the undergraduate level to remove any deficiencies. These courses must be included in the *Plan of Study*, but they will not be credited towards the master's degree. Such courses may be taken on a Pass/Fail basis with the consent of the instructor and the candidate's Advisory Committee.

**PROFESSIONAL SCIENCE MASTER'S (PSM) PLAN**

The curriculum for the PSM is similar to the Plan II Master's in Biological Sciences. Like Plan II, the PSM is a non-thesis degree. It targets students who are interested in working in biotechnology, particular at the interface between the research scientists and management. The PSM is also an ideal degree for individuals who are currently working in industry but would like to advance their careers with this interdisciplinary degree. The major differences between the PSM and the Plan II Master's are the inclusion of courses in management and business (the Plus Courses) and an internship in a science-based business, government or non-profit organization. The Plus Courses will feature business and management topics and analytical concepts that will

provide students with the background necessary to interface with research scientists and upper management in scientific organizational settings. The internship is taken in the second year, after the student has completed the Plus Courses. The knowledge obtained in these courses will be applied in a real-life setting during the internship.

The admission requirements for the PSM are the same as those for the Plan I and Plan II programs with the exception that an introductory course in statistics is required. On a case-by-case basis, the faculty will allow this requirement to be fulfilled in the first semester of the program. In such cases the students would be offered conditional admission.

**Requirements:**

- A. A written report and oral presentation based on the internship.
- B. Thirty-four to 39 credits constituted as follows: at least 15 credits of BIO courses at the 600 level or above, which may include a maximum of six credits for independent study (BIO 699); and at least one credit of graduate seminar. Included in the BIO credits are 6 credits of BIO 702 (Internship).
- C. Included in the 34 to 39 credits are 9 credits of Plus Courses listed below:
  - PSI 601 Management and Communication for Math and Science Professionals
  - PSI 602 Accounting and Finance for Math and Science Professionals
  - PSI 603 Applied Quantitative Analysis for Math and Science Professionals
 Students should note that the Plus Courses will be taught during the Winter and Summer Sessions.
- D. Detailed information on requirements and regulations governing comprehensive and thesis exams, etc. in biological sciences are presented in the departmental *Handbook for Graduate Students* available from the department secretary, Room 103, Lennon Hall.

A sample two-year curriculum follows.

**PSM Plan in Biological Sciences**

**Note:** At least 15 credits of the total 34-39 graduate credits must be at the 600-700 level.

	<b>Credits</b>
BIO 623 DNA Cloning Lab	3
BIO 635 Cell Culture and Biotechniques	3
BIO 692 Graduate Seminar	1
BIO 702 Independent Research Experience (Internship)	6
BIO 655 Principles of Drug Discovery	3
<b>Total:</b>	<b>16</b>
BIO 5XX 500-level electives by advisement	6-11

**Plus Courses – 9 Credits**

PSI 601 Management and Communications for Science Professionals	3
PSI 602 Accounting and Finance for Science Professionals	3
PSI 603 Applied Quantitative Analysis for Science Professionals	3
<b>Total:</b>	<b>9</b>
BIO XXX Alternative graduate elective	3

This elective provides the student with some flexibility in choosing either a BIO course or a course outside of Biological Sciences that serves the goals of the student. This course will be approved by the candidate's Advisory Committee and the Program Director.

Written report and oral presentation based on internship

**Total Graduate Credits:****34-39****Admission Procedures**

Applicants for graduate study must submit the following documents to the Office of Graduate Admissions:

1. A completed application form for graduate study as a matriculated student, i.e., as a degree candidate.
2. A written statement of the applicant's objectives for graduate study and main area of interest within the biological sciences.
3. Transcript(s) of records of all undergraduate and graduate studies.
4. Two letters of recommendation from persons who have knowledge of the applicant's training and aptitude for graduate study (letters from academic referees are preferred).
5. A writing sample illustrating the applicant's technical writing skills, up to three pages long.
6. Graduate Record Examination scores on the General Test, the Biology Subject Test or the Biochemistry, Cell and Molecular Biology Subject Test are required. In lieu of the GRE, the MCAT or DAT also will be accepted at the discretion of the department. Information on the place and time of the Graduate Record Examination may be obtained from the Office of Graduate Admissions; from the Educational Testing Service, Box 955, Princeton, NJ 08540; or on the Web at [www.gre.org](http://www.gre.org).

**The Admission Process and the Major Advisor**

Admission to the MS in Biological Sciences program is dependent not only upon the candidate's qualifications, but also on the willingness of a faculty member to act as the major advisor for the candidate. Therefore, it is important that applicants to the MS in Biological Sciences program contact potential advisors during the application process. Potential advisors should be faculty members with research or teaching interests similar to the applicant's. Applicants should list potential major advisors (including those faculty members they already have contacted) in a cover letter accompanying their application materials.

Visit the program's Web site at [www.brockport.edu/biology/faculty](http://www.brockport.edu/biology/faculty) to find out more about the research interests and background of potential faculty advisors.

**The Major Advisor**

The graduate coordinator assigns a temporary advisor to the student to guide the selection of courses in the first semester. The student must select a faculty member to act as a permanent major advisor by the middle of the first semester. The candidate and major advisor request the assistance of two faculty members to constitute the candidate's Advisory Committee to guide the student through the degree program. Upon completion of one academic year or its equivalent, the candidate's progress is reviewed by the Advisory Committee.

**Candidate's Advisory Committee**

It is the responsibility of the candidate's Advisory Committee to:

1. Draw up a *Plan of Study* in cooperation with the candidate by the end of the first semester of matriculation;
2. Act in an advisory capacity concerning thesis research or the independent research
3. Determine the content of, administer and evaluate the candidate's oral comprehensive examination by the start of the third semester of matriculation;
4. Evaluate the candidate's written thesis or product of the independent research experience and judge whether it satisfies the requirements for the degree. (Formal credit for thesis is awarded under BIO 704; formal credit for independent research experience is awarded under BIO 702.);

5. Determine the content of, administer and evaluate the candidate's defense of thesis (Plan I) or defense of report (Plan II);
6. Terminate the candidate's graduate student status at The College at Brockport if the student does not meet the deadlines above or the required GPA.

#### **Time Limit**

Degree requirements should be completed within three years of the date of matriculation. With written approval of the Advisory Committee and the graduate coordinator, extensions of up to two years (i.e., five consecutive calendar years total in the program) may be granted.

#### **Graduate Dismissal Policy**

"Students who are deemed as not making progress toward the degree, as defined by published departmental policy, may be dismissed from the program." (Faculty Senate Resolution #3, February 1992). The departmental *Handbook for Graduate Studies* available from the Department of Biology provides criteria for continuing in the biological sciences program. These criteria include:

1. Maintenance of 3.0 cumulative grade point average as specified in The College at Brockport's graduate probation and dismissal policy.
2. Completion of a *Plan of Study* by the end of the first semester of matriculation.
3. Successful completion of an oral comprehensive exam by the start of the third semester of matriculation.
4. Successful completion of a thesis and thesis defense, or of a Plan II report and report defense.
5. For the PSM degree, successful completion of the required and elective courses, a paper based on the internship and an oral presentation on the internship. Successful fulfillment of these requirements will be determined by the candidate's Advisory Committee.

## **DEPARTMENT OF BUSINESS ADMINISTRATION AND ECONOMICS**

**119 Hartwell Hall**

**(585) 395-2623**

***www.brockport.edu/bus-econ/***

*Chair and Associate Professor* John Keiser, PhD, University of Illinois-Urbana Champaign; *Professors:* James Cordeiro, PhD, SUNY Buffalo; John Gardner, PhD, The Ohio State University; Baban Hasnat, PhD, The University of Tennessee-Knoxville; Sandeep Singh, CFA, PhD, Kent State University; Susan Stites-Doe, PhD, University at Buffalo; *Associate Professors:* Steve Breslawski, PhD, SUNY Buffalo; Gary Briggs, CPA, MBA, Indiana University, Bloomington; Charles Callahan III, PhD, University of Illinois, Urbane-Champaign; Tom Cone, PhD, Pennsylvania State University-University Park; D. Donald Kent, PhD, Union Graduate College; Jane B. Romal, CMA, DBA, Cleveland State University; Melissa L. Waite, PhD, University at Buffalo; Jerald Weaver, PhD, Florida State University; Rong Yang, PhD, The State University of New Jersey-Rutgers; *Assistant Professors:* Mustafa Canbolat, PhD, McMaster University; Lerong He, PhD, The Wharton School of the University of Pennsylvania; Pamela Neely, PhD, SUNY Albany; Joon Yong Seo, PhD, University of Utah; Kari Smoker, JD, The Ohio State University College of Law; Kyongsei Sohn, PhD, The George Washington University; Manish Tewari, PhD, University of Central Florida; Mark Vrobofski, PhD, University at Buffalo; Michael Ziolkowski, PhD, University at Buffalo; *Instructors:* Anne VanGraafeiland, JD, Boston College Law School.

## GRADUATE PROGRAMS IN ACCOUNTING

The purpose of the graduate programs in accounting is to serve the mission of student success, educating qualified students and preparing graduates to serve the business community and the public trust. The programs provide qualified students with the opportunity to pursue licensure as a New York Certified Public Accountant. Depending on the program selected, students may be interested in pursuing other available certifications as well.

Students are expected to have an undergraduate degree in accounting or its equivalent. Those without the necessary undergraduate preparation must remedy any deficiencies. Students who are admitted without the necessary undergraduate academic preparation may need to be admitted conditionally and complete a configuration of undergraduate courses before beginning graduate courses. Credits earned in such baccalaureate-level courses are not applicable in meeting graduate degree requirements.

Both the Master of Science in Accounting and the Master of Science in Forensic Accounting programs require the successful completion of 30 graduate credits. Each program is designed for full-time students to complete in one year. Part-time students are expected to complete the degree within five years. Students selecting the MS in Forensic Accounting should enter the program in the fall semester if they plan to complete it in one year.

All courses are offered in the late afternoon or evening to accommodate both traditional full-time study and part-time study, with courses rotating between late afternoon and evening. Graduate courses in accounting are open to matriculated students only.

### Master of Science in Forensic Accounting

This program is designed for students pursuing careers as forensic accountants in public accounting, private industry and government. Students completing this program may be qualified to pursue licensure as a Certified Public Accountant (CPA) in New York State if they have met all other educational requirements including appropriate undergraduate preparations. Students may also qualify to Certified Fraud Examiner (CFE) certificate through the Association of Certified Fraud Examiners.

Students must complete the following six core courses covering advanced topics in business.

BUS 617	Management Information Systems	3
BUS 625	Corporate Finance for Managers	3
BUS 661	Decision Analysis	3
BUS 663	Entrepreneurship	3
BUS 676	Business Law for Executives	3
ECN 605	Economic Analysis for Managers	3
	<b>Total Credits:</b>	<b>18</b>

Four required accounting courses provide the foundation of forensic accounting and for advanced topics in audit and assurance services:

ACC 660	Advanced Topics in Audit and Assurance Services	3
ACC 680	Principles of Forensic Accounting	3
ACC 681	Fraud Examination	3
ACC 682	Case Studies in Forensic Accounting	3
	<b>Total Credits:</b>	<b>12</b>

The sequence of course offerings is shown in the table below:

### Fall Semester each year

ACC 680	Principles of Forensic Accounting
ACC 681	Fraud Examination
BUS 617	Management Information Systems
BUS 661	Decision Analysis

BUS 676 Business Law for Executives

**Spring Semester each year**

ACC 660 Advanced Auditing and Assurance  
 ACC 682 Case Studies in Forensic Accounting  
 BUS 625 Corporate Finance  
 BUS 663 Entrepreneurship  
 ECN 605 Economic Analysis for Managers

**Master of Science in Accounting**

This program is designed for students pursuing careers as public accountants (CPAs) and management accountants. Students completing this program will be qualified to pursue licensure as a Certified Public Accountant (CPA) in New York State if they have met all other educational requirements including appropriate undergraduate preparation. Other certifications students may wish to pursue include the Certified Management Accountant (CMA) through the Institute of Management Accountants (IMA) and the Certified Internal Auditor (CIA) through the Institute of Internal Auditors.

Students must complete the following six core courses covering advanced topics business.

BUS 617	Management Information Systems	3
BUS 625	Corporate Finance for Managers	3
BUS 661	Decision Analysis	3
BUS 663	Entrepreneurship	3
BUS 676	Business Law for Executives	3
ECN 605	Economic Analysis for Managers	3
	<b>Total Credits</b>	<b>18</b>

Four required accounting courses provide advanced education in traditional core accounting subjects.

ACC 620	Advanced Topics in Financial Accounting	3
ACC 640	Advanced Topics in Managerial Accounting	3
ACC 650	Advanced Topics in Taxation and Regulation	3
ACC 660	Advanced Topics in Audit and Assurance Services	3
	<b>Total Credits</b>	<b>12</b>

The sequence of course offerings is shown in the table below:

**Fall Semester each year**

ACC 620 Financial Accounting Theory  
 ACC 650 Advanced Taxation and Regulation  
 BUS 617 Management Information Systems  
 BUS 661 Decision Analysis  
 BUS 676 Business Law for Executives

**Spring Semester each year**

ACC 660 Advanced Auditing and Assurance  
 ACC 640 Advanced Managerial Accounting  
 BUS 625 Corporate Finance  
 BUS 663 Entrepreneurship  
 ECN 605 Economic Analysis for Managers

**Admission Criteria**

*Criteria and procedures for application require submission or evidence of the following:*

Applicants must submit a complete application, available online at

[www.brockport.edu/graduate](http://www.brockport.edu/graduate) and from the Office of Graduate Studies, which includes:

- a. Official transcripts of all prior undergraduate and graduate work, documenting receipt of a baccalaureate degree or higher from an accredited four-year college or university (see the Graduate Admissions section of this catalog for further details) with a minimum undergraduate GPA of 3.0 on a 4.0 scale. The baccalaureate degree must reflect at least 120 hours of earned credit. All graduate accounting courses must be taken at Brockport.
- b. Completion of undergraduate accounting and business courses with minimum grades see: [www.brockport.edu/bus-econ/programs/graduate/accounting/admission.html](http://www.brockport.edu/bus-econ/programs/graduate/accounting/admission.html)
- c. Evidence of 3.0 or higher overall undergraduate grade point average
- d. Score on the Graduate Management Admissions Test (GMAT) or Graduate Record Exam (GRE)
  - Waived if overall undergraduate GPA is 3.25 or higher
  - Waived if transferring from another graduate accounting or business program with a minimum grade of B in all work completed at the graduate level.
  - Waived if professional accountant with accounting certification (e.g. CPA, CMA, CIA, CFE)
- e. A personal statement expressing reasons for application, interest in accounting as an academic discipline and interest in accounting practice.
- f. Resume
- g. At least two letters of recommendation from persons in a position to assess the applicant's aptitude for graduate study.

Criteria for admission will include evidence in c- g above, evidence that will be evaluated in the context of applicant's demonstrating appropriate interest and likelihood of success in completing the degree.

#### **Additional Information**

- a. CPA Licensure Requirements: Prior formal education at the Bachelor or Master Degree level combined with requirements of the Master of Science degree must meet New York State Education Department requirements to sit for the Uniform CPA examination as follows. For details go to [www.op.nysed.gov](http://www.op.nysed.gov) and [www.highered.nysed.gov/ocue](http://www.highered.nysed.gov/ocue)
  - a combined minimum of 33 hours in accounting
  - a combined minimum of 36 hours in business subjects other than accounting
  - a combined minimum of 60 hours of liberal arts and sciences
- b. Transfer Credit: Graduate transfer credit of nine hours toward the degree is allowed for courses taken at regionally accredited institutions with a grade of B or better. All accounting courses (ACC) must be taken at Brockport.
- c. Non-matriculated Study: Non-matriculated students may take up to nine hours of credit if they meet the prerequisite requirements for courses selected. Students must apply as non-degree students with the Graduate Studies Office.

#### **General Department Policies**

The graduate programs in accounting adhere to all College graduate policies, with the following additional policies:

1. Registration: Students should meet with their advisor at least two weeks in advance of their registration date. Advisors' office hours are posted on their office door or are available from the Department secretary at **(585) 395-2623**. Some advisors work by appointment and others on a drop-in basis. Voice and email messages left for advisors should include the stu-



dent's name, phone number, email address, and times when the advisor may contact the student.

2. Participation in Assessment Activities: The Department of Business Administration and Economics administers various assessment instruments throughout its programs. Assessment activities may take the form of exams, exercises or surveys. Assessment data are used for quality control and program improvement. Many of the Department's program improvement efforts are based on assessment results.

However, assessment results are valid only when students give their serious participation and best effort. As such, students are required, as a condition of enrollment in any of the department's courses, to participate in assessment activities and to give their best and honest effort in all assessment exercises administered by the department. Assessment activities administered in a course are considered a course requirement that is no less important than attendance, homework or other exams. Students who are absent when assessment exercises are conducted may be required to repeat the exercise as a condition of passing the course.

3. Departmental Communications: The Department uses an email list-serve to communicate important information such as announcements, changes in class times and course offerings, and new policies. Department communiqués will be directed to the student email address provided by the College.
  - Students are responsible for reading communications from the Department and responding accordingly.
  - Students may contact the Information Technology Help Desk at (585) 395-5151 if they experience difficulties in accessing their email.

The Department's email list-serve is for official department communiqués only. Student use of the list-serve to broadcast messages is strictly prohibited; violators will be referred to the campus Judicial System for appropriate action.

4. Program Continuation: The following policies relate to program continuation in the MS in Accounting and MS in Forensic Accounting programs:
  - Students must complete all degree requirements with a minimum cumulative GPA of 3.0 or better and earn a grade of B- or better in all required courses.
  - More than 3 credits of course work below a C+ will result in program dismissal.
  - Refer to the Graduate Probation/Dismissal Policy as published online at [www.brockport.edu/policies](http://www.brockport.edu/policies) for additional termination conditions.

#### **Contact Information**

For Program Advisement:

Graduate Director

Department of Business Administration and Economics

119 Hartwell Hall

**(585) 395-2623**

For Applications and Application Procedures:

Office of Graduate Admissions

**(585) 395-5465**

[www.brockport.edu/graduate](http://www.brockport.edu/graduate)

[gradadmit@brockport.edu](mailto:gradadmit@brockport.edu)

## **DEPARTMENT OF COMMUNICATION**

**227 Holmes Hall**

**(585) 395-2511**

*Chairperson and Associate Professor:* Monica Brasted, PhD, Pennsylvania State University; *Associate Professor and Associate Dean, School of Arts, Humanities and Social Sciences:* Virginia M.

Bachelor, MS, Syracuse University; *Associate Professors*: Matthew Althouse, PhD, Louisiana State University; Joseph L. Chesebro, EdD, West Virginia University; Carvin Eison, MFA, Visual Studies Workshop, University at Buffalo, The State University of New York; Donna Kowal, PhD, University of Pittsburgh; Alexander Lyon, PhD, University of Colorado, Boulder; *Assistant Professors*: Marsha Ducey, MA, Syracuse University; Karen S. Olson, MS, The State University of New York at Geneseo; Virginia Orzel, MFA, Rochester Institute of Technology.

## MASTER OF ARTS IN COMMUNICATION

For students, the Master of Arts program in communication provides a broad survey of several discrete areas within the discipline, as well as an in-depth concentration in a selected area. Upon completion of the program, students will be qualified (1) to embark upon or continue careers in the communication professions or (2) to enter a doctoral program in communication. It is anticipated that students will enter the program with diverse backgrounds and with equally diverse interests and needs. Thus, the program is constructed with the greatest possible flexibility. Graduate courses are offered in the areas of interpersonal communication, organizational communication, mass communication, and rhetorical theory and criticism. Because many communication graduate students are fully employed part-time students, all required seminars in the program are offered as evening classes.

### Degree Requirements

The Master of Arts in Communication requires the following:

- I. Required Credits of Graduate Study:** A minimum of 36 credits of graduate-level course work beyond the bachelor's degree is required, with at least 24 credits at the 600 level or higher. All students must complete at least nine credits of research methods courses (CMC 600; CMC 601 or CMC 602; and CMC 797). At least 15 additional credits must be taken in seminar courses numbered 690 through 698. (Seminar courses *may not* be completed by directed study, independent study or by transfer credit.) Finally, students must complete 12 additional elective credits selected by advisement.
- II. Required Graduate Courses:** The following eight courses, totaling 24 credits, are required of all matriculated graduate students in communication.

		Credits
<b>A. Research Core Courses (9 credits)</b>		
CMC 600	Introduction to Research Methods in Communication (CMC 600 should be one of the first courses taken, since it is a prerequisite to CMC 601 and 602 and a pre- or co-requisite for all 600-level courses.)	3
<b>Either:</b>		
CMC 601	Seminar in Quantitative Research Methods in Communication	3
<b>OR</b>		
CMC 602	Seminar in Qualitative Research Methods in Communication	3
<b>And:</b>		
CMC 797	Research Project in Communication (The research project is the culmination of the graduate student's academic experience and therefore should be one of the last courses taken. Approval for enrollment requires the completion of a brief research prospectus.)	3
<b>B. Seminar Core Courses (15 credits)</b>		
CMC 692	Seminar in Rhetorical Theory	3
CMC 693	Seminar in Organizational Communication	3
CMC 694	Seminar in Mass Communication	3
CMC 697	Seminar in Interpersonal Communication	3

**And one of the following:**

CMC 690	Seminar in Special Topics in Communication	3
CMC 691	Seminar in Topics in Rhetorical Criticism	
CMS 695	Seminar in Periods and Types of Rhetorical Discourse	
CMC 696	Seminar in Media Studies and Criticism	

**III. Elective Graduate Courses:** In addition to the eight required courses, students must complete at least four additional courses (12 credits). These courses should be selected by advisement from the options listed below.

		<b>Credits</b>
<b>A. Communication electives:</b>		
CMC 510	Speakers, Campaigns and Movements	3
CMC 511	Rhetorical Criticism	3
CMC 513	Nonverbal Communication	3
CMC 515	Dynamic Speaking in Professional Contexts	3
CMC 517	Political Rhetoric in the Information Age	3
CMC 518	Intercultural Communication	3
CMC 519	Freedom of Expression	3
CMC 532	Public Relations Campaigns	3
CMC 563	Media and Society	3
CMC 572	Group Leadership	3
CMC 573	Theories of Communication	3
CMC 577	Organizational Communication	3
CMC 578	Advanced Organizational Communication	3
CMC 579	Conflict Management Through Communication	3
CMC 583	Communication Training and Development	3
CMC 592	Theories of Rhetoric	3
CMC 596	Contemporary Media Issues	3
CMC 690	Seminar in Special Topics in Communication	3
CMC 691	Seminar in Topics in Rhetorical Criticism	3
CMC 695	Seminar in Periods and Types of Rhetorical Discourse	3
CMC 696	Seminar in Media Studies and Criticism	3

B. Independent study (CMC 699 Independent Study in Communication) permits graduate students to study areas or develop projects not available through regular course work. Students are ordinarily permitted to include a maximum of three credits of independent study as part of their *Plan of Study*. Exceptions to this policy must be approved by the graduate faculty.

C. Students with strong undergraduate backgrounds in communication, by advisement and with approval by the graduate faculty, may elect to take one or two courses in disciplines other than communication. Students lacking strong undergraduate backgrounds in communication must take their entire *Plan of Study* in communication courses. Exceptions to this policy must be approved by the graduate faculty.

D. Students who wish to study film and video production, desktop publishing and related media may do so at the Visual Studies Workshop, located at 31 Prince Street in Rochester. With their advisor's permission, students may take no more than six hours of elective credits there.

**Time Limit**

After matriculation, a graduate student has five years in which to complete all degree requirements. With sufficient reason a student can request a leave of absence and/or extension of this time limit.

## DEPARTMENT OF COMPUTATIONAL SCIENCE

129 Smith Hall  
(585) 395-2021

*Associate Professor and Chair:* Leigh J. Little, PhD, Arizona State University ; *Empire Innovation Professor:* Osman Yasar, PhD, University of Wisconsin/Madison; *Assistant Professor:* Wensheng Shen, PhD, University of Kentucky, and PhD, Tennessee Technological University.

[Not accepting new students at this time.]

Along with traditional experimental and theoretical methodologies, advanced work in all areas of science and engineering has come to rely critically on computation. Computer modeling combined with visualization represents a new paradigm for scientific exploration and technological research and development. It permits a new approach to problems that were previously inaccessible. The goal of the Computational Science Program is to enable students to perform computational modeling in problems of technological and societal relevance. To this end, graduate students learn a core set of skills in mathematics, computer programming, visualization and simulation/modeling, and practice these skills on high performance computers located within the department and at nationwide supercomputing facilities. Graduate students supplement these skills with independent study, culminating in a master's thesis.

Nearly all areas of science and engineering now use computers for modeling and problem solving. The aerospace industry uses this approach to design safe and economical aircraft. The automobile industry uses similar techniques to design better engines and safe vehicles. Computational technology is used in medical and pharmaceutical industries to develop new drugs, interpret and construct visual images of medical data such as MRI, and to assist in medical procedures. Meteorologists use computational techniques to predict the weather and long-term climate changes. Ecologists and biologists use computer models to study the environment, population dynamics and the influence of pollutants on the body, the air and the ocean. Economists use computers to predict future behavior of many financial systems, including the stock market. Computer modeling enables the study and performance testing of systems before they are put into production. This approach has saved billions of dollars and years of development time.

The program's flexibility allows students to apply math, computer and computational skills to an area of their choice. Scholarships and/or graduate assistantships may be available for highly qualified candidates. Graduates are well prepared for future employment in industry, research and academia. The incredible growth in the information-technology sector promises many exciting opportunities for those with computational expertise. The department has received equipment support from Sun, Intel, and Silicon Graphics and works closely with local industry. Our recent graduates have found employment in industrial, governmental, and educational settings such as Lockheed Martin, Boeing, Google, Paychex, General Electric, Ricoh, the United States Navy, and the Rochester City School District.

### GRADUATE DEGREE IN COMPUTATIONAL SCIENCE

The Master of Science (MS) in Computational Science requires 30 graduate credits, including 18 credits of required courses and 12 credits of electives. The program is appropriate for students with a BS in many fields, including computer science, math, physics, chemistry, biology, earth sciences, engineering, and business.

[NEW STUDENTS ARE NOT BEING ACCEPTED INTO THIS PROGRAM.]

(A) Required Courses		Credits
CPS 533	Scientific Visualization	3
CPS 602	Advanced Software Tools	3
CPS 604	Computational Methods in the Physical Sciences	3

CPS 644	Supercomputing and Applications	3
<b>(B) Required Research Experience</b>		
CPS 699*	Independent Study	3
CPS 710	Thesis	3
<b>(C) Elective Courses (chosen through advisement)</b>		
Two 500-level or higher graduate courses		6
Two 600-level or higher graduate courses		6

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**Total credits (including electives):** **30**

**Recommended Electives:\*\***

CPS 504	Applied and Computational Mathematics I	3
CPS 505	Applied and Computational Mathematics II	3
CPS 517	Introduction to Computational Chemistry	3
CPS 521	Introduction to Computational Physics	3
CPS 541	Introduction to Computational Finance	3
CPS 555	Introduction to Computational Fluid Dynamics	3
CPS 632	Deterministic Dynamical Systems	3
CPS 633	Stochastic Dynamical Systems	3
CPS 699*	Independent Study	3
CSC 501	Theory of Programming Languages	3
CSC 506	Algorithms and Data Structures	3
CSC 511	Computer Architecture	3
CSC 512	Operating Systems	3
CSC 519	Computer Networks	3
CSC 521	Computer and Network Security	3
CSC 522	Relational Database Design	3
CSC 527	Software Engineering	3
CSC 529	Object-oriented Programming	3
CSC 534	Artificial Intelligence	3
CSC 542	Electronic Commerce Technology	3
CSC 544	Introduction to Parallel Computing	3
CSC 583	Theory of Computation	3
MTH 521	Number Theory	3
MTH 542	Statistical Methods II	3
MTH 546	Probability and Statistics II	3
MTH 556	Advanced Differential Equations	3
MTH 561	Deterministic Mathematical Models	3
MTH 562	Stochastic Mathematical Models	3
MTH 571	Numerical Analysis	3
MTH 581	Discrete Mathematics II	3
MTH 621	Algebra	3
MTH 628	Applications of Algebra	3
MTH 641	Mathematical Statistics	3
MTH 651	Real Analysis	3
MTH 659	Topics in Analysis	3
MTH 669	Topics in Applicable Mathematics and Statistics	3

\*\*3 credits of CPS 699 are required, but up to nine credits total may be taken.

\*\*Please consult with faculty advisor about availability of additional electives.

## COMPUTATIONAL SCIENCE GRADUATE DEGREE

[New students are not being admitted to this program.]

Admission into the MS in Computational Science Program is competitive and is based upon previous academic performance, letters of recommendation and work experience. International students must provide documentation of English language proficiency for all non-native speakers of English. The College accepts the Test of English as a Foreign Language (TOEFL) and IELTS. For the TOEFL, a minimum score of 550 on the paper-based version, or a 213 on the computerized version, or a minimum score of 79-80 on the iBT version is required for consideration for admission. For the IELTS, a minimum score of 6.5 is required. Applicants must have a 3.0 undergraduate GPA; however, conditional admission may be granted in unusual cases. Application materials are to be submitted to the Office of Graduate Admission and must include a statement of interest, official transcripts, TOEFL score (if applicable) and two letters of recommendation. A *Plan of Study*, developed between each student and his or her advisor, must be submitted before the end of the first semester of study.

## DEPARTMENT OF COUNSELOR EDUCATION

**184 Albert W. Brown Building**  
**(585) 395-2258**

*Chairperson and Associate Professor:* Thomas J. Hernandez, EdD, LMHC, University of Rochester; *Professor:* Susan Rachael Seem, PhD, LMHC, NCC, ACS, Pennsylvania State University; *Associate Professor:* Patricia Goodspeed Grant, EdD, LMHC, NCC, University of Rochester; *Assistant Professors:* Robert Dobmeier, PhD, LMHC, CRC, University of Buffalo; Kathleen "Kitty" Fallon, PhD, NCC, IMH, University of Florida; Summer Reiner, PhD, LMHC, NCC, University of Connecticut; *Visiting Assistant Professor:* Bellah Kiteki, University of North Carolina, Greensboro.

### Mission Statement

The mission of the Department of Counselor Education is to educate excellent practitioners of counseling who choose an emphasis for special preparation in college, mental health or school settings. In doing so, the department enhances the quality of life in society by promoting the development of professional counselors who advance the counseling profession and promote respect for human dignity and diversity. Counselors are individuals with an advanced degree (MSEd, MS, CAS) who apply mental health, psychological or human development principles that address wellness, personal growth, career development and pathology. The MSEd program in Counseling (College Counselor and School Counselor emphases) and the MS program in Mental Health Counseling, are approved by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). The department also offers a Certificate of Advanced Study (CAS) leading to permanent New York State School Counselor Certification.

### Philosophy and Purposes

This program seeks to prepare excellent counselors who choose an emphasis for special preparation in college, mental health or school settings. Such counselors possess knowledge of human behavior and social systems, counseling and communication skills, self-awareness, and respect for human dignity and diversity. As a result, they are able to integrate this knowledge, skills and attitudes with their personhood. This combined emphasis on skill development, theory and utilization of self produces counselors who function effectively in a variety of mental health settings and who have a positive impact on the individuals, agencies, institutions and/or communities in which they work.

The philosophy of the program emphasizes the personhood of the counselor and utilization of self as the most important instruments in effecting therapeutic and systemic change. Thus, classroom instruction combines experiential (self) and didactic learning to create opportunities for students to acquire and demonstrate theoretical knowledge, practical skills, and understanding and utilization of self necessary to be effective counselors. Further, the program exposes

students to multiple theoretical orientations. Finally, students are expected to learn how to learn by acquiring the skills necessary to continue personal growth and professional development while in the program and after the completion of their formal education.

### **Program Objectives**

Students realize the above statement of purposes and philosophical beliefs through successful achievement of the following objectives. At the completion of the MS in Education-Counseling (School Counselor and College Counselor emphases) and MS in Mental Health Counseling, students will be able to:

1. Understand the relationship between self-awareness and counselor effectiveness, and employ this understanding in the professional practice of counseling.
2. Provide effective individual counseling.
3. Provide effective group counseling.
4. Perform effectively in the general counselor functions identified for the appropriate employment setting.
5. Effectively address issues and concerns related to a diverse society that arise while functioning as a counselor.
6. Apply legal and ethical principles in the practice of counseling.
7. Consult effectively with appropriate personnel and clients.
8. Address issues of career development in the practice of counseling.
9. Effectively apply measurement and evaluation concepts within the counseling process.
10. Apply an understanding of human growth and development from childhood through adulthood to the practice of counseling.
11. Conduct needs assessment and significant research in the development of counseling projects.
12. Understand the counseling community, the roles and functions of the professional counselor in a variety of settings, significant professional organizations, and the importance of professional standards and credentialing.
13. Effectively communicate in oral and written modalities.
14. Contribute to the counseling profession (e.g., development of innovative programs and practices, deliver professional presentations, represent the counseling perspective in collaborative environments).

### **Objectives are achieved through the two master's level programs:**

1. Master of Science in Education - Counseling (students choose one of two emphases):  
 School Counselor Emphasis prepares graduates to work in a K-12 setting eligible for New York State Provisional School Counselor Certification. 48 credits. (CACREP Accredited)  
 The College Counselor emphasis prepares graduates to work in two- and four-year post-secondary settings. 48 credits. (CACREP Accredited)
2. Master of Science in Mental Health Counseling  
 This program prepares graduates to work in community/mental health agencies or institutions. Graduates are eligible to take the New York State exam for licensure as a Licensed Mental Health Counselor in New York State. 60 credits.

## **CERTIFICATE OF ADVANCED STUDY IN SCHOOL COUNSELOR SUPERVISION**

Beyond the 48-credit MEd-Counseling program, School Counselor emphasis, the department offers a Certificate of Advanced Study (CAS) that leads to permanent New York School Counselor Certification, providing the candidate meets the experience requirement. Applicants to

this program must possess a New York State School Counselor Provisional Certificate. Students admitted to the CAS program may be given up to 48 credits for courses completed as part of their master's degree, leaving 12 credits to complete in fulfillment of the 60-credit CAS requirement. Students matriculated in a master's degree or a CAS program in the department who desire provisional or permanent school certification must contact the Office of Certification at The College at Brockport, (585) 395-2344.

### **Admission Requirements and Student Selection**

There is no single factor or test score to determine student admission to the Master of Science in Education-Counseling program (College and School Counseling emphases) and the Master of Science in Mental Health Counseling; however, a bachelor's degree is required. Data used to reach an admissions decision include:

1. a graduate application with the student's written objective for entering the program;
2. all undergraduate and graduate transcripts; and
3. three letters of recommendation (from an employer, a professor, and a character reference).

In addition, there is an interview process that involves two steps. First, all applicants who submit a completed application will be invited to an on-campus session at which they will provide written responses to audiotaped client vignettes. Then department faculty review candidates' application materials (numbers 1, 2 and 3 above) and their level of facilitativeness score derived from their responses to the audiotaped client vignettes. Second, selected applicants are invited to a group interview that involves all Counselor Education faculty and approximately eight to 12 applicants. This interview assesses sensitivity, oral /verbal ability, communicative skills (including feedback), self-awareness and interpersonal skills.

After reviewing these data, the Counselor Education faculty discusses all information regarding each applicant. The decision to accept or reject an applicant lies wholly within the jurisdiction of the department.

Application forms are available online at [www.brockport.edu/graduate](http://www.brockport.edu/graduate). They also can be obtained by calling the Office of Graduate Admissions at (585) 395-5465; sending a request by mail to the Office of Graduate Admissions at The College at Brockport, 350 New Campus Drive, Brockport, NY 14420; or by sending an email to [gradadmit@brockport.edu](mailto:gradadmit@brockport.edu).

Contact the Office of Graduate Admissions for further information, and visit [www.brockport.edu/graduate](http://www.brockport.edu/graduate) for details on the application deadlines for this program.

### **General Program Requirements**

Students are expected to have completed an undergraduate statistics course with a grade of "C" or better. If a student has not taken an undergraduate statistics course, the student must meet with his or her advisor to discuss this. The student must take and pass, with a "C" or better, an undergraduate statistics course approved by his or her advisor before taking EDC 606. This undergraduate credit will not be counted in the credits required for the MEd and MS degrees.

A maximum of nine graduate credits from another accredited college or university will be permitted for transfer to the degree program and only three credits to the CAS. These credits may not be more than five years old.

Credit for courses taken before matriculation may be given if a grade of "B" or better has been earned and if the courses have been taken during the preceding five years. Such retroactive credit should not exceed more than six credits. It is strongly recommended that a student complete only EDC 501, 502 or 503 before matriculation.

No students shall be permitted to enroll in EDC 722, 723 or 724 unless they have successfully completed all of the prerequisites. Any student with an incomplete grade in any of the prerequisite courses must remove the incomplete grade prior to enrolling in EDC 722, 723 or 724.



All required courses and competencies for required courses must be passed at a "B" level or higher.

Students who are deemed as not making reasonable progress toward the degree, as defined by published College policy, may be dismissed from the program. Any matriculated student who fails to maintain a cumulative 3.0 GPA or better in his/her program will be assigned probationary status. Please see the Academic Policies section in this catalog for specifics.

#### **Endorsement Policy**

The department will endorse students for appropriate placement based upon the program and/or emphasis that they have completed.

#### **Degree Requirements: MEd in Counseling**

##### **College Counselor Emphasis (48 credit)**

Students must complete the following program:

<b>Core Courses</b>	<b>Credits</b>
EDC 502: Self in Society - College Counselor	6
EDC 602: Counseling Concepts*	3
EDC 603: Group Counseling Concepts*	3
EDC 604: Career Development Concepts	3
EDC 606: Research and Program Evaluation	3
EDC 612: The Human Experience	3
EDC 614: Contemporary Issues	3
EDC 685: Measurement and Evaluation	3
EDC 720: Integration and Application of Basic Concepts**	3
EDC 721: Clinical Experience for Integration	3
Workshop: Child Abuse Reporting	
<b>(Environmental Emphasis)</b>	
EDC 626: Counseling in College Settings	3
EDC 723: Implementation I - College Counselor***	3
EDC 735: Clinical Experience for Implementation I	3
EDC 729: Implementation II - College Counselor	3
Elective (by Advisement)	3
<b>Total:</b>	<b>48</b>

\*Prerequisite: EDC 502 or instructor's permission

\*\*Completion of a Workshop on Child Abuse Reporting is required as a prerequisite for EDC 720.

\*\*\*Prerequisite: EDC 626

**Note:** Completion of a workshop on child abuse reporting is required. This is a prerequisite for EDC 720.

##### **School Counselor Emphasis (48 credit)**

Students must complete the following program:

<b>Core Courses</b>	<b>Credits</b>
EDC 501: Self in Society - School Counselor	6
EDC 602: Counseling Concepts*	3
EDC 603: Group Counseling Concepts*	3
EDC 604: Career Development Concepts	3
EDC 606: Research and Program Evaluation	3
EDC 612: The Human Experience	3
EDC 614: Contemporary Issues	3
EDC 685: Measurement and Evaluation Concepts	3

EDC 720:	Integration and Application of Basic Concepts***	3
EDC 721:	Clinical Experience for Integration	3
Workshop:	Child Abuse Reporting	
Workshop:	SAVE Training	
<b>(Environmental Emphasis)</b>		
EDC 619:	Counseling in School Settings	3
EDC 722:	Implementation I - School Counselor***	3
EDC 735:	Clinical Experience for Implementation I	3
EDC 728:	Implementation II - School Counselor	3
Elective (by Advisement)		3

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**Total:** 48

\*Prerequisite: EDC 501 or instructor's permission

\*\*Completion of two workshops required for New York State Education Certification (Child Abuse Reporting and SAVE Training) is required. These are prerequisites for EDC 720.

\*\*\*Prerequisite: EDC 619

**Note:** Completion of two workshops required for New York State Education Certification (Child Abuse Reporting and SAVE Training) is required. These are prerequisites for EDC 720.

### Degree Requirements: MS in Mental Health Counseling (60 credit)

The Master of Science in Mental Health Counseling degree results in graduates' eligibility to take the New York State exam for licensure as a Licensed Mental Health Counselor. Students must complete the following program:

Core Courses	Credits	
EDC 503:	Self in Society - Mental Health Counselor	6
EDC 602:	Counseling Concepts*	3
EDC 603:	Group Counseling Concepts*	3
EDC 604:	Career Development Concepts	3
EDC 606:	Research and Program Evaluation	3
EDC 612:	The Human Experience	3
EDC 614:	Contemporary Issues	3
EDC 685:	Measurement and Evaluation	3
EDC 720:	Integration and Application of Basic Concepts***	3
EDC 721:	Clinical Experience for Integration	3
Workshop:	Child Abuse Reporting	
<b>(Environmental Emphasis)</b>		
EDC 613:	Diagnosis and Treatment Planning in Counseling	3
EDC 615:	Counseling in Mental Health Settings	3
EDC 724:	Implementation I - Mental Health Counselor***	3
EDC 735:	Clinical Experience for Implementation I	3
EDC 730:	Implementation II - Mental Health Counselor	3
EDC 731:	Implementation III – Mental Health Counselor	3
EDC 785:	Counseling Supervision Theory****	3
Elective (by Advisement)		3
Elective (by Advisement)		3

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**Total:** 60

\*Prerequisite: EDC 503 or instructor's permission

\*\*Completion of a workshop in Child Abuse Reporting for New York State Education Licensure as a mental health counselor is required. This is a prerequisite for EDC 720.

\*\*\*Prerequisites: EDC 613 and EDC 615

\*\*\*\*Prerequisite: EDC 730

## CAS SCHOOL COUNSELOR SUPERVISION

Graduates from The College at Brockport's Master of Science in Education – Counseling, School Counselor Emphasis, who possess a Provisional Certificate for New York State School Counselor, are eligible for the CAS program. Additionally, applicants who have graduated from other institutions who have a valid New York State School Counselor Certificate are encouraged to apply and have their credentials evaluated. Retroactive credit for degrees and/or courses may be given if the degrees and/or courses fit into the current program and if they are similar in content to those courses currently required.

To apply for matriculation into the CAS program, applicants must submit the following:

1. Official transcripts of all undergraduate and graduate college work completed.
2. Three letters of recommendation from individuals competent to comment on the applicant's academic and professionally demonstrated ability.\*
3. College Application for Matriculation.
4. Copy of New York State School Counselor Provisional Certificate.

\* Graduates of the Department of Counselor Education, The College at Brockport, do not need to complete Step 2.

Please visit the Office of Graduate Studies Web site at [www.brockport.edu/graduate](http://www.brockport.edu/graduate) for information on application deadlines. An interview is required only for graduates from institutions other than The College at Brockport. Applicants who are graduates of The College at Brockport Master of Science in Education – Counseling, School Counselor Emphasis have already met the interview requirement as part of their admission to The College at Brockport MSED program.

Upon completion of the CAS and two years of successful full-time school counselor experience, graduates will be eligible for New York State Permanent School Counselor Certification.

<b>CAS Program</b>	<b>Credits</b>
MSED Program – Counseling, School Counselor emphasis	48
EDC 883: Counselor as Systems Consultant	3
EDC 884: Group Theory and Supervised Practice	3
EDC 885: Supervision of Counseling	3
Elective (by Advisement)	3
<b>Total:</b>	<b>60</b>

## DEPARTMENT OF DANCE

141 Hartwell Hall  
(585) 395-2153

*Chair and Associate Professor:* Maura Keefe, Ph.D. University of California, Riverside; *Dean of the School of The Arts, Social Sciences, & Humanities:* Darwin Prioleau, EdD, University of Massachusetts at Amherst; *Professor:* Jacqueline Davis, MA, Ohio State University; *MA and MA PreK-12 Advisor and Associate Professor:* Juanita Suarez, PhD, Texas Woman's University; *Associate Professors:* James Hansen, MFA, University of Illinois at Urbana-Champaign; Clyde W. Morgan, BFA, Cleveland State University; *Graduate Program Director and Assistant Professor:* Mariah Maloney, MFA, Hollins University; Suzanne Oliver, PhD, University of Illinois at Urbana-Champaign; *Undergraduate Program Director and Visiting Professor (Guest Artist):* Bill Evans, MFA, University of Utah; *Visiting Associate Professor and Arts for Children Director:* Kevin Warner, MFA, Temple University; *Professional Employees:* Sandra Cain, MA, State University of Iowa; Gregory Ketchum, BS, The College at Brockport; Khalid Saleem; Christian

Tucker, MA, Ball State University.

### **Dance Department Overview**

The College at Brockport is an accredited institutional member of the National Association of Schools of Dance.

The Department of Dance offers a program in which graduate students may earn an MFA in Dance, an MA in Dance or an MA in Dance with New York State PreK-12 dance teacher certification. The department has some of the best dance facilities in the country, including its own fully equipped 300-seat proscenium dance theater, a 270-seat large-space studio theater, five studios, a body-conditioning lab, health pool, and computerized music and design studios. Faculty and professional staff are nationally and internationally recognized in their areas of expertise and are leaders in professional organizations such as CODA, NASD and NDEO.

While at Brockport, graduate students may perform in faculty and guest artist work, choreograph their own work or assist in directing departmental touring performances. They may travel to regional/national conferences and festivals; to countries with departmental foreign study programs such as Ghana, England, Australia and Jamaica; or to New York and other locations for approved and credited apprenticeships or dance study.

Upon completion of their degrees, Brockport graduate students go on to become college and university faculty; PreK-12 teachers; performers and choreographers; and dance administrators and private studio directors.

### **GRADUATE DANCE DEGREES**

**The 36-credit Master of Arts in Dance** is a graduate program that offers students an opportunity to focus on scholarly study in selected areas. Students may also develop an interdisciplinary focus in dance/movement studies, which might include studies in areas such as theatre, health and wellness and women's studies.

The 36 credits are distributed as follows:

1. A core of nine credits, including courses in dance research, dance history/aesthetics/culture and field work/teaching practicum;
2. Twenty-one additional credits taken in the selected area of emphasis within dance (including graduate technique when appropriate) or within allied disciplines that support the emphasis; and
3. Six culminating credits of thesis.

**The 60-credit Master of Fine Arts (MFA) in Dance** in performance and choreography provides opportunities to work with national and internationally recognized dance makers, teachers and professionals.

**The 60 credits are distributed as follows:**

1. The same nine-credit core as the MA;
2. Fifteen required credits in dance technique, including DNS 603 and 605, and courses from among 545, 553 and 554 technique and styles courses;
3. Twenty-four credits in choreography, performance, dance history and related arts;
4. Twelve culminating credits of creative project/apprenticeship with its accompanying professional paper and graduate seminar.

**Master of Arts in Dance with Initial PreK-12 Dance Teacher Certification** is an option that can lead to New York State Dance Teacher Certification. The 45-credit program includes the nine-credit MA core courses, 18 credits of professional courses, nine credits of student teaching, a three-credit seminar, and a six-credit thesis project. Requirements include:

1. One year of college-level study of a language other than English or its equivalent (American Sign Language is applicable toward meeting this requirement);
2. An elective addressing education issues of children with disabilities;
3. A passing score on the LAST exam as a prerequisite for student teaching and the ATS-W (elementary or secondary) exam before receiving certification. An additional exam is required to teach in Buffalo, NY;
4. 100 hours of field observation that target grades PreK-12;
5. HLS 210 First Aid and Community CPR for Athletics and HLS 301 Health Behaviors and Wellness as student teaching prerequisites; and
6. Finger printing by an approved provider.

**Notes:** Professional certification requires three years of full-time, PreK-12 teaching. Grades of "C" or better are required in all courses. Students cannot receive graduate credit for a course already completed at the undergraduate level ("swing courses").

**Admission Requirements for the MA, MFA and MA with Teacher Certification (BA/BS major for MA applicants, BFA major for MFA and MA PreK-12 applicants)**

1. An undergraduate degree with a major in dance, with a "B" or better average in dance courses, or
  - a. An undergraduate degree in another major and evidence of serious study and/or significant professional experience in dance. Once accepted to graduate program by audition, basic course work may be strongly recommended for students without undergraduate degrees in dance.
2. Three letters of recommendation, at least two from persons acquainted with the candidate's dance background;
3. Completion of the application form, including submission of official transcripts of undergraduate study, graduate study and application for audition;
4. Participation in an audition-interview process, which is scheduled once each year in March or April.
 

This audition consists of:

  - a. being observed in modern technique class (intermediate-level skill is required);
  - b. solving an improvisation problem;
  - c. presenting a three-minute solo of original choreography;
  - d. participating in a formal interview, including candidate's articulation of areas of interest in dance; and
  - e. completing a writing assessment assignment. Original research, essays or articles may also be presented, but are not required.

**NOTE:** A maximum of 12 transfer credits may be earned at other colleges and universities with the approval of the department. Six transfer credits may be earned, upon approval, at units outside the State University of New York system. Twelve credits may be transferred, with approval, from within the SUNY system, or from the Laban/Bartenieff Institute of Movement Studies.

Any student whose cumulative GPA falls below 3.0 is subject to the College's graduate academic probation policy.

**Application**

Applications are available online at [www.brockport.edu/graduate](http://www.brockport.edu/graduate) (see Graduate Admissions section of this catalog for details). For questions, please call the Office of Graduate Admissions at (585) 395-5465; email [gradadmit@brockport.edu](mailto:gradadmit@brockport.edu); or write the Office of Graduate Admissions, The College at Brockport, 350 New Campus Drive, Brockport, NY 14420

Completed applications should be submitted to the Office of Graduate Admissions. Contact the Office of Graduate Admissions, **(585) 395-5465**, for further information. Visit **[www.brockport.edu/graduate](http://www.brockport.edu/graduate)** for details on the application deadlines for this program.

Address inquiries about the graduate program to:

Graduate Dance Program Director  
Department of Dance  
SUNY College at Brockport  
350 New Campus Drive  
Brockport, NY 14420  
Telephone: **(585) 395-2153**

## DEPARTMENT OF EDUCATION AND HUMAN DEVELOPMENT

**282 Albert W. Brown Building**  
**(585) 395-2205**

*Chairperson and Associate Professor:* Donald Halquist, PhD, University of New Mexico; *Distinguished Service Professor:* Betsy Ann Balzano, PhD, Florida State University;

*Professors:* Thomas R. Giblin, EdD, University of Florida; Christine Murray, PhD, Syracuse University; *Associate Professors:* Mary Corey, PhD, University of Rochester; Moira Fallon, PhD, University of New Mexico; Sue Novinger, PhD, University of Missouri-Columbia; Conrad Van Voorst, EdD, Vanderbilt University; Peter Veronesi, PhD, University of Iowa; *Assistant Professors:* Jennifer Ashton, PhD, University of Rochester; Jeremy Browne, PhD, Brigham Young University; Sandra Cimbricz, PhD, University of Buffalo; Eun-Joo Kim, PhD, University of Georgia; Carole Peltari, EdD, Northern Illinois University; Dong-Shin Shin, EdD, University of Massachusetts at Amherst; Janka Szilagyi, PhD, University at Buffalo; Christian Wilken, EdD, Harvard; Jie Zhang, PhD, Tennessee Technological University; *Lecturers:* Frank Rossi, MS, SUNY College at Geneseo; Allison Wright, MEd, SUNY Buffalo; *Director of Field Experience and Certification:* Diane Maurer, MEd, SUNY Buffalo; *Assistant Coordinator of Field Experience:* Shelly Smith, MS, The College at Brockport; *Coordinator for Certification and Graduate Advisement:* Michael Harrison, MSW, Western Michigan University; *Coordinator for Undergraduate Certification Programs:* Nancy Di Pasquale, MEd, SUNY College at Buffalo.

**\*Important Notice:** New York State Board of Regents policies have led to changes in both certificate titles and certification requirements. These changes are reflected in our web page: [www.brockport.edu/ehd](http://www.brockport.edu/ehd)

### ADVANCED CERTIFICATE PROGRAM (15 CREDITS)

The Department of Education and Human Development offers an Advanced Certificate Program in Bilingual Education (15 credits). This program meets the academic requirements for adding the Bilingual Teacher Extension—Initial to an existing initial, professional, provisional, or permanent New York State teaching certificate except for those certified in a foreign language. This program is designed for those applicants who wish to add the Bilingual Teacher Extension but do not wish to complete a master's degree. This program will not qualify program completers for New York State professional or permanent certification. Applicants who need to meet the requirements for professional or permanent certification are referred to the 33-hour Bilingual Education MEd program.

### MS in Education Programs

The Department of Education and Human Development currently offers MS in Education options for three groups of students:

- those who hold a valid provisional or initial certificate, and seek permanent or professional certification in the same title area;
- those who hold a valid provisional or initial certificate, and seek an additional initial/professional certificate in Literacy Birth - Grade 6 or Bilingual Education; and
- those who have no certification, and seek the initial/professional certifications in an adolescence title area.

### **PROFESSIONAL EDUCATION PROGRAMS (33-36 CREDITS)**

The department's 33- and 36-credit programs are designed for those students who already possess provisional or initial certification, usually in the area in which the degree is being sought (see section on Admission Requirements for exceptions). These programs provide the master's degree that is required in New York state for permanent or professional certification. Please note that there are additional New York state requirements for permanent and professional certification, including teaching experience and testing requirements (permanent only).

The Department of Education and Human Development currently offers the following 33- and 36-credit programs:

#### **33-Credit Programs**

- Adolescence English
- Adolescence Mathematics
- Adolescence Science
- Adolescence Social Studies
- Bilingual Education
- Childhood Curriculum Specialist

#### **36-Credit Program**

- Childhood Literacy

### **ALTERNATE ADOLESCENCE INCLUSIVE EDUCATION PROGRAMS (60 CREDITS)**

The 60-credit alternate adolescence inclusive programs lead to a Master of Science in Education and are specifically designed for those who do not possess any certification and who have little or no professional education background. These programs lead to initial certification and also provide the master's degree that is required in New York state for professional certification.

Please note that there are additional New York state requirements for professional certification, including teaching experience. (Please contact the Office of Teacher Certification at The College at Brockport, your local BOCES Regional Certification Office, or the New York State Department of Education for additional certification information.)

The Department of Education and Human Development currently offers the following 60-credit alternate programs. All are in the area of adolescence inclusive education (grades 7-12). Each includes dual certification in Students with Disabilities (grades 7-12) and an extension to middle childhood education (grades 5-6) certification:

- Alternate Adolescence English Inclusive Education
- Alternate Adolescence Mathematics Inclusive Education
- Alternate Adolescence Science (biology, chemistry, earth science or physics) Inclusive Education
- Alternate Adolescence Social Studies Inclusive Education

## **ADOLESCENCE INCLUSIVE INITIAL CERTIFICATION ONLY PROGRAM (33 CREDITS)**

An Adolescence Inclusive Initial Certification Only Program (33 credits) is currently under review by the State Education Department. This program is designed for those applicants who hold an earned bachelor's, master's or doctoral degree in one of the content areas listed below and wish to earn initial teaching certification in adolescence inclusive education without completing a master's degree. This program will not qualify program completers for New York State professional or permanent certification. Once approved, programs are in the areas of adolescence inclusive education listed below, and will include dual certification in Students with Disabilities (grades 7-12) and an extension to middle childhood education (grades 5-6) certification.

- Alternate Adolescence English Inclusive Education
- Alternate Adolescence Mathematics Inclusive Education
- Alternate Adolescence Science (biology, chemistry, earth science or physics) Inclusive Education
- Alternate Adolescence Social Studies Inclusive Education

For information about this program, call the EHD Graduate Office at **(585) 395-5060**.

Please note that The College at Brockport does not currently offer a graduate program leading to initial Childhood Education Grades 1-6 certification.

### **Application Guidelines**

As part of the application process, applicants must submit:

- official transcripts of all graduate and undergraduate work completed;
- three professional (not personal) recommendations from those who know of the applicant's aptitude for teaching, ability to relate to children, and ability to successfully do graduate level work;
- a statement of objectives on the applicant's reasons and fitness for teaching and for pursuing graduate education; and
- a copy of the applicant's New York State teaching certificate or a letter from the applicant's college certification officer or BOCES Regional Certification Officer attesting to his/her eligibility for the certificate (33- and 36-credit program applicants only).

In addition to the materials submitted as part of the application, programs in the Department of Education and Human Development may require an interview. If selected for an interview, applicants will be contacted within a few weeks after the application deadline to schedule the interview. Applicants selected for an interview who do not participate in the interview process, will not be considered for program admission.

Applications are available online at **[www.brockport.edu/graduate](http://www.brockport.edu/graduate)** (see Graduate Admissions section of this catalog for details). For questions, please call the Office of Graduate Admissions at **(585) 395-5465**; email [gradadmit@brockport.edu](mailto:gradadmit@brockport.edu); or write the Office of Graduate Admissions, The College at Brockport, 350 New Campus Drive, Brockport, NY 14420.

For details on the application deadlines for programs offered by the Department of Education and Human Development, contact the Office of Graduate Admissions or visit **[www.brockport.edu/graduate](http://www.brockport.edu/graduate)**.

Normally, within 3-4 weeks of the application deadline, the faculty reviews the applications and makes admission recommendations. By the end of the month following the application deadline, applicants are notified by letter as to the admission recommendation. Applicants who are recommended for admission must then attend an orientation session and meet with a designated advisor to complete a *Plan of Study* (POS). Only after the *Plan of Study* has been accepted



will the admission recommendation be forwarded to the Office of Graduate Admissions.

Only a letter from the Office of Graduate Admissions constitutes an official offer of admission. Applicants are not officially admitted until they return the *Reply Form* that accompanies the offer of admission. Once applicants accept the offer of admission and the *Reply Form* is received, they may register as matriculated students.

#### **Admission Requirements**

Admission to degree programs in education and human development is competitive. There is not space to accommodate all qualified applicants in most programs; therefore, all qualified persons may not be accepted. All applicants must have a baccalaureate degree from an accredited institution (see the Graduate Admissions section of this catalog for further details). Normally, an undergraduate GPA of 3.0 or higher is required.

### **PROFESSIONAL OR SECOND INITIAL EDUCATION PROGRAMS (33-36 CREDITS)**

With three exceptions, students applying for a 33- or 36-credit program must hold provisional or initial certification in the area for which the application is being made. The exceptions are:

- The Bilingual Education Program and the Advanced Certificate Program in Bilingual Education will consider applicants with certification in subject areas other than foreign languages who wish to obtain the Bilingual Extension Certificate. (See list of appropriate certifications under the section entitled "Bilingual Program.")
- The Childhood Literacy Program requires provisional certification in PreK-6 or initial certification in either Early Childhood Education Birth-Grade 2 or Childhood Education Grades 1-6.
- The Childhood Education Curriculum Specialist Program will consider applicants holding the initial Early Childhood Birth-Grade 2 certificate for the purpose of attaining the New York State Professional Childhood 1-6 certificate by direct state application.

### **ALTERNATE ADOLESCENCE INCLUSIVE EDUCATION PROGRAMS (60 CREDIT)**

In addition to a baccalaureate degree with a GPA of 3.0 or higher, all post-baccalaureate and 60-credit alternate programs require applicants to have completed a course in adolescent psychology (equivalent to PSH 484 at Brockport) and personal health (equivalent to HLS 301 or PRO 370 at Brockport).

Students applying for the 60-credit Alternate Adolescence Inclusive Education Program should be aware that a major **or** 30 credits in the content area is also required for program acceptance.

Acceptable majors for state certification and The College at Brockport programs include:

- English,
- mathematics,
- sciences (biology, chemistry, earth science and physics), and
- social studies (history, or see section below).

Below are listed the academic requirements for non-majors to qualify for each of the Alternate Adolescence Inclusive Education Programs offered by the Department of Education and Human Development.

#### **English\***

Courses offered by an English department as core requirements for a degree are acceptable. For example, courses in composition, English literature, poetry, playwriting, grammar and English linguistics are acceptable. A maximum of six credits for study in related areas such as speech,

drama, theater and journalism may be allowed toward the 30-credit requirement for study in English.

#### **Mathematics\***

Courses offered by a mathematics department that are considered core requirements toward a degree in mathematics are typically acceptable. For example, courses in mathematical reasoning, quantitative methods, number theory and concepts, algebra, analytic geometry, calculus, geometry, trigonometry, data analysis, probability, statistics and discrete mathematics are acceptable. Statistics courses that are offered by another department are also acceptable. Only those computer courses that involve using computers to solve mathematical problems are acceptable. Courses in computer science, accounting, finance and courses in which mathematics is applied to solving problems other than those that are purely mathematical are not acceptable.

#### **Science\***

**Biology** - Courses in scientific methods, cell biology, biochemistry, anatomy and physiology, comparative anatomy, genetics and evolution, biological diversity, human biology and human ecology are acceptable. Courses in nutrition are acceptable only if they are in cell nutrition.

**Chemistry** - Courses in scientific methods, matter and atomic structure, energy, chemical bonds and molecular structure, chemical reactions and quantitative relations are acceptable. Courses in geochemistry are generally applied science courses and, therefore, not acceptable.

**Earth science** - Courses in scientific methods, space systems, atmospheric systems, geological systems and water systems are acceptable. Courses in engineering and geophysics are generally applied science courses and, therefore, not acceptable.

**Physics** - Courses in scientific methods, mechanics and heat, electricity and magnetism, waves, sound and light, and quantum theory and the atom are acceptable. Courses in engineering and geophysics are generally applied science courses and, therefore, not acceptable. Astronomy courses are acceptable only if the primary focus is on the mathematics of gravitational attraction between astral bodies.

The College at Brockport, following state regulations, requires a total of 18 credits in at least two additional science areas to recommend students for the General Science Extension certificate.

#### **Social Studies\***

Courses in US and world history and geography, economics, government, political science, anthropology and sociology are acceptable. The College at Brockport, following state regulations, requires a minimum of 21 credits in history and 3 credits in government, economics and geography for program acceptance.

*\*Please note: Individuals applying to the 60-credit Alternate Adolescence Inclusive Education Programs in Mathematics or Science, who possess an engineering or similarly technical degree, must provide a State Education Department (SED) or Board of Cooperative Educational Services (BOCES) written evaluation of the academic content area as part of the application process. To acquire the evaluation the individual must actually apply for the certificate through the BOCES office.*

Please note that applicants with foreign credentials must obtain a review of credentials/transcripts from the New York State Education Department prior to application. This is necessary to determine if minimum content area requirements have been met.

**Policies for Degrees and Advanced Certificates**

All courses taken must be part of the approved *Plan of Study*. At least 15 credits must be taken at the 600 or higher course level. A grade of "B-" or better is required in all program courses used to meet initial state certification requirements. A minimum 3.0 cumulative GPA is required for graduation.

All students in a MSED program offered by the Department of Education and Human Development must successfully complete a culminating experience—an approved thesis, project, analytical review of the literature or seminar portfolio. The culminating experience is planned in consultation with a faculty member(s) and is included as one of the final courses leading to the MSED degree.

**Previous Course Credit**

Credit for courses taken before matriculation may be approved if a grade of "B" or better has been earned and if the courses are appropriate for the course of study pursued. Such retroactive credit will not exceed 12 credits, with no more than nine credits allowed from course work completed at The College at Brockport in non-degree status prior to matriculation. Normally, courses older than five years will not be considered. A maximum of six credits will be accepted from any other graduate level program leading to provisional or initial certification. **Please note:** courses taken prior to matriculation will not automatically be accepted as part of the graduate program regardless of where or when the courses were taken. Thus, it is in the applicant's best interest to seek admission prior to taking courses.

**Requirements for Retention in Program**

Students must make satisfactory progress toward meeting degree requirements in order to maintain their matriculated status. The following requirements must be satisfied:

- Students must follow the approved *Plan of Study*. The planned program must reflect a schedule that allows completion of all degree requirements within five years from the date of matriculation.
- Since a minimum 3.0 GPA is required for graduation, students are expected to maintain a 3.0 GPA during all semesters. Grade point averages will be monitored after the completion of nine or more graduate credits. Matriculated graduate students whose cumulative GPA falls below 3.0 will be placed on academic probation. Students will receive written notification of their probationary status from the Office of Graduate Studies.
- Continuous progress in a program means that a minimum of one course must be taken each calendar year. College policy provides that students who do not maintain such continuous enrollment will be dematriculated.

## **ADVANCED CERTIFICATE PROGRAM IN BILINGUAL EDUCATION (SPANISH) (15 CREDITS)**

The Bilingual Education Advanced Certificate Program meets the academic requirements for adding the Bilingual Teacher Extension-Initial to an existing initial, professional, provisional, or permanent New York State teaching certificate **except** for those certified in a foreign language. This program is designed for those applicants who wish to add the Bilingual Teacher Extension but do not wish to complete a master's degree. This program will not qualify program completers for New York State professional or permanent certification. Applicants who need to meet the requirements for professional or permanent certification are referred to the 33-hour Bilingual Education MSED program.

**I. Prerequisites**

1. A minimum of a baccalaureate degree from an accredited four-year college or university (see the Graduate Admissions section of this catalog for further details) with a minimum

GPA of 3.0 on a 4.0 scale. Applicants holding a masters degree are eligible to apply to this program, as well.

2. Valid New York State certification in one of the following areas:
  - initial Early Childhood Birth-Grade 2
  - initial Childhood Education Grades 1-6
  - initial or professional Adolescence, any content area 7-12 (other than foreign language)
  - provisional or permanent PreK-6, or
  - provisional or permanent Secondary, any content area 7-12 (other than foreign language)
3. Demonstrated proficiency in Spanish at the advanced level. An oral proficiency interview may be required of some applicants. If required, the Department of Foreign Languages and Literatures, (585) 395-2269, will contact the applicant to schedule the interview.

<b>II. Required Courses</b>		<b>Credits</b>
FCE 520	Multiculturalism in the US	3
	<b>OR</b>	
EDI 601	Diversity in Education	3
FCE 526	Foundations of Bilingual Education	3
EDI 521	Methods for Teaching the Bilingual Child	3
EDI 612	Bilingual Methods of Teaching Content *	3
EDI 600	Linguistics and Second Language Acquisition	3
<b>Minimum Total:</b>		<b>1</b>

\*Courses requiring 50-hour field experience component.

## **BILINGUAL EDUCATION PROGRAM (33 CREDITS)**

### **MS in Education: Bilingual Education (Spanish)**

The Bilingual Program meets the academic requirements for the professional extension certificate in bilingual education **except** for those certified in a foreign language. This master's degree program will meet the professional or permanent certification education requirement for the existing certifications held by those eligible for program participation.

#### **I. Prerequisites**

1. A baccalaureate degree from an accredited four-year college or university (see the Graduate Admissions section of this catalog for further details) with a minimum GPA of 3.0 on a 4.0 scale.
2. Valid New York State certification in one of the following areas:
  - initial Early Childhood Birth-Grade 2
  - initial Childhood Education Grades 1-6
  - initial Adolescence, any content area 7-12 (other than foreign language)
  - provisional PreK-6, or
  - provisional Secondary, any content area 7-12 (other than foreign language)

- Demonstrated proficiency in Spanish at the advanced level. An oral proficiency interview may be required of some applicants. If required, the Department of Foreign Languages and Literatures, (585) 395-2269, will contact the applicant to schedule the interview.

<b>II. Required Courses</b>		<b>Credits</b>
<b>1. Core Courses</b>		
EDI 600	Understanding Educational Research	3
EDI 60	Diversity in Education	3
EDI 603	Educational Assessment and Evaluation	3
EDI 722	Seminar in Bilingual Education	3
<b>2. Professional Education</b>		
EDI 628	TESOL: Methods, Materials and Techniques	3
EDI 521	Methods for Teaching the Bilingual Child	3
EDI 612	Bilingual Methods of Teaching Content*	3
<b>3. Liberal Arts</b>		
FCE 520	Multiculturalism in the USA	3
FCE 526	Foundations of Bilingual Education	3
SPN 560	Spanish Phonology	3
<b>OR</b>		
SPN 561	Advanced Spanish Grammar	
SPN 563	Linguistics and SLA	3
<b>Minimum Total:</b>		<b>33</b>

\*Courses requiring 50-hour field experience component.

## **CHILDHOOD EDUCATION PROGRAMS (33 CREDITS)**

### **MS in Education: Childhood Education Curriculum Specialist**

The Childhood Education Curriculum Specialist Program meets the degree requirements for New York State Professional Childhood Education Grades 1-6, Early Childhood Birth-Grade 2\*, or New York State Permanent PreK-6 certification.

#### **I. Prerequisites**

- A baccalaureate degree from an accredited four-year college or university (see the Graduate Admissions section of this catalog for further details) with a minimum GPA of 3.0 on a 4.0 scale.
- Valid New York State initial Childhood Education Grades 1-6, initial Early Childhood Birth-Grade 2\*, or provisional PreK-6 certification.

<b>II. Required Courses</b>		<b>Credits</b>
<b>1. Core Courses</b>		
EDI 600	Understanding Educational Research	3
EDI 601	Diversity in Education	3
EDI 603	Educational Assessment and Evaluation	3
EDI 703	Seminar in Childhood Education	3
<b>2. Curriculum Concentration**</b>		
At least one course in each of the following areas (selected with advisement):		
a)	science or teaching of science	3
b)	mathematics or teaching of mathematics	3
c)	language arts or teaching of language arts	3
d)	social science or teaching of social studies	3

**3. Guided Electives (selected with advisement)****9****Minimum Total:****33**

\*\* If initial Childhood certification is obtained by direct application to the New York State Education Department, The College at Brockport can then provide endorsement for the Childhood Professional Certificate. If the initial certificate is held in Early Childhood B-2, students must apply directly to the New York State Education Department for professional certification in Early Childhood.

\*\* Candidates holding certification in Early Childhood are strongly encouraged to complete pedagogy course work under the curriculum concentration.

**MS in Education: Childhood Literacy**

The Childhood Literacy Program can be completed only with part-time study over a minimum of two years. Students are admitted during the spring application period and begin the program in the summer or fall. The degree leads to New York State (New York State) certification as a Literacy Birth-Grade 6 teacher. It will also meet the state's permanent/professional certification education requirement for teachers with provisional/initial certification.

**I. Prerequisites**

1. A baccalaureate degree from an accredited four-year college or university (see the Graduate Admissions section of this catalog for further details) with a minimum GPA of 3.0 on a 4.0 scale. (Please note: Applicants must complete all requirements for the baccalaureate degree by the May commencement at their college or university to be eligible for summer matriculation at The College at Brockport. Applicants who are accepted and fail to graduate from the undergraduate program in May are not eligible to begin the program. Such applicants may request to begin the program the following summer. Applicants expecting to complete their baccalaureate degree in the summer or fall semesters should apply for matriculation in the following summer.)
2. Valid New York State provisional PreK-6 certification or initial certification in Childhood Education Grades 1-6 or Early Childhood Education Birth-Grade 2. This should include six credits in literacy (reading) education. (**Please note:** Applicants must complete all requirements for the New York State teaching certificate prior to matriculation and provide proof of certification or eligibility for certificate.)

**II. Required Courses**

	<b>Credits</b>
EDI 600 Understanding Educational Research	3
EDI 601 Diversity in Education	3
EDI 634 Teaching Reading to Children with Special Needs	3
EDI 730 Literacy Assessment	3
EDI 731 Advanced Developmental Literacy Instruction	3
EDI 732 Clinical Diagnosis of Reading/Writing Difficulties	3
EDI 735 Emergent Language and Literacy	3
EDI 736 Literacy Seminar	3
EDI 738 Reading and Writing in the Content Areas	3
EDI 739 Language Arts in Literacy Instruction	3
EDI 740 Literacy Practicum I	3
EDI 741 Literacy Practicum II	3

**Minimum Total:****36**

**ADOLESCENCE EDUCATION PROGRAMS (33 CREDITS)****MS in Education: Adolescence English**

This program meets the professional or permanent certification education requirement for adolescence or secondary English education.

**I. Prerequisites**

1. A baccalaureate degree from an accredited four-year college or university (see the Graduate Admissions section of this catalog for further details) with a minimum 3.0 GPA on a 4.0 scale.
2. Valid New York State initial or provisional certification in English 7-12.

**II. Program Courses**

	<b>Credits</b>
<b>1. Core Courses</b>	
EDI 600 Understanding Educational Research	3
EDI 601 Diversity in Education	3
EDI 603 Educational Assessment and Evaluation	3
EDI 791 Seminar in English Education	3
<b>2. Professional Education</b>	
EDI 647 Teaching Reading, Writing and Literature	3
EDI 678 Issues in English Education	3
<b>3. Liberal Arts, by advisement (for example):</b>	
ENL 581 English Grammar	3
ENL 584 Young Adult Literature	3
ENL 632 Studies in American Literature Before 1870	3
ENL 636 Studies in American Literature 1870-1920	3
<b>4. Elective</b>	3

**Minimum Total:****33****MS in Education: Adolescence Mathematics**

This program meets the professional or permanent certification education requirement for adolescence or secondary mathematics education.

**I. Prerequisites**

1. A baccalaureate degree from an accredited four-year college or university (see the Graduate Admissions section of this catalog for further details) with a minimum GPA of 3.0 on a 4.0 scale.
2. Valid New York State initial or provisional certification in Mathematics 7-12.

**II. Program Courses**

	<b>Credits</b>
<b>1. Core Courses</b>	
EDI 600 Understanding Educational Research	3
EDI 601 Diversity in Education	3
EDI 603 Educational Assessment and Evaluation	3
EDI 792 Seminar in Mathematics Education	3
<b>2. Professional Education</b>	
EDI 622 Advanced Adolescence Curriculum: Mathematics	3
EDI 686 Issues in Adolescence Mathematics Education	3
<b>3. Liberal Arts, by advisement</b>	
Selection of appropriate mathematics courses	12
<b>4. Elective</b>	3

**Minimum Total:** 33

**MS in Education: Adolescence Science**

This program meets the professional or permanent certification degree requirements for 7-12 biology, chemistry, earth science or physics.

**I. Prerequisites**

1. A baccalaureate degree from an accredited four-year college or university (see the Graduate Admissions section of this catalog for further details) with a minimum GPA of 3.0 on a 4.0 scale.
2. Valid New York State initial or provisional certification in Biology 7-12, Chemistry 7-12, Earth Science 7-12, or Physics 7-12.

**II. Program Courses** **Credits**

**1. Core Courses**

EDI 600	Understanding Educational Research	3
EDI 601	Diversity in Education	3
EDI 603	Educational Assessment and Evaluation	3
EDI 793	Seminar in Science Education	3

**2. Professional Education**

EDI 617	Advanced Methods in Teaching Adolescence Science	3
EDI 623	Reading Research in Science Education	3

**3. Liberal Arts**

Selection of appropriate graduate science courses in BIO, CHM, ESC, GEL, NAS or LST by advisement

**4. Elective** 3

**Minimum Total:** **33**

**MS in Education: Adolescence Social Studies**

This program meets the professional or permanent certification education requirement for adolescence or secondary social studies education.

**I. Prerequisites**

1. A baccalaureate degree from an accredited four-year college or university (see the Graduate Admissions section of this catalog for further details) with a minimum GPA of 3.0 on a 4.0 scale.
2. Valid New York State initial or provisional certification in Social Studies 7-12.

**II. Program Courses** **Credits**

**1. Core Courses**

EDI 600	Understanding Educational Research	3
EDI 601	Diversity in Education	3
EDI 603	Educational Assessment and Evaluation	3
EDI 794	Seminar in Social Studies Education	3

**2. Professional Education**

EDI 670	Issues in Social Studies Education	3
EDI 674	Applied History Seminar	3

**3. Liberal Arts by advisement (for example):**

HST 501	American History Topics	3
HST 511	History of New York State	3
HST 601	Topics in American History	3
HST 602	Topics in World History	3



**4. Elective**

3

**Minimum Total:**

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33**Alternate Adolescence Inclusive Education Programs (60 credits)****Purpose and Academic Eligibility**

These programs were developed for persons with a baccalaureate degree who do not hold initial certification and wish to obtain New York State initial and professional certifications in grades 7-12 content area (English, Social Studies, Mathematics or Science), middle childhood grades 5-6 extension, and students with disabilities in a content area grades 7-12.

**Prerequisites for Admission to an Alternate Adolescence Inclusive Education Program:**

1. A baccalaureate degree from an accredited four-year college or university (see the Graduate Admissions section of this catalog for further details) with a minimum GPA of 3.0 on a 4.0 scale.
2. An academic major in the program discipline or equivalent (30 credits in the discipline) as previously described.
3. Satisfactory completion, with a grade of "B" or better, of a course in adolescent psychology (equivalent to PSH 484 at Brockport).
4. Satisfactory completion, with a grade of "B" or better, of a course in personal health (equivalent to HLS 301[3 cr.] or PRO 370 [1 cr.] at Brockport).

**Additional Certification Requirements**

The College endorsements of the candidate's applications for certificates are made only after program completion and the awarding of the Master of Science in Education. Candidates are not eligible for the College endorsements for certification prior to program completion.

The following New York State initial certification requirements are not included in the alternate master's program:

- one college level course in a language other than English (American Sign Language is acceptable) with a minimum grade of "C" , an 85 or higher on the high school Regents exam for a language other than English, or the equivalent (determined by a placement examination);
- successful completion of four state teacher certification examinations (including the LAST, ATS-W and appropriate Content Specialty Tests in the content area and Students with Disabilities);
- state mandated fingerprinting;
- Identification and Reporting of Child Abuse and Maltreatment workshop; and
- School Violence Prevention Training workshop (also known as SAVE training).

**Alternate Programs and Professional Certification**

As mentioned earlier, completion of the MS in Education satisfies the academic requirement for a New York State professional certificate--the final certificate in the licensure process. While the student will qualify for the professional certificate endorsement upon program completion, he/she may still have the three-year teaching requirements to fulfill.

**Alternate Adolescence English Inclusive Education****Initial and Professional Certificates:**

- Students with Disabilities English Language Arts 7-12

- English Language Arts 5-6 Extension

Please refer to the section on Admission Requirements and all introductory program information at the beginning of this section.

### Required Courses

#### 1. Initial Sequence

##### Phase I

EDI 513	Introduction to Special Education	3
EDI 531	Teaching Language Skills in Middle and High School Content Areas I	3
EDI 545	Inclusive Teaching Middle Level English*	3

##### Phase II

EDI 530	Education and Society	3
EDI 532	Teaching Language Skills in Middle and High School Content Areas II	3
EDI 565	Teaching English Inclusively*	3

##### Phase III

EDI 514	Methods in Special Education*	3
EDI 519	Assessment for Special Education	3

##### Phase IV

EDI 575	Practicum and Seminar in Adolescence Inclusive Education	9
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#### 2. Core Courses

EDI 600	Understanding Educational Research**	3
EDI 601	Diversity in Education	3
EDI 603	Educational Assessment and Evaluation	3
EDI 791	Seminar in English Education**	3

#### 3. Professional Education

EDI 647	Teaching Reading, Writing and Literature**	3
EDI 678	Issues in English Education**	3

#### 4. Liberal Arts, by advisement (**for example**):

ENL 525	Contemporary British Writers	3
ENL 543	Contemporary American Poetry	3
ENL 584	Young Adult Literature	3

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### Minimum Total:

**60**

\*\* Courses requiring 50-hour field experience component.

\*\* Must be taken after practicum.

### Alternate Adolescence Mathematics Inclusive Education

#### Initial and Professional Certificates:

- Students with Disabilities Mathematics 7-12
- Mathematics 5-6 Extension

Please refer to the section on Admission Requirements and all introductory program information at the beginning of this section.

### Required Courses

#### 1. Initial Sequence

##### Phase I

EDI 513	Introduction to Special Education	3
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EDI 531	Teaching Language Skills in Middle and High School Content Areas I	3
EDI 546	Inclusive Teaching Middle Level Mathematics*	3
<b>Phase II</b>		
EDI 530	Education and Society	3
EDI 532	Teaching Language Skills in Middle and High School Content Areas II	3
EDI 566	Teaching Mathematics Inclusively*	3
<b>Phase III</b>		
EDI 514	Methods in Special Education*	3
EDI 519	Assessment for Special Education	3
<b>Phase IV</b>		
EDI 575	Practicum and Seminar in Adolescence Inclusive Education	9
<b>2. Core Courses</b>		
EDI 600	Understanding Educational Research**	3
EDI 601	Diversity in Education	3
EDI 603	Educational Assessment and Evaluation	3
EDI 792	Seminar in Mathematics Education**	3
<b>3. Professional Education</b>		
EDI 622	Advanced Adolescence Curriculum: Mathematics**	3
EDI 686	Issues in Adolescent Mathematics Education**	3
<b>4. Liberal Arts, by advisement (for example):</b>		
	Selection of appropriate mathematics courses	12
<b>Minimum Total:</b>		<b>60</b>

\*\* Courses requiring 50-hour field experience component.

\*\* Must be taken after practicum.

#### Alternate Adolescence Science Inclusive Education

##### Initial and Professional Certificates:

- Students with Disabilities Biology, Chemistry, Earth Science or Physics 7-12
- Biology, Chemistry, Earth Science or Physics 5-6 Extension
- General Science 7-12 Extension
- General Science 5-6 Extension

Please refer to the section on Admission Requirements and all introductory program information at the beginning of this section.

<b>Required Courses</b>		<b>Credits</b>
<b>1. Initial Sequence</b>		
<b>Phase I</b>		
EDI 513	Introduction to Special Education	3
EDI 531	Teaching Language Skills in Middle and High School Content Areas I	3
EDI 547	Inclusive Teaching Middle Level Science*	3
<b>Phase II</b>		
EDI 530	Education and Society	3
EDI 532	Teaching Language Skills in Middle and High School Content Areas II	3
EDI 567	Teaching Science Inclusively*	3
<b>Phase III</b>		
EDI 514	Methods in Special Education*	3

EDI 519	Assessment for Special Education	3
<b>Phase IV</b>		
EDI 575	Practicum and Seminar in Adolescence Inclusive Education	9
<b>2. Core Courses</b>		
EDI 600	Understanding Educational Research**	3
EDI 601	Diversity in Education	3
EDI 603	Educational Assessment and Evaluation	3
EDI 793	Seminar in Science Education**	3
<b>3. Professional Education</b>		
EDI 617	Advanced Methods in Teaching Science **	3
EDI 623	Reading Research in Science Education**	3
<b>4. Liberal Arts</b>		
Selection of appropriate graduate science courses in BIO, CHM, ESC, GEL, NAS or LST <u>by advisement</u>		

**Minimum Total:****60**

\*\* Courses requiring 50-hour field experience component.

\*\* Must be taken after practicum.

**Alternate Adolescence Social Studies Inclusive Education****Initial and Professional Certificates:**

- Students with Disabilities Social Studies 7-12
- Social Studies 5-6 Extension

Please refer to the section on Admission Requirements and all introductory program information at the beginning of this section.

**Required Courses****Credits****1. Initial Sequence****Phase I**

EDI 513	Introduction to Special Education	3
EDI 531	Teaching Language Skills in Middle and High School Content Areas I	3
EDI 548	Inclusive Teaching Middle Level Social Studies*	3

**Phase II**

EDI 530	Education and Society	3
EDI 532	Teaching Language Skills in Middle and High School Content Areas II	3
EDI 568	Teaching Social Studies Inclusively*	3

**Phase III**

EDI 514	Methods in Special Education*	3
EDI 519	Assessment for Special Education	3

**Phase IV**

EDI 575	Practicum and Seminar in Adolescence Inclusive Education	9
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**2. Core Courses**

EDI 600	Understanding Educational Research**	3
EDI 601	Diversity in Education	3
EDI 603	Educational Assessment and Evaluation	3
EDI 794	Seminar in Social Studies Education**	3

**3. Professional Education**

EDI 670	Issues in Social Studies Education**	3
EDI 674	Applied History Seminar**	3

**4. Liberal Arts, by advisement (for example):**

HST 501	American History Topics	3
HST 511	History of New York State	3
HST 521	America since 1929	3

**Minimum Total:****60**

\*\* Courses requiring 50-hour field experience component.

\*\* Must be taken after practicum.

**Program Notes Applicable to the Alternate Adolescence Inclusive Education Programs**

- Teacher candidates must be matriculated in an appropriate program prior to registering for program courses.
- The Initial Sequence must be completed in the order given.
- All requirements of Phases I-III must be completed prior to the practicum semester.
- A total of 150 clock hours of documented field experience with middle childhood and adolescent students and students with disabilities is required in these programs. Each phase requires 50 hours of field experience. Please note that the College will secure all field experience placements.
- After completing the initial sequence, candidates may apply for initial teaching certification by direct application to the New York State Education Department.
- After completing all program requirements, candidates will be endorsed for professional certification and initial certification if not previously obtained after the initial sequence.

**DEPARTMENT OF EDUCATIONAL ADMINISTRATION****258 Albert W. Brown Building****(585) 395-2661**

*Interim Chairperson and Visiting Assistant Professor:* Donald R. Covell, CAS, SUNY Albany;  
*Assistant Professors:* Gene M. Spanneut, EdD, SUNY Buffalo; James A. Tobin, EdD, SUNY Albany;  
*Visiting Assistant Professors:* Carol T. Godsavage, CAS, The College at Brockport.

The objective of the program is to develop administrative leaders for the schools of New York state. The department offers the following programs in educational administration:

1. A 60-credit program leading to a Certificate of Advanced Study (CAS) in Educational Administration (EDA), to initial/professional New York State Certification as a School Building Leader (SBL certification), and to professional New York State Certification as a School District Leader (SDL certification), providing the candidate meets the experience requirements and any other requirements, such as examinations or portfolios, which the New York State Education Department requires currently or may require in the future. Persons already holding a master's degree can complete the Certificate of Advanced Study with an additional 36 credits.
2. A 66-credit program leading to a Certificate of Advanced Study (CAS) in School Business Administration (SBA) and to professional New York State Certification as a School District Business Leader (SDBL certification), providing the candidate meets any other requirements, such as examinations or portfolios, which the New York State Education Department requires currently or may require in the future. Students can also earn a 30-credit Master of Science in Education as part of this program.

The School Building Leader (SBL) certification is required in New York state for any person serving more than 10 periods per week of the assignment in administrative or supervisory positions. Illustrative titles requiring this certification are principal, supervisor, director, coordinator, or assistant or vice principal. The School District Leader (SDL) certification is required for

central office positions such as superintendent of schools, deputy superintendent, associate superintendent, and any other person having responsibilities involving general district-wide administration. Candidates desiring SBL and/or SDL certifications must have completed three years of teaching or certificated pupil personnel services experience in an elementary or secondary school prior to obtaining administrative certification.

The School District Business Leader (SDBL) certification is required for positions of deputy superintendent for business, associate superintendent for business, assistant superintendent for business, and school business administrator. The three-year teaching requirement is not required for SDBL certification.

### **Matriculation**

Students interested in matriculation should apply as soon as possible. Courses taken before matriculation are not automatically accepted as part of the graduate program. EDA 600 Foundations of Educational Leadership is the prerequisite, entry-level course for the CAS in Educational Administration. Students should seek advisement before taking graduate courses to ensure maximum course acceptance. Advisors are assigned upon departmental recommendation for matriculation and serve as the student's general consultant throughout the program. The advisor and the student, with the approval of the chair, develop the student's *Plan of Study*, make any necessary changes in the approved plan, and assure fulfillment of all requirements for graduation.

To be recommended for matriculation in the department, the student must:

- A. Send a completed Application for Admission to the Office of Graduate Admissions. Among the documents that must be included are letters of support from a school district, the appropriate fees and official college transcripts of all undergraduate and graduate work (with the exception of any work completed at The College at Brockport);
- B. Attend a program meeting at which a faculty advisor is assigned and a formal *Plan of Study* is developed; and
- C. Have the *Plan of Study* approved by the department chair and filed in the department.

### **Admission Requirements**

Prior to being considered for matriculation, an applicant must submit the completed application, including official transcripts showing all college work completed and the school district letters of support. To qualify for matriculation, the applicant must meet the following entrance requirements:

#### **For the Educational Administration Program:**

1. A bachelor's degree from an accredited institution (see the Graduate Admissions section in this catalog for further details) is a minimum requirement for all applicants.
2. One year of satisfactory teaching or certificated pupil personnel services experience is a minimum for all applicants. This is defined as a full-time, probationary position or long term substitute experience; per diem substitute work does not qualify.
3. Support of a school district. As part of the application packet, the applicant must submit a letter on school district stationery from a principal, assistant superintendent, or superintendent so verifying #2 and #3 by confirming that:
  - a. The applicant has at least one year of satisfactory teaching or certificated pupil personnel services experience;
  - b. The applicant is an outstanding teacher or certificated pupil personnel services worker;
  - c. The applicant has excellent oral and written communication skills;
  - d. The applicant has leadership potential; and

- e. The district will provide the applicant with opportunities for increased responsibilities in leadership roles (e.g., chairing a committee, planning activities or events, making formal oral presentations).
4. Support of a mentor. As part of the application packet, the applicant must submit a letter on school district stationery from a principal, assistant superintendent, or superintendent stating that he/she agrees to act as the applicant's mentor. (This can be the same administrator as #3 above and can be contained in the above [#3] letter, or it can be a different administrator and a separate letter.)
5. Three years of successful teaching or certificated pupil personnel services experience upon completion of the program is required if the applicant wishes to obtain New York state certification as a school building leader (SBL) and/or school district leader (SDL).
6. A master's degree.

**For the School Business Administration Program:**

1. A bachelor's degree from an accredited institution (see the Graduate Admissions section in this catalog for further details) is a minimum requirement for all applicants.
2. Prior to being considered for admission, an applicant must submit a completed application, including transcripts showing all college work completed.
3. A cumulative undergraduate grade point average of at least 2.75 or higher during the last two years of study  
**OR**  
A graduate grade point average of 3.0 or higher with at least nine graduate credits.

**Transfer Courses**

Twenty-four credits from an earned master's degree are applied toward a Certificate of Advanced Study for non-EDA courses. There is no limit on the age of these transfer courses.

For students without an earned master's degree in the SBA Program, courses transferred in as part of an uncompleted degree may be used for non-SBA courses as follows: a maximum of 12 credits can be applied toward the master's degree and a maximum of 12 credits can be applied toward the CAS degree. No course may be transferred in which a grade of less than "B" was received. There is normally a five-year age limit on these transfer courses; however, individual courses older than five years may be accepted for non-SBA course credit if, in the opinion of the advisor, the course material is still valid.

**Age of EDA Courses**

EDA courses older than five years taken at The College at Brockport prior to matriculation in the department or re-matriculation, if the original period of matriculation has expired, cannot normally be accepted for required or elective EDA courses.

**Independent Studies**

Independent study allows students to explore unique areas of interest not addressed by currently offered EDA courses or to explore in greater depth a topic covered in an existing course. Students undertaking independent studies should have a rigorous and well-defined research agenda to maximize learning opportunities. Therefore, the Department of Educational has adopted the following policy.

1. The sponsor of the independent study must be a full-time faculty member.
2. A student is limited to one (1) independent study.
3. The independent study proposal must include:
  - a. A completed *Independent and Directed Study Application* (available from the department office);

- b. A completed *Independent Study Outline* (available from the department office) that must include (the student will need to attach additional pages):
  - Title of the study;
  - Abstract of the study (summarizes the work);
  - Purpose of the study (why the student wants to do this);
  - Methodology of the study (what the student will do and how it will be done). The student must be very specific, outlining a plan of action and/or steps that will be followed;
  - Resources for the study (what the student will use to complete the work). This must include books and journal articles;
  - The role of the faculty sponsor, including number and length of meetings between the student and the professor;
  - Intended outcomes or products of the study (what the study will produce);
  - Deadline for submission of outcomes or products; and
  - If a field-based project, the signature of an administrator at the level of principal or above.
4. The student must obtain approval of the above by the faculty sponsor and the department chair by:
  - a. April 15 for summer session independent studies;
  - b. August 1 for fall semester independent studies; and
  - c. December 15 for spring semester independent studies.
5. Letter grades ("A," "B," "C" and "E") will be used for all independent studies; a grade of "S" (Satisfactory) or "U" (Unsatisfactory) cannot be awarded.
6. A student must be fully matriculated to undertake an Independent Study course.
7. Directed studies (home pursuit of an existing course) are eliminated.

#### **Class Attendance Policy**

Attendance at the first class session for every EDA course is mandatory. For EDA 600 Foundations of Educational Leadership the first class session is the entire first weekend (Friday, 4:30 - 8 pm, and Saturday, 9 am - 4:30 pm). In the event a student is registered for and misses the first class session of any course for any reason whatsoever, the student must drop the course. Attendance at all class sessions is expected/mandatory except under the most extenuating circumstances (death in the family, severe illness, etc.). This also includes the make-up date(s) listed for each course for any given semester.

#### **Graduate Dismissal Policy**

Students with a cumulative GPA below 3.0 will be placed on academic probation. After attempting nine credits in probationary status, failure to bring the GPA to 3.0 will result in the student's dismissal from the program. Students with a GPA below 3.0 may not enroll in the practicum or the internship. Additional EDA course work may be required of those who have completed core courses and/or electives and maintain a GPA below 3.0.

#### **Time Limit**

Students in the EDA Program have five years from the date of matriculation to complete the CAS. Students in the SBA Program without a master's degree have five years from the date of matriculation to complete the MEd and an additional five years from the date of the master's degree to complete the CAS.



### Student Requests for Exceptions

Department policies regarding student and curriculum issues are essential for program quality and integrity, but occasionally circumstances appear that warrant an exception or waiver for a particular student. However, wholesale granting of exceptions and waivers minimizes the impact of department policies and can lead to dilution of intended program outcomes. A mechanism of full department review, using the collective wisdom of the faculty, helps ensure that only the most urgent waivers and exceptions are granted. Therefore, the Department of Educational Administration has adopted the following policy:

1. The department as a whole will review and approve or disapprove all student requests for exceptions to or waivers from department policies.
2. To request an exception to or waiver from a department policy, the student must:
  - a. Be fully matriculated in the department;
  - b. Consult with his/her advisor for support of the request and guidance through the process;
  - c. Put the request in writing, addressed to the department chair, explaining in detail the exception or waiver sought and the rationale.
3. The department will consider the request at its next monthly meeting.
4. The decision made at this meeting will be final at the departmental level; however, the student may appeal the decision to the Dean of the School of Education and Human Services.

### Program Requirements

Candidates for a degree are expected to demonstrate mastery of all competencies contained in the *Field Experience Rating Document* by the end of the internship (EDA 888) and successfully complete all courses listed on the *Plan of Study* to qualify for graduation with the CAS in Educational Administration degree. The rating document is available from the department upon matriculation.

## CAS IN EDUCATIONAL ADMINISTRATION

The Certificate of Advanced Study in Educational Administration is a 60-credit graduate degree program. Matriculated students receive 24 transfer credits for the earned master's, leaving 36 credits of work to complete the degree. There are 21 credits of course work, a three-credit practicum, a six-credit internship, and a six-credit Central Office Administration course. The course of study is listed below:

### School Building Leader (SBL) and School District Leader (SDL) Certifications

	<b>Credits</b>
EDA 600 Foundations of Educational Leadership	6
EDA 653 Site Management	3
EDA 678 Models of Effective Supervision	3
EDA 694 Resource Management	3
EDA 830 Program Management and Instructional Leadership	3
EDA 871 Legal Basis of Education	3
EDA 885 Practicum in Educational Leadership	3
EDA 888 Administrative Internship	6
EDA 896 Central Office Administration	6
<b>Total:</b>	<b>36</b>

**Please Note:** The prerequisite course—EDA 600 Foundations of Educational Leadership—requires two years of full-time teaching or certificated pupil personnel services experience as previously defined under "Admission Requirements."

## CAS IN SCHOOL BUSINESS ADMINISTRATION

The Certificate of Advanced Studies in School Business Administration is a 66-credit graduate degree program. Students entering the School Business Administration Program without an earned master's degree may complete the master's degree as part of this program.

Students who matriculate into the program with an earned master's degree receive 24 transfer credits for the master's, leaving 42 credits to complete the degree. There are 30 credits of course work, a six-credit practicum, and a six-credit administrative internship. The course of study is listed below:

	<b>Credits</b>
EDA 656 Personnel Administration	3
EDA 691 Principles and Practices of Budgeting	3
EDA 692 Design and Use of Microcomputers for School Business Administrators	3
EDA 693 Administration of Support Services	3
EDA 890 Issues in Site Management for School Business Administrators	3
EDA 891 Facilities Planning and Management	3
EDA 892 Legal Issues for School Business Administrators	3
EDA 893 School Finance and Revenue Management	3
EDA 894 Public School Accounting	6
EDA 897 Practicum in School Business Administration	6
EDA 898 Internship in School Business Administration	6
<b>Total:</b>	<b>42</b>

Students who matriculate into the program without an earned master's would complete the entire 66 credits of course work for the program, 30 of which would be the master's degree. The course of study is listed below:

	<b>Credits</b>
EDA 656 Personnel Administration	3
EDA 691 Principles and Practices of Budgeting	3
EDA 692 Design and Use of Microcomputers for School Business Administrators	3
EDA 693 Administration of Support Services	3
Approved research or measurement course	3
Approved curriculum course	3
Electives outside education	6
Free electives	6
<b>Total:</b>	<b>30</b>

The above 30 credits would comprise the course work required for the master's degree. Upon completion of the master's degree, the students then complete the CAS portion of the program. The additional course work required for the CAS is listed below:

	<b>Credits</b>
EDA 890 Issues in Site Management for School Business Administrators	3
EDA 891 Facilities Planning and Management	3
EDA 892 Legal Issues for School Business Administrators	3
EDA 893 School Finance and Revenue Management	3
EDA 894 Public School Accounting	6
EDA 897 Practicum in School Business Administration	6
EDA 898 Internship in School Business Administration	6
Free electives	6

**Total:****36****DEPARTMENT OF ENGLISH****211 Hartwell Hall  
(585) 395-2503**

*Chair and Professor:* J. Roger Kurtz, PhD, University of Iowa; *Professors:* Janie Hinds, PhD, University of Tulsa; T. Gregory Garvey, PhD, University of Wisconsin-Madison;; Anne Panning, PhD, University of Hawaii; *Associate Professors:* Jennifer Haytock, PhD, University of North Carolina; Ralph W. Black, PhD, New York University; Miriam E. Burstein, PhD, University of Chicago; James Whorton, PhD, University of Southern Mississippi; *Graduate Coordinator and Associate Professor:* Stefan Jurasinski, PhD, Indiana University; *Assistant Professors:* Sharon Allen, PhD, Princeton University; Austin Busch, PhD, Indiana University; Brooke Conti, PhD, Yale University; Stephen Fellner, PhD, University of Utah; Alissa Karl, PhD, University of Washington; Russell Meeuf, PhD, University of Oregon; Megan Norcia, PhD, University of Florida; Megan Obourn, PhD, New York University; Joseph Ortiz, PhD, Princeton University; *Lecturer:* Sidney Rosenzweig, PhD, University of Rochester.

**MASTER OF ARTS IN ENGLISH****Admission**

Applicants for matriculation in the Master of Arts in English program must submit a completed application that includes the following:

1. Official transcripts of all undergraduate and prior graduate work; and
2. Three letters of recommendation from persons in a position to assess the potential for significant academic achievement.
3. Applicants for the Creative Writing track must submit a sample of their poetry, fiction or creative nonfiction of no more than 20 pages in length. Applicants for the Literature track must submit a nonfiction writing sample of no more than eight-10 pages in length.

Normally, an undergraduate major in English with a minimum grade point average (GPA) of 3.0 "B" is required. The Graduate Record Examination is not required but is strongly recommended, especially from applicants with nontraditional preparation. For further information, contact Stefan Jurasinski, the Graduate Coordinator, at **(585) 395-5714** or email [sju-rasin@brockport.edu](mailto:sju-rasin@brockport.edu).

**Advisement**

Upon acceptance into the Master of Arts in English, the Graduate Coordinator advises all graduate students until they reach the thesis stage, after which the thesis director becomes the advisor.

**Financial Aid**

For accepted students exhibiting superior promise, the department has a limited number of assistantships available that provide a stipend and a tuition scholarship for up to nine graduate credits per semester. They are awarded on a competitive basis with an April 1 application deadline. Further information on assistantships may be obtained from the Office of Graduate Studies, **(585) 395-2525**.

**General Degree Requirements**

Students choose one of two tracks for the Master of Arts in English: Literature or Creative Writing. Each is a 36-credit program with distribution of some literature courses.

The following standards govern the awarding of degrees:

1. Minimum graduate credits: Students must achieve a minimum grade point average of 3.0, and at least 15 credits must be at the 600 level. A maximum of 12 credits may be earned at other colleges and universities with the approval of the department. Four quarter-hours transfer as three credits. No course may be transferred in which a grade of less than "B" was received. Degree must be completed within five years of the date of matriculation in the degree program.
2. Thesis: All candidates must submit an individual thesis project demonstrating mastery of an important segment of their preparation. A thesis proposal must be approved by a director who has agreed to work with the student, and by two readers selected in consultation with the director. The thesis is then written under the guidance of the director, approved by the readers, and recommended to the Graduate Committee. From one to six credits may be granted for thesis research and The thesis should be submitted at least four weeks before commencement to the Graduate Coordinator for departmental approval.

**LITERATURE MA**

	<b>Credits</b>
The following courses are required:	
One course in grammar, linguistics, history of language, or English literature before 1500.*	3
Course in British literature before 1800	3
Course in British literature after 1800	3
Course in American literature before 1870	3
Course in American literature after 1870	3
Course in World Literature	3
ENG 690 Advanced Writing in the Discipline**	3
ENG 697 Advanced Project in Literature***	3
Electives****	12
<b>Total</b>	<b>36</b>

\*No course may meet more than one requirement. the program of study must include at least 15 credits at the 600 level. Students may transfer up to 12 credits from other institutions.

\*\*Students must have completed at least 12 credits before enrolling in ENG 690.

\*\*\*A GPA of 3.0 and grade of "B-" or higher in ENG 690 is required to enroll in ENG 697.

\*\*\*\*Up to 6 credits may be taken outside the English department with approval of department.

The advanced project is typically an article-length study (30-40 pages), expertly researched and sufficiently complex, that demonstrates mastery of the relevant primary and secondary literature as well as an ability to write in accordance with professional disciplinary standards.

**CREATIVE WRITING MA**

The following courses are required:

Creative Writing Workshops:	12
ENG 691 Prose Workshop (3-9 Cr.)	
ENG 692 Poetry Workshop (3-9 Cr.)	
ENG 603 Seminar in Creative Writing	3

ENG 595 Writer's Craft	3
Literature electives	9
English electives	6
ENG 698 Creative Thesis	3

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**Total** **36**

**The Thesis:**

The degree culminates in a creative thesis of 50-60 pages--typically a collection of poems or short prose pieces accompanied by a critical introduction. The thesis should include the best of the work that has come through the workshops, revised, and brought to a finished state.

**Creative Writing, the Graduate Certificate Program**

The 15-credit Graduate Certificate in Creative Writing allows writers of poetry, fiction, and creative non-fiction, the opportunity to practice and hone their craft without committing to a full masters program. It may be taken by students who are pursuing graduate studies in other areas, or by students who wish to explore their interest and aptitude for further work or study in creative writing.

<b>Requirements</b>	<b>Credits</b>
ENG 503 Writer's Craft	3
ENG 603 Seminar in Creative Writing	3
ENG 691 Prose Workshop	3
ENG 692 Poetry Workshop	3
ONE English Elective	3

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**Total:** **15**

Courses taken in the certificate program would also apply towards the MA in English.

Students may be matriculated or non-matriculated graduate students, but must be formally admitted to the program. Applicants must meet the same requirements as for the Creative Writing MA, including submission of a writing sample for review by the creative writing faculty.

**Writers Forum and Videotape Library**

Founded in 1967, the Writers Forum is widely recognized as one of the outstanding reading series in the country. Each semester five or six writers visit Brockport to read from their work, to lecture on the craft of writing, and to meet with students. In recent years the Forum has hosted two special events each year: "The Writers Voice" which brings one of America's pre-eminent poets or fiction writers to Rochester for a public reading and the Art of Fact Award for Literary Nonfiction presented to one of the country's most prominent essayists. All Writers Forum events are free and open to the public. The Writers Forum Videotape Library, launched in 1968, contains more than 300 interviews, readings and discussions of craft with major contemporary authors. Called "a national treasure," the collection has received grants from the National Endowment for the Arts and the Witter Bynner Foundation.

**DEPARTMENT OF ENVIRONMENTAL SCIENCE AND BIOLOGY**

**105 Lennon Hall**

**(585) 395-5975**

*Chairperson and Professor:* James M. Haynes, PhD, University of Minnesota; *Distinguished Service Professor:* Joseph C. Makarewicz, PhD, Cornell University; *Empire Innovation Professor of Wetland Science:* Douglas A. Wilcox, PhD, Purdue University; *Professor:* Christopher J. Norment, PhD, University of Kansas; *Assistant Professors:* Mark D. Norris, PhD, University of Minnesota; Jacques Rinchar, PhD, University of Namur (Belgium); *Instructional Support Technician:* Hilary R. Mosher; *Environmental Science Program Faculty:* Whitney J. Autin, Associate Professor of Earth Sciences, PhD, Louisiana State University; Mark R. Noll, Associate Professor of Earth Sciences, PhD, University of Delaware; Paul L. Richards, Assistant Professor of Earth Sciences, PhD, Pennsylvania State University; James A. Zollweg, Associate Professor of Earth Sciences, PhD, Cornell University; Michael A. Brown, Assistant Professor of Chemistry, PhD, University of Memphis; Mark P. Heitz, Associate Professor of Chemistry, PhD, SUNY at Buffalo; Markus M. Hoffmann, Associate Professor of Chemistry, PhD, Washington University; *Adjunct Faculty:* David H. Kosowski (NYDEC retired); Theodore W. Lewis (Research Associate); Gary N. Neuderfer (NYDEC retired); Charles R. O'Neill (New York Sea Grant); and Norma A. Polizzi, JD, Adair Law Firm.

## MASTER OF SCIENCE IN ENVIRONMENTAL SCIENCE AND BIOLOGY

Environmental problems are among the most urgent issues facing our civilization. In order to manage Earth's environment well, we must understand the processes that shape its surface; control the chemistry of the air, water and soil; and produce and maintain the biological and other resources upon which humans depend. We must also understand the interactions of animals, plants and other living organisms with their physical and chemical environments, or their ecology. The environmental science curriculum includes both a common core and an individual course of study that allows MS candidates to develop conceptual knowledge and technical skills to use the disciplines of ecology, chemistry and the earth sciences to understand and solve environmental problems. Thus, fields of study like "green" and water chemistry, watershed analysis, limnology, fisheries and wildlife science and management, conservation biology, ecosystem ecology and global change, wetlands, and aquaculture are encompassed in this degree program.

The MS in environmental science and biology is a demanding, thesis-based experience. The curriculum is designed to challenge students to think critically, independently and creatively, while providing the intellectual depth and breadth necessary to support the research formally developed in the thesis proposal. Graduates in the areas of biological and earth sciences and chemistry with a focus on environmental science have been very successful gaining admission to doctoral programs or finding professional employment in one of the environmental sciences.

### Admission Requirements

Each student pursuing the MS is supervised by a faculty member in the Department of Environmental Science and Biology, or by an "associate" faculty member from the Departments of the Earth Sciences or Chemistry. The thesis advisor monitors the student's academic progress and is responsible for directing the student's academic program, including the thesis proposal, oral comprehensive examination, thesis project, and thesis defense.

Whether or not the applicant can be accepted will depend on his or her credentials and intended area of specialization, and the ability of a faculty member to accept a new MS advisee. Before a student is admitted to the MS program in environmental science and biology, a faculty member must be willing to serve as the student's thesis advisor.

### The Curriculum

The MS program in environmental science and biology is designed so that the student can complete all coursework in two years.

#### First Fall Semester

\*Experimental Design (ENV 614)

#### Credits

3

*Research Seminar (ENV 705)	1
700/600/500 Level Elective	3-4
700/600/500 Level Elective	3-4
<b>Subtotal</b>	<b>10-12</b>
<b>First Spring Semester</b>	
*Research Seminar (ENV 705)	1
700/600/500 Level Elective	3-4
700/600/500 Level Elective	3-4
<b>Subtotal</b>	<b>7-9</b>
<b>Second Fall Semester</b>	
700/600/500 Level Elective	3-4
700/600/500 Level Elective	3-4
<b>Subtotal</b>	<b>6-8</b>
<b>Second Spring Semester</b>	
*Thesis Research (ENV 704)	1
700/600/500 Level Elective	3-4
<b>Subtotal</b>	<b>4-5</b>
<b>Minimum credits required for graduation</b>	<b>30</b>

\*Signifies a required course.

Must take at least one credit of ENV 704, Research Thesis, during the MS Program; may take up to six credits.

#### Graduation Requirements

1. Establish a Thesis Advisory Committee early in the first semester after matriculation.
2. Complete the graduate *Plan of Study*, as determined by the Thesis Advisory Committee in consultation with the candidate, by the end of the first semester after matriculation.
3. Complete a Thesis Research Proposal acceptable to the Thesis Advisory Committee by the end of second semester after matriculation.
4. Successfully complete an Oral Comprehensive Examination, administered by the Thesis Advisory Committee, by the end of the third semester after matriculation. The results of the exam may be used by the Advisory Committee to adjust the candidate's *Plan of Study*. In case of failure of the exam, ONE oral reexamination may be granted by the committee before the start of the fourth semester after matriculation.
5. Required core courses (6 credits)
  - a. Graduate Research Seminar (ENV 705 – 2 credits, taken as one, 1-credit course per semester during the first four semesters after matriculation).
  - b. Thesis (ENV 704 – at least one credit, maximum of six, taken in the second, third or fourth semester after matriculation)
  - c. Experimental Design (ENV 614 – 3 credits)
6. A minimum of 15 semester hours at the 600- and 700-level.
7. A minimum of 30 semester hours of graduate credit with a cumulative GPA of 3.0 or higher in all graduate courses taken at The College at Brockport.
8. A defense of a written thesis administered by the Thesis Advisory Committee.
9. Submission of five copies of the successfully defended thesis to the ESB department secretary.

## DEPARTMENT OF HEALTH SCIENCE

(585) 395-2643

*Chairperson and Assistant Professor:* Patti A. Follansbee, PhD, Southern Illinois University-Carbondale; *Associate Vice Provost and Professor:* Eileen L. Daniel, DEd, University of Oregon; *Professor:* Thomas Golaszewski, EdD, University of Buffalo, State University of New York; *Dean of School of Education and Human Services and Associate Professor:* Douglas Scheidt, PhD, University of Buffalo, State University of New York; *Associate Professors:* Joseph E. Balog, PhD, University of Maryland; Linda F. Balog, PhD, University of Maryland; Priya Banerjee, PhD, Southern Illinois University-Carbondale; Gary J. Metz, MPA, The College at Brockport, State University of New York; Celia Watt, PhD, University of Texas-Austin; *Assistant Professors:* Jennifer R. Boyle, PhD, University of Maryland; Gregg M. Kirchofer, PhD University of Toledo.

### MSED HEALTH EDUCATION

The Department of Health Science offers the MSED Health Education program for the preparation of professional health educators. Professional preparation for the field of health education focuses on skills for the promotion of health, and strategies for enhancing and encouraging change toward positive health behaviors. Students may pursue one of the following options:

#### 1. Community Health Education

The MSED offers opportunities for advanced study related to the planning, implementation and evaluation of health-education programs in a variety of community settings, including public health departments, voluntary health associations, medical and mental-health care organizations, work-site settings and health advocacy organizations. Completion of this degree prepares the candidate to be eligible to become credentialed as a Certified Health Education Specialist (CHES), as set forth by the National Commission for Health Education Credentialing.

#### 2. New York State Professional Certification to Teach Health (K-12)

The MSED also meets the academic requirements established by the New York State Department of Education for professional certification as a health teacher.

##### Background

In New York state, the field of teacher education is in the midst of an era of unprecedented change. Effective February 2, 2004, the educational requirements for teaching certifications changed, as did the certificate titles themselves.

What was called a provisional certificate is now titled an *initial* certificate. Similarly, what was called a permanent certificate is now titled a *professional* certificate. Please note that *initial certification* is the first certification level that prospective teachers earn under the revised 2004 New York state certification requirements; *professional certification* is the final required certification.

Programs leading to certification are subject to New York State Department of Education revision. Please contact the graduate coordinator for the latest information on these programs.

##### *For those with initial certification in health education*

The 36-credit program can be completed within 15 months by a student attending full-time or completed over longer periods of time for part-time students. This program satisfies the New York State Department of Education requirements for professional certification as a health teacher.

##### *For those with initial certification in another content area*

Additional health content courses beyond the 36-credit core curriculum may be required to satisfy New York State Department of Education requirements for professional certification as a health teacher.



***For those not possessing certification to teach***

In addition to student teaching (nine credits), this alternate program may require a field experience, and additional health content courses beyond the 36-hour core curriculum to satisfy New York State Department Education requirements for professional certification as a health teacher.

**Admission Requirements**

Applications are available online at [www.brockport.edu/graduate](http://www.brockport.edu/graduate) (see Graduate Admissions section of this catalog for details). For questions, please call the Office of Graduate Admissions at (585) 395-5465; email [gradadmit@brockport.edu](mailto:gradadmit@brockport.edu); or write the Office of Graduate Admissions, The College at Brockport, 350 New Campus Drive, Brockport, NY 14420.

All applicants for the master of science in education (health education) program must have completed a baccalaureate degree from an accredited college or university (see the Graduate Admissions section in this catalog for further details). All applicants will be evaluated on an individual basis to determine the course requirements for their program. Academic standards for acceptance into the program include the following:

1. An undergraduate grade point average (GPA) of at least 3.0; (An applicant with an undergraduate GPA of less than 3.0 may present his/her written rationale for acceptance in the application materials.)
2. Contact information for three academic or professional references. The references should comment on the applicant's:
  - a. competence in professional work performance;
  - b. academic performance in college;
  - c. ability to communicate effectively, both orally and in writing; and
  - d. ability to relate effectively with colleagues, students, clients, superior and subordinate personnel, and the general public.
3. Performance on the Graduate Record Examination (GRE) General Test including writing competency examination.
4. Evidence of having successfully completed ("C" or better) at least two semesters of anatomy and physiology (or equivalent course) and one semester of statistics at the undergraduate level.

*Note: Courses completed prior to matriculation may or may not be approved for subsequent inclusion in a successful applicant's Plan of Study, at the discretion of the department. No more than six credits taken before matriculation will be applied to a graduate student's degree program.*

Applications, official transcripts from all colleges attended, GRE scores and three recommendations should be submitted to the College's Office of Graduate Admissions. Contact the Office of Graduate Admissions for further information, or visit [www.brockport.edu/graduate](http://www.brockport.edu/graduate) for details on the application deadlines for this program.

The decision to recommend acceptance or rejection of an application lies wholly within the department's jurisdiction. The Department of Health Science has a professional responsibility to deny admission or continuation in any of its graduate programs to any applicant/student whose level of performance and/or personal characteristics or dispositions do not adequately meet academic, professional or ethical standards.

**Program Requirements and Curriculum**

To earn a graduate degree at The College at Brockport, students must complete all degree requirements with a minimum cumulative GPA of 3.0. Students in the MEd Health Science program must earn a "B-" or better in all core courses (HLS 600, 602, 640, 641, 645, 684 and 686). In other courses, a minimum grade of "C+" is required. Students whose GPA falls below a

3.0, or who are deemed as not making reasonable progress toward the degree, will be academically dismissed from the program by the department.

Criteria determining "not making reasonable progress:"

1. Failure to earn at least one credit during the previous 12 months and not receiving a written leave of absence approval from the department; or
2. Maintaining an incomplete grade beyond the contracted time period (which may include a written extension of the incomplete grade); or
3. Not completing the program in the allotted five years from the date of matriculation granted an extension by the Office of Graduate Studies upon petition from the advisor or based on an approved leave of absence); or
4. Failure to maintain continuous enrollment once beginning work on the major paper or thesis, by registering for at least one credit in HLS 698 or HLS 700 each fall and spring semester until the project is completed and approved.
5. For Alternate MSED applicants only, students must have passed the Liberal Arts and Sciences Test (LAST) of the New York State Teacher Certification Examination (NYSTCE) with a score accepted by the New York State Department of Education prior to HLS 586 Field Experience placement.

### MASTER OF SCIENCE IN EDUCATION (HEALTH EDUCATION)

<b>Required core courses:</b>		<b>Credits</b>
HLS 600	Issues in Health and Wellness	3
HLS 602	Principles and Philosophy of Health Education	3
HLS 640	Program Planning and Educational Strategies	3
HLS 641	Health Education Organization in the School and Community	3
HLS 645	Applied Strategies in Health Education	3
HLS 684	Measurement for Health Education Evaluation	3
HLS 686	Seminar in Research Design	3
HLS 698	Major Paper	3
	<b>or</b>	
HLS 700	Thesis	6
Graduate Electives by Advisement		9–12*
<b>Total:</b>		<b>36**</b>

\*Students choosing HLS 698 Major Paper must complete 12 credits of electives subject to approval by their advisor. Students choosing HLS 700 Thesis must complete nine credits of electives subject to approval by their advisor.

\*\*Students who are pursuing certification and have their initial certification in another content area may be required to complete additional health content course work. Students who are pursuing professional certification and do not possess any certification will be required to complete student teaching (nine credits), and may be required to complete a field experience and additional health content courses beyond the 36-hour core curriculum.

#### 15-Month Plan

This 36-hour program can be completed by a student who maintains full-time enrollment. This program is an appropriate choice for students who (1) have initial certification in health education and wish to pursue professional certification; or (2) wish to work in community health settings including public health departments, voluntary health associations, medical organizations, work-site settings and health advocacy organizations.

<b>Summer</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
Elective*	HLS 602	HLS 600	HLS 698

Elective*	HLS 640	HLS 645
Elective*	HLS 684	HLS 641
	Elective*	HLS 686

\*Students should consult with their academic advisor to determine appropriate elective choices; some electives may be offered on a fall-only or spring-only basis and during Summer and Winter Sessions.

### Electives in Alcohol and Substance Abuse Studies

The Department of Health Science offers a set of electives in alcohol and substance abuse studies. These electives may be pursued by non-degree status (non-matriculated) graduate students (such as students seeking to obtain or maintain a Credentialed Alcoholism and Substance Abuse Counselor status with New York state), as well as by matriculated students working towards their MEd who may use some of these electives for the nine to 12 credits of electives in consultation with their advisor. MEd students who would like to complete the concentration in alcohol and substance abuse studies, designed to partially fulfill the requirements to sit for the New York State CASAC examinations, would need to take HLS 509 or 518, 521, 522, 523, 535, 545, 597, and 598, in addition to the MEd core courses.

Alcohol/Substance Abuse Studies (specialization, non-degree)		Credits
HLS 509	Introduction to Alcohol and Other Drugs*	3
HLS 521	Group Counseling for Alcohol and Other Drugs	3
HLS 522	Individual Treatment Planning for Alcohol and Other Drugs	3
HLS 523	Theories on Alcohol and Other Drugs	3
HLS 524	Counseling Diverse Populations for Alcohol and Other Drugs	3
HLS 535	Evaluation and Assessment of Alcohol and Other Drugs	3
HLS 545	Psychopharmacology of Alcohol and Other Drugs	3
HLS 555	Ethics in Alcohol and Other Drugs	3
HLS 597	Internship Seminar for Alcohol and Other Drugs**	3
HLS 598	Internship for Alcohol and Other Drugs	6–12

**Total:** **30–36**

\*HLS 509 or HLS 518 is a prerequisite or corequisite for all other courses in this specialization.

\*\*To be taken concurrently with HLS 598.

## DEPARTMENT OF HISTORY

133 Albert W. Brown Building  
(585) 395-2377

*Chairperson and Associate Professor:* Alison M. Parker, PhD, Johns Hopkins University; *Distinguished Teaching Professors:* Owen S. Ireland, PhD, University of Pittsburgh; *Professors:* W. Bruce Leslie, PhD, Johns Hopkins University; Salahuddin Malik, PhD, McGill University; *Associate Professors:* Katherine Clark, PhD, Indiana University; John P. Daly, PhD, Rice University; Anne S. Macpherson, PhD, University of Wisconsin; Morag Martin, PhD, University of California-Irvine; Paul B. Moyer, PhD, The College of William and Mary; Kenneth P. O'Brien, PhD, Northwestern University; James Spiller, PhD, University of Wisconsin; Jose Torre, PhD, SUNY Binghamton; Wanda E. Wakefield, PhD, SUNY Buffalo; *Assistant Professors:* Carl Davila, PhD, Yale University; Takashi Nishiyama, PhD, The Ohio State University; Meredith Roman, PhD, Michigan State University.

### MASTER OF ARTS IN HISTORY

For more than a quarter century the Department of History has offered high quality and rigor-

ous graduate training in history to a diverse student body, including secondary school teachers seeking certification or advanced training; those committed to museum, archival and records management careers; PhD aspirants; and mid-life career changers from a variety of professions. Their one common feature has been a love of history and a desire to study it intensively.

### **Admission to the Program**

There are two ways to begin graduate study in history:

1. Students may sample a course or two on a non-matriculated basis. Students should consult with the Director of Graduate Studies in the Department of History before registering to help ensure that the courses selected match the student's needs and background.
2. Students may apply for admission to the MA in History as a matriculated degree

### **The Admissions Process:**

Applications are available online at [www.brockport.edu/graduate](http://www.brockport.edu/graduate) (see Graduate Admissions section of this catalog for details). For questions, please call the Office of Graduate Admissions at (585) 395-5465; email [gradadmit@brockport.edu](mailto:gradadmit@brockport.edu); or write the Office of Graduate Admissions, The College at Brockport, 350 New Campus Drive, Brockport, NY 14420.

Students must submit the following credentials to the Office of Graduate Admissions as part of the application packet:

1. Official transcripts of all college work, both graduate and undergraduate. Students may transfer up to 12 graduate credits of course work from other institutions with the approval of the Graduate Committee.
2. Two letters of recommendation from college or university instructors or others qualified to evaluate the student's likely success as a graduate student in history.
3. A letter of intent explaining why the student wishes to pursue an MA at The College at Brockport.
4. A sample of the student's writing (usually a term paper or other research project).

### **Criteria for Admission:**

In assessing these materials, the Graduate Committee in the Department of History will consider the following:

1. Intellectual ability: In general, at least a "B" average in previous college course work is expected.
2. Background in history: An undergraduate major in history is helpful, but not required. Students without a history major should have the equivalent of a minor field (15-18 credits) in history and/or other disciplines in the humanities or social sciences.
3. Writing, research and analytical skills.
4. A passion for the study of history and an ability to articulate how the MA program fits with the student's personal and career plans.

### **Program Requirements and Options**

1. The MA in History is a 33-credit degree program.
2. Up to 12 credits of graduate course work with a grade of "B" or better may be transferred from other institutions with the approval of the Graduate Committee. Courses presented for transfer credit must have been taken within the past five years.
3. Students must have at least a "B" average in their graduate course work to be eligible for graduation. Those with GPAs below 3.0 will be placed on academic probation in keeping with the College's graduate probation policy. Two with GPAs below 3.0 may result in academic dismissal.

4. All courses must carry graduate credit (500 level or above). At least 18 credits of the courses must be at the 600 level or above, excluding HST 710. All students must take at least one research-intensive 500 level course.
5. Degree requirements must be completed within five years of the date of matriculation.

### MA in History Curriculum

**1. Required Introductory Course - HST 600: Introduction to Historical Studies.** This course is designed to acquaint students, at the beginning of their MA work, with the recent major approaches to historical inquiry.

**2. The Major Field** (18 credits): Students will choose among three tracks to complete their major field. Each track involves several reading seminars, a research experience and electives.

#### A. American History Track

	<b>Credits</b>
HST 614 Reading Seminar in Early America	3
HST 615 Reading Seminar in Modern America	3
4 electives in World History (one 500-level research intensive)	12

#### B. World History Track

	<b>Credits</b>
HST 614 Reading Seminar in Early America	3
HST 615 Reading Seminar in Modern America	3
4 electives in World History (one 500-level research intensive)	12

#### C. World/American History Track

	<b>Credits</b>
HST 614/615 Reading Seminar	3
HST 64X Regional Seminar	3
HST XXX Elective in World/American	3
3 electives in World History	9
3 electives in American History	9

NOTE: Regional Seminars on Europe, East Asia, Latin America and others rotate each semester. HST 614 is taught in the fall, HST 615 in the spring.

**3) The Minor Field** (9 credits): Both the American History track and the World History track require completion of a three course minor that can be constructed in a variety of ways. The most common choice is either world or American history. Other choices include, but are not limited to: public history, women/gender history, military history, Atlantic World, revolutions. Students may also take up to nine credits in graduate courses outside of history and apply them to an interdisciplinary minor field, such as English, education, women's studies or study abroad. All students should take at least one course outside their major field area.

The World/American History track does not require completion of a minor field.

**4) Capstone Experience:** The capstone experience serves to integrate the MA program. Students may choose one of two options. Both require contracts, an oral examination and a minimum grade of "B" to pass and receive the MA:

- a. **HST 700 Historical Integration** (3 credits): Entails an individualized project supervised by two faculty, culminating in an integrative essay answering a broad historiographical question based on previous readings, plus an extra list of readings agreed on by the committee.
- b. **HST 701 Master's Thesis** (3 credits): Involves a 6-credit original and focused primary research project that must be spread out over at least two semesters and that is supervised by two faculty. Students must have at least a 3.8 GPA or the written permission of two faculty members to register for the thesis. Students who earn an A or A- will have their theses bound and entered into the library. Students who select this thesis option do one less elective as part of their major field.

### Other Program Possibilities

1. **HST 691 Research in American History:** Allows students to develop skills in original scholarly research in American history and to explore the methods and resources appropriate for a selected area of investigation. Must be arranged in consultation with the instructor-sponsor prior to registration.
2. **HST 695 Research in World History:** Allows students to develop skills in original scholarly research in World history and to explore the methods and resources appropriate for a selected area of investigation. Must be arranged in consultation with a faculty member prior to registration.
3. **HST 699 Independent Study in History:** Allows student to do seminar readings from a course not being offered that semester or to investigate a new topic through secondary sources with a professor. Must be arranged in consultation a faculty member prior to registration.
4. **HST 710: College Teaching Practicum:** Provides an opportunity to assist a faculty member in teaching at the introductory undergraduate level. Requires reading in the literature on current teaching practice and course development, and it involves participation in every aspect of college-level teaching--lecturing, leading discussions, preparing and evaluating exams and papers, tutoring students out of class, and more. Must be arranged in consultation with a faculty member prior to registration.
5. **HST 503: Internships:** Utilizes the department's relationships with a number of area institutions, particularly museums. Involves the department sponsoring appropriate internships and awarding credit when the needs of the institution intersect with a student's interests and program. Must be arranged in consultation with the sponsor institution prior to registration.
6. **Overseas Study:** Allows graduate students the opportunity to pursue a portion of their program in foreign universities. The program is pleased to accept applicable work as transfer credit.

### Financial Aid

The department offers a limited number of assistantships and fellowships. Please contact the Program Director for details.

Students who would like a copy of the *Master of Arts in History Program Handbook* and other information about the program should write or call:

Director of Graduate Studies  
Department of History  
The College at Brockport  
350 New Campus Drive  
Brockport, New York 14420-2956  
Telephone: (585) 395-2377

## DEPARTMENT OF KINESIOLOGY, SPORT STUDIES, AND PHYSICAL EDUCATION

212 Tuttle North  
(585) 395-5332

*Chairperson and Associate Professor:* Susan C. Petersen, EdD, Teacher's College, Columbia University; *Distinguished Service Professors:* William F. Stier, Jr., EdD, University of South Dakota; Joseph P. Winnick, EdD, Temple University; *Dean of The School of Health and Human Performance and Professor:* Francis X. Short, PED, Indiana University; *Professors:* Cathy Houston-Wilson, PhD, Oregon State University; Lauren Lieberman, PhD, Oregon State University;

Robert C. Schneider, EdD, Temple University. *Associate Professors:* Heidi K. Byrne, PhD, University of Texas; Douglas Collier, PhD, Oregon State University; Pamela Haibach, PhD, Penn State University; Timothy J. Henry, PhD, University of Pittsburgh; Alisa James, EdD, University of Massachusetts at Amherst; Francis M. Kozub, PhD, The Ohio State University; Craig O. Mattern, PhD, The Ohio State University; Danny Too, PhD, University of Illinois; Cesar R. Torres, PhD, Penn State University; Christopher Williams, PhD, Auburn University; *Assistant Professors:* Timothy Brusseau, PhD, Arizona State University; Rikki Cannioto, EdD, University of Kentucky; Elizabeth Grimm, MS, Ball State University; Peter Hager, PhD, University of Tennessee, Knoxville; Ferman Konukman, PhD, Virginia Tech; Sheri Tredwell, MS, Florida State University.

## MSED IN PHYSICAL EDUCATION

At The College at Brockport, the graduate program in physical education provides an opportunity to gain professional certification to teach physical education and to acquire skills and knowledge related to physical education that can contribute to a variety of personal, professional or academic needs of the students. At the successful completion of the program, students are awarded a MSED in Physical Education. Depending on the background of candidates and courses selected, the degree program may lead to one or more of the following:

1. professional certification to teach physical education in New York state;
2. concentration in teacher education/pedagogy;
3. concentration in athletic administration;
4. concentration in teacher education/adapted physical education, with an option to elect an emphasis in early childhood adapted physical education;
5. certification and non-certification concentration in adapted physical education; or
6. general program developed in consultation with an advisor.

### Admission

Matriculation into the graduate program depends on several factors, including the attainment of a bachelor's degree (see the Graduate Admissions section of this catalog for further details), an acceptable grade point average, an undergraduate major in physical education, evidence of qualification for an initial teaching certificate in physical education, and the development of an approved *Plan of Study*. The requirement for an undergraduate degree in physical education and teaching certificate is waived on a case-by-case basis for (a) students wishing to pursue athletic administration or (b) students wishing to pursue a non-certification option in adapted physical education or the general program. Individuals pursuing the non-certification option in adapted physical education must demonstrate a relevant knowledge base, including, at minimum, 12 credits in the professional field of physical education approved by the department

Applications are available online at [www.brockport.edu/graduate](http://www.brockport.edu/graduate) (see Graduate Admissions section of this catalog for details). For questions, please call the Office of Graduate Admissions at (585) 395-5465; email [gradadmit@brockport.edu](mailto:gradadmit@brockport.edu); or write the Office of Graduate Admissions, The College at Brockport, 350 New Campus Drive, Brockport, NY 14420.

Specific standards for admission are as follows:

- a. Students with a cumulative undergraduate GPA of 3.0 and above will be eligible for regular admission status as matriculated students in the PES graduate program.
- b. Students with a cumulative undergraduate GPA of between 2.5 and 2.999 may be recommended for conditional admission. Students granted conditional admission must successfully fulfill a conditional contract established by an advisor. The contract outlines three courses from the student's Conditional *Plan of Study* that must be completed with a grade of "B" or higher. Once these courses are successfully completed, the student is granted regular admission and may enroll in the remaining courses listed on the regular

*Plan of Study.* Consistent with College policy, any student who earns a grade less than "B" in any graduate course while in conditional status, will be dismissed from graduate study.

- c. Students who apply for graduate study and have less than a 2.5 undergraduate GPA (from the undergraduate institution from which they graduated) will be denied admission to matriculated status.
- d. Graduate courses in the Department of Kinesiology, Sport Studies and Physical Education are not open to non-degree (non-matriculated) students.

### Program Requirements

The program requires a minimum of 30 credits of course work to be distributed as follows:

#### 1. Physical Education Core Requirements (6 credits) Credits

All students are required to take:

PES 604	Research Methods in Physical Education	3
PES 605	Research Design and Data Analysis	3

#### 2. Prescribed Electives (18–21 credits)

In consultation with an assigned advisor, each student selects from:

- a. general support courses in physical education that may be prescribed or recommended when they are appropriate to an area of interest; and/or
- b. a limited number of courses in other disciplines that either enhance the student's tools of inquiry, contribute to a broadening of knowledge, strengthen the student's background for physical education, or fulfill a personal need, and/or
- c. supervised independent study, and/or
- d. a specific set of courses in a concentration. In any case, courses selected must define a coherent program of study.

Additional course requirements for concentrations are summarized below:

#### Concentration: Teacher Education/Pedagogy

##### Required: (18-21 credits) Credits

PES 601	Analysis of Teaching	3
PES 607	Curriculum in Physical Education	3
PES 606	Qualitative Research Methods in Physical Education	3
PES 617	Seminar in Elementary Physical Education	3
PES 601	Diversity in Education	3
PES 614	Behavior Management in Physical Education	3
PES XXX	Choice of one elective chosen in consultation with an assigned advisor	3

Other elective classes may be taken with departmental approval.

**Note: PES 601, 607, 614, and 617 are open only to students who have completed undergraduate programs in physical education with teacher certification.**

#### Concentration: Athletic Administration

##### Required: (18 credits) Credits

PES 552	Challenges of Coaching	3
PES 590	Administration and Supervision of Physical Education and Athletics	3
PES 690	Problems in Physical Education and Athletic Administration	3
PES 691	Marketing and Fundraising in Physical Education and Sport	3
PES 692	Budgeting, Finance and Facility Management in Physical Education and Sport	3



PES 791	Internship in Athletic Administration	3
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**Notes:**

- Neither PES 791 nor PES 798 are required for students who elect to do a thesis (PES 795) with a topic approved by the graduate coordinator of Athletic Administration.
- Students may use the Athletic Administration concentration to gain professional teacher certification by substituting PES 601 and PES 607 for courses approved by the graduate coordinator of Athletic Administration.
- The Athletic Administration concentration at the graduate level ONLY prepares students for a professional teaching certificate IF the student enters the program with an undergraduate major in physical education with teacher certification from an accredited college or university and possesses an initial teaching certificate in physical education.

**Concentration: Adapted Physical Education****Required: (12–18 credits)**

		<b>Credits</b>
<sup>1,2</sup> PES 581	Instructional Strategies in Adapted Physical Education	3
<sup>1,2</sup> PES 582	Adapted Physical Activity and Sport	3
<sup>2</sup> PES 583	Early Childhood Physical Education	3
<sup>1,2</sup> PES 683	Program Development in Adapted Physical Education	3
<sup>1</sup> PES 684	Seminar and Practicum in Adapted Physical Education	3
	or	
<sup>2</sup> PES 685	Seminar and Practicum in Early Childhood Adapted Physical Education	
<sup>1,2</sup> PES 686	Consultation in Adapted Physical Education	3

Electives: (0–6 credits)

Elective classes must be selected with departmental approval.

<sup>1</sup>Required courses in the concentration.

<sup>2</sup>Courses required for the concentration and the Early Childhood Adapted Physical Education Emphasis.

**Notes:**

- The Adapted Physical Education concentration meets state requirements leading to professional teacher certification.
- Students electing the concentration may also take PES 601 and PES 607 and receive recognition for a double concentration in teacher education/pedagogy as well as adapted physical education.

**3. Culminating Experience (3 or 6 credits)**

Each student must complete a satisfactory culminating experience in the form of a thesis (PES 795—six credits) or a synthesis project (PES 798—three credits). Students pursuing the concentration in athletic administration may choose between a thesis (PES 795—six credits), or a synthesis project (PES 798—three credits) and an appropriate internship or practicum related to athletic administration (PES 791—three credits). Students in the early childhood emphasis of the adapted physical education concentration must complete a project related to early childhood adapted physical education as a part of PES 795 or PES 798.

Complete information about program requirements, policies and procedures is available from the graduate coordinator.

**LIBERAL STUDIES**

(585) 395-2262

*Director of Liberal Studies and Professor of Computer Science: Kulathur Rajasethupathy, PhD,*

Tata Institute of Fundamental Research.

## MASTER OF ARTS IN LIBERAL STUDIES

The Master of Arts in Liberal Studies is a multidisciplinary degree for students seeking an alternative to traditional graduate courses of study that focus on professional training in a single area. Instead, the 30-credit Liberal Studies program is designed for the life-long learner seeking intellectual development, personal enrichment and the benefits of an advanced education in the liberal arts and sciences. The program allows each degree candidate the opportunity to develop an individualized *Plan of Study* tailored to his or her own personal and/or professional goals. Through this *Plan of Study*, the student examines significant ideas and contemporary issues from the perspectives of the fine arts, humanities, social sciences and natural sciences. It provides an integrative educational experience that promotes a deeper understanding of self, nature and society, and offers opportunities to sharpen critical thinking and communication skills.

Given its multidisciplinary nature, Liberal Studies has no faculty that are exclusively assigned to its program. Rather, it draws upon the best faculty from across The College at Brockport (and elsewhere) to teach its required courses. Some are Distinguished Teaching Professors, the highest academic rank attainable at SUNY. Many are recipients of the Chancellor's Award for Excellence in Teaching, a SUNY-wide recognition for outstanding instruction. Others hold (or have held) high administrative positions in their disciplines, including departmental chairperson, dean, director of the Honors Program, and assistant vice president for academic affairs. All are experts in their disciplines, yet truly capable of teaching from the multidisciplinary perspective that is the hallmark of a graduate Liberal Studies education at The College at Brockport.

### Entrance Requirements

Admission requirements include a bachelor's degree from an accredited four-year college or university (see the Graduate Admissions section of this catalog for further details), and completion of the application for graduate admission. Documents required as part of this application include:

1. At least three letters of recommendation.
2. A written essay on reasons for pursuing the Liberal Studies program.
3. A statement indicating a particular central theme or focus for a proposed *Plan of Study*.
4. Official transcripts for all prior undergraduate and graduate work documenting an undergraduate and/or graduate GPA of at least 3.0.

Applications are reviewed three times annually; visit [www.brockport.edu/graduate](http://www.brockport.edu/graduate) for details on the application deadlines for this program. At each of the three deadlines, completed applications are reviewed to select the most qualified candidates. Because admission is on a competitive basis, applicants should be aware that the stated minimum criteria only guarantee consideration for admission, not admission itself.

### General Structure of the Liberal Studies Program

To receive a Liberal Studies degree, students must earn a total of 30 graduate credits. Since The College at Brockport graduate courses are generally three credits **each**, a normal *Plan of Study* consists of 10 graduate courses. These courses include four required Liberal Studies courses and six elective courses. The required block includes (a) one course from each of three disciplinary perspectives: the arts and humanities, the natural sciences, and the social sciences; and (b) the Project Portfolio, a synthesizing experience entailing both a reflective component and a knowledge application component based on the student's individual *Plan of Study*.

In the Liberal Studies program, elective courses are selected through advisement (a required procedure that must be completed before a student may continue with the matriculation process). The electives must reflect a programmatic theme or focus that satisfies the degree candi-

date's personal and/or professional goals. The following restrictions apply to the selection of these courses:

1. At least one elective courses (three credits) must be at the 600-level or higher (i.e., courses designed exclusively for graduate students).
2. No more than two courses (six credits) may reflect content intended for application in a specific professional setting (these courses are usually designated as "B" courses at The College at Brockport).
3. No more than six credits may be taken as Independent Study.
4. No elective course may be taken on a "Satisfactory/Unsatisfactory" grade basis.
5. No internships allowed
6. Written approval of the program director is required for any change to a matriculated student's *Plan of Study*.

Course #	Title	Focus
LST 700-719	Topics in the Arts and Humanities	Varies according to instructor
LST 720-739	Topics in the Natural Sciences	Varies according to instructor
LST 740-759	Topics in the Social Sciences	Varies according to instructor
LST 797	Project Portfolio**	Varies according to student & advisor

#### Required Liberal Studies Courses

\*\*Project Portfolio: Prerequisite Instructor's permission. Students may not register for this course until they have completed all of the Liberal Studies degrees requirements or, in exceptional cases, are concurrently registered for their final course requirements (for a maximum of three credits subject to approval by the director) as specified in their *Plan of Study*.

The Project Portfolio is a pre-graduation "culmination project" that entails both a reflective component and a knowledge application component. It includes:

- A. a statement of the specific programmatic goals around which the *Plan of Study* has been developed
- B. a reflective statement describing how the interrelationship between the areas of knowledge and skills acquired through the student's Plan of Study have provided an integrative experience that has contributed holistically to one's educational objectives
- C. a paper applying insights and/or methodologies from the three Liberal Studies disciplinary approaches (arts and humanities, the social sciences and the natural sciences) to an understanding of some issues or problem with contemporary society
- D. sample work from the student's required and elective courses

Grading is Satisfactory/Unsatisfactory

## DEPARTMENT OF MATHEMATICS

207 Albert W. Brown Building

Phone: (585) 395-2036;

Fax: (585) 395-2304

[www.brockport.edu/math](http://www.brockport.edu/math)

*Chairperson and Associate Professor:* Mihail Barbosu, PhD, Paris Observatory and Paris VI University; *SUNY Distinguished Professor:* Sanford S. Miller, PhD, University of Kentucky; *Associate*

*Professors:* Dawn M. Jones, PhD, Western Michigan University; Gabriel T. Prajitura, PhD, University of Tennessee-Knoxville; Howard J. Skogman, PhD, University of California at San Diego; Pierangela Veneziani, PhD, Rutgers University; *Assistant Professors:* Jason R. Morris, PhD, University of Pittsburgh; Bogdan Petrenko, PhD, University of Illinois at Urbana-Champaign; Rebecca Smith, PhD, University of Florida; Hong Yin, PhD, Louisiana State University; Ruhan Zhao, PhD, University of Joensuu, Finland; *Secretary:* Lisa Noreck; *Secretary Assistant:* Laura L. Chapman

## MASTER OF ARTS IN MATHEMATICS

The mission of the Master of Arts in Mathematics program is to provide students with a solid foundation in the major areas of mathematics, an appreciation for the structures and theories of advanced mathematics, and a deeper understanding of the role of mathematics in applications. The department strives to produce graduates who exhibit knowledge, comprehension and creativity in the practice of mathematics as they pursue their careers in college/high school teaching, business or government, or as they pursue doctoral studies.

The program is designed to meet the needs of a broad range of students, including mathematics teachers at the secondary and college levels, industrial mathematicians, computer professionals and prospective candidates for a PhD in mathematics. For example, individuals seeking permanent or professional certification in secondary mathematics may, following consultation with their advisors, develop an appropriate *Plan of Study* within the MA program. The Master of Arts in Mathematics program is quite flexible. The degree candidate chooses a core course in each of three areas: algebra, analysis and applied mathematics or statistics, and chooses seven other courses with the approval of the Mathematics Graduate Committee.

Please note that the information in this document is subject to change. For the latest information on our courses, please contact the department.

### Admission

The applicant must possess a baccalaureate degree from an accredited institution (see the Graduate Admissions section in this catalog for further details) and have completed the equivalent of an undergraduate major in mathematics. (This usually means a minimum of 24 credits beyond calculus with an average of "B" or better. Deficiencies can be removed by taking remedial coursework, but these credits will not contribute to a student's graduate *Plan of Study*.) The applicant must submit to the Office of Graduate Admissions a completed self-managed application for admission as a matriculated student that includes official transcripts of all undergraduate and graduate studies and two letters of recommendation from persons who can attest to the applicant's qualifications for graduate study.

### Financial Assistance

A limited number of graduate assistantships are available. These carry a stipend and scholarship for up to 18 credits of tuition per academic year. To be eligible for a graduate assistantship, students must be full-time (i.e., registered for a minimum of nine credits a semester). Assistantship duties require 15 hours of work per week. Additional information may be obtained from the department office and the Office of Graduate Studies, (585)395-2525.

### Student Advisement

Each student admitted to the Master of Arts in Mathematics program selects an advisor or is assigned one by the Graduate Committee.

**Plan of Study**

The advisor assists the student with the responsibility of planning the student's program and submitting a *Plan of Study* to the Graduate Committee for approval during the student's first semester in the program.

The *Plan of Study* must include 30 credits of course work, with a minimum of 15 credits of mathematics at the 600 level or above. Of the 30 credits, a minimum of 21 credits must be in mathematics, as follows:

1. Three core courses: algebra (MTH 621), analysis (MTH 651), applied mathematics (MTH 669) or statistics (MTH641) \*In certain exceptional cases, a *Plan of Study* may substitute MTH 629 for the algebra core courses and/or MTH 659 for the analysis core course. Such substitutions are subject to approval of the Graduate Committee and the Department Chair.
2. At least four additional approved graduate mathematics courses (which may include CSC 583).

The remaining credits are to be approved electives at the 500 level or above, the selection of which is subject to approval by the Graduate Committee. In determining the suitability of the choice of electives, the Graduate Committee is most prepared to accept electives in mathematics. However, where deemed appropriate by the Graduate Committee, suitable electives may be courses in mathematics, computer science, economics, education or other mathematics-related fields. Credit is not allowed for any course that substantially duplicates a course taken as an undergraduate or intended for graduate students in other disciplines.

**Requirements for the Degree**

Requirements for the Master of Arts in Mathematics include:

1. *Course Work*: 30 credits in an approved *Plan of Study*, as described above. Ordinarily, no more than six transfer credits are accepted. A cumulative grade point average of at least 3.0 is required for the courses in the *Plan of Study*.
2. *Comprehensive Examination*: After completing 24 or more credits of the courses included in the *Plan of Study*, the student must pass a comprehensive examination.

**Satisfactory Progress**

Students in the MA program in mathematics are expected to make satisfactory progress toward completion of their degree. Those who do not are subject to academic probation and dismissal. Please refer to the College's policy concerning academic probation and dismissal as published in this catalog.

**Comprehensive Examination**

The Comprehensive Examination is given two weeks after the fall semester ends, two weeks after the spring semester ends, or in August. It is based on the three core courses in algebra, analysis and applied mathematics/statistics included in the student's *Plan of Study*. The Comprehensive Exam may be taken at most twice.

**PHYSICAL EDUCATION AND SPORT STUDIES**

See Kinesiology, Sport Studies and Physical Education

**DEPARTMENT OF PSYCHOLOGY**

138 Holmes Hall

(585) 395-2488

*Chair and Assistant Professor:* Melissa M. Brown, PhD, Indiana University; *Associate Professors:* David Abwender, PhD, University of Miami; Stacy Birch, PhD, University of Illinois; Kelly Brennan-Jones, PhD, SUNY Buffalo; Marcie Desrochers, PhD, University of Manitoba; Lori-Ann B. Forzano, PhD, SUNY Stony Brook; Janet F. Gillespie, PhD, Southern Illinois University; Susan Shonk, PhD, University of Rochester; *Assistant Professors:* Amanda R. Lipko, PhD, Kent State University; Sara J. Margolin, PhD, University of Florida; Laurel McNall, PhD, SUNY Albany; Matthew K. Mulvaney, PhD, University of New Hampshire; Jennifer J. Ratcliff, PhD, Ohio University. , Jeffery Snarr, PhD, SUNY Stony Brook, and James Witnauer, PhD, SUNY Binghamton

## MASTER OF ARTS IN PSYCHOLOGY

### Admission Requirements

Admission will be based on scores from the Graduate Record Examination General Test (including verbal, quantitative and analytical writing), academic transcripts from all undergraduate and graduate course work, letters of recommendation, a completed application form, and a personal interview. Only matriculated students in the program are permitted to enroll in the program's required 700-level courses. Once matriculated, a student may proceed on a part-time basis, as long as reasonable progress is made toward the degree. (Students must enroll for six credits or more per semester.) Applicants will be considered for fall admission only. Contact the Office of Graduate Admissions for further information, or visit [www.brockport.edu/graduate](http://www.brockport.edu/graduate) for details on the application deadlines for this program.

### Program Requirements

A minimum of 42 graduate credits is required, including 30 credits of course work and 12 credits of supervised practicum experience in a local placement.

Specific requirements are:

1. The following courses are required and each must be completed with a minimum grade of "B" (excluding the practicum, which is graded Satisfactory or Unsatisfactory). A student receiving a grade of "B-" or lower in one of these courses has one opportunity to repeat the course and earn a higher grade. A student may not repeat more than one course.

		<b>Credits</b>
PSH 631	Advanced Personality Psychology	3
PSH 634	Psychopathology	3
PSH 701	Evaluation and Research Methods	3
PSH 702	Intervention Skills I	3
PSH 703	Intervention Skills II	3
PSH 704	Assessment I	3
PSH 705	Assessment II	3
PSH 709/710	Pre-Practicum/Practicum	12

2. In addition to the courses above, nine credits of course work elected under advisement are required to complete the 42 credits. Not all 500-level courses are "approved electives" for the graduate program. Elective courses may be selected from a list approved by the Graduate Advisory Committee, or the student may petition to have a nonlisted course approved as part of his/her *Plan of Study*. Students wishing to conduct a master's thesis (PSH 798) may do so in lieu of six credits of the required nine credits of electives.

3. A minimum cumulative GPA of 3.0 ("B") is required for the 30 credits of non-practicum course work (i.e., excluding the 12-credit practicum) required for the Master of Arts in Psychology. After completing nine or more graduate credits, matriculated graduate students whose cumulative GPA falls below 3.0 will be placed on Academic Probation I. Students will receive written notification of their probationary status from the Office of Graduate Studies. A student placed on academic probation is expected to consult with his/her graduate advisor no later than the first week of the semester to discuss his/her plans to address academic deficiencies. After attempting nine credits in Probation I, the student's file will be reviewed by the Department of Psychology's Graduate Advisory Committee. If the student's cumulative GPA is 3.0 or greater at that time, he/she is automatically removed from probation. If the student does not achieve the minimum 3.0 GPA, the Graduate Advisory Committee will either:
  - a) Dismiss the student from the program immediately; or
  - b) Continue the student on academic probation for an additional six credits, with the provision that dismissal is automatic if a minimum GPA of 3.0 is not then achieved

A student who has been dismissed from any graduate degree program at The college at Brockport for academic deficiencies must wait at least one calendar year before enrolling in any graduate course at The College at Brockport. Readmission and acceptance of any previously earned credits will be at the discretion of the graduate program to which the student had reapplied. Graduate students can be readmitted to graduate study at The College at Brockport a maximum of one time. Students who are admitted must meet the requirements in effect at the time of readmission and must meet with their advisor to design a new Plan of Study
4. Practicum work may not begin until the 30 credits of course work have been satisfactorily completed (or 24 credits of course work for students electing to do a master's thesis).
5. Students are required to enroll for a minimum of six credits per semester. The program requires a minimum of four semesters to complete.

Note: Applicants must demonstrate the degree of ethical conduct and responsibility appropriate for a professional service provider, along with the personal characteristics essential for effective clinical involvement. The Department of Psychology has the professional responsibility to deny admission or continuation in the program to any student whose level of performance and/or personal characteristics do not adequately meet academic or professional standards.

## DEPARTMENT OF PUBLIC ADMINISTRATION

(585) 395-2375

*Chair and Associate Professor:* Edward H. Downey, DPA, University at Albany; *Associate Professors:* J. Gerard Caillier, PhD, Southern University A&M Baton Rouge; Faith Prather, PhD, SUNY Buffalo; *Instructors:* Edward Doherty, MPA, The College at Brockport; Matthew A. Jones, PhD., Portland State University; David Keefe, MPA, The College at Brockport; Alexander Kralles, MPA, The College at Brockport; Kristen L. Monzel, ABD Phd., Syracuse University; Neil J. Rowe, MA, Syracuse University Maxwell School, JD, Washington and Lee University School of Law; Candace Smith, MPA, RN, The College at Brockport; Joseph V. Stefko, PhD. University at Buffalo

The Master of Public Administration (MPA) is a program of graduate professional study for management and leadership in public service and is accredited by the National Association of School of Public Administration (NASPAA) .

*Mission Statement*

*The mission of the Master of Public Administration program is to prepare individuals for management and leadership positions in public service organizations (such as government, non-profits and health care and to do this in a responsible, accountable and transparent manner. The program is committed to improving the management and leadership of public service organizations.*

The program mission is accomplished by providing students with the opportunity to gain the core competencies required for an MPA degree as determined by NASPAA, our accrediting agency, which are as follows:

1. To lead and manage in public governance (to be reviewed Fall 2010 & Spring 2011)
2. To participate in and contribute to the public policy process
3. To analyze, synthesize, think critically, solve problems and make decisions
4. To articulate and apply a public service perspective
5. To communicate and interact productively with a diverse and changing workforce and citizenry

The program, instituted in 1974, develops competencies in management and governance for governmental, nonprofit and other public service organizations. Students acquire fundamental knowledge and skills through the program's core courses, while individual career objectives are met through one of three emphases: general public administration, health care management, and nonprofit management. The program also offers two graduate certificate programs: a Certificate in Nonprofit Management, which is available as a stand alone certificate, and a Certificate in Arts Administration (in conjunction with the MFA degree offered by the Visual Studies Workshop). Class size is small (20 or less) and classes are conveniently offered in the evening in downtown Rochester. Some classes are offered on-line and some have on-line components.

***The 4+1 Combined Program: Bachelor of Science in Political Science and MPA is available for qualified political science majors at Brockport.***

***For detailed information on the department's 4+1 Combined Program, visit***

***[www.brockport.edu/pubadmin/bsmpa.html](http://www.brockport.edu/pubadmin/bsmpa.html).***

**Note:** Political science students in the 4+1 combined political science/public administration degree program who have completed at least 120 credits are determined to have graduate status and are therefore, at that point, subject to the graduate policies of the Office of Graduate Studies and the Department of Public Administration.

MPA courses are three credits, meeting once a week for a semester. Some courses are offered online through the Internet. Courses are generally offered in the evening in downtown Rochester at the METROCENTER. **Always check the department's Web site for the most current policies in effect at [www.brockport.edu/pubadmin](http://www.brockport.edu/pubadmin).**

**Career Opportunities:**

- County, State and Federal Agencies
- Education (Administration K-12 and higher education)
- Health Administration and Health Care
- Long-term Care
- Nonprofit Agencies
- Private Sector
- Public Safety



For more information on the kinds of positions that are available to you with an MPA see a list of jobs held by graduates at: <http://www.brockport.edu/pubadmin/prospective/jobs.html>

### Admission Requirements for the Master of Public Administration

Eligibility to apply to the MPA requires a baccalaureate degree from an accredited college or university (see the Graduate Admissions section in this catalog for further details) and evidence of potential to succeed at graduate study. No more than nine graduate credits earned in non-degree status at The College at Brockport prior to a graduate student's official matriculation date may be applied toward the degree program. Therefore, individuals are encouraged to apply for admission to the MPA program as soon as possible. Complete applications should be submitted directly to the Office of Graduate Admissions (see the Admissions section of this catalog for further details). Application for deadlines are October 1 and March 1 of each year.

To apply for admission, an applicant must submit the following as part of the application:

1. the *Application for Graduate Admission*, including the Statement of Objectives;
2. official transcripts of undergraduate and prior graduate work (except for transcripts from The College at Brockport);
3. three letters of recommendation from persons in a position to assess the applicant's potential for significant academic or administrative achievements (e.g., professors, supervisors, business colleagues); and
4. résumé, and
5. test scores on the GRE General Exam if *any* of the following conditions apply:
  - applicant has less than an overall cumulative average of 3.0 in undergraduate study from the college or university granting applicant's baccalaureate degree.
  - applicant's undergraduate transcript shows a pattern of repeated courses with grades below "B."
  - applicant graduated from an undergraduate institution that does not supply letter grades for 40 percent or more of the courses on the applicant's transcript.

**Note:** If the applicant already possesses a master's degree from an accredited institution, or has completed 30 credits or more of course work at the master's level from an accredited institution with a graduate cumulative grade point average of at least 3.0 for those graduate courses taken, the applicant does not have to take the GRE.

The faculty reserve the right to deny admission even when minimum requirements are met.

## ACADEMIC REQUIREMENTS FOR THE MASTER OF PUBLIC ADMINISTRATION

In order to attain the MPA degree students complete a total of 42 credit hours of course work (14 courses). Eighteen credit hours are in the common core courses; 9 credit hours are in the required courses the emphases selected; 15 credit hours are in elective courses as shown below.

COMMON CORE		Credits
<b>REQUIRED COURSES IN ALL EMPHASIS</b>		
PAD 640	Financial Management	3
PAD 682	Organizational Behavior	3
PAD 685	Human Resource Management	3
PAD 687	Statistics for Managers	3
PAD 688	Research and Program Evaluation	3

PAD 696	Portfolio Seminar	3
	Total Credits	18

<b>GENERAL PUBLIC ADMINISTRATION EMPHASIS</b>		Cred-its
PAD 641	Foundations of Public Administration	3
PAD 681	Strategic Management for Public Organizations	3
PAD 683	Intergovernmental Relations	3
	Total Credits	9

<b>HEALTH CARE MANAGEMENT EMPHASIS</b>		Credits
PAD 613	Health Care in America	3
PAD 619	Financial Administration of Health Care	3
	<b>*Prerequisite PAD 640</b>	
PAD 681	Strategic Management for Public Organizations	3
	Total Credits	9

<b>NONPROFIT MANAGEMENT EMPHASIS</b>		Credits
PAD 646	Foundations of the Nonprofit Sector	3
PAD 678	Nonprofit Management	3
	<b>AND</b>	
PAD 680	Public Policy	3
	<b>OR</b>	
PAD 641	Foundations of Public Administration	3
	Total Credits	9

<b>ELECTIVES FOR ALL EMPHASIS</b>		Credits
In consultation with an advisor students will select		
five (5) courses of elective credit		
Total Credits		15

<b>PUBLIC ADMINISTRATION ACADEMIC REQUIREMENTS</b>		Credits
Common Core		
		18
Selected Emphasis		
		9

Electives	15
Total Credits	42

## DEGREE REQUIREMENTS FOR THE MASTER OF PUBLIC ADMINISTRATION

To receive the MPA, students must fulfill the following requirements within a seven-year period from the time of matriculation into the program. Extensions are rare, but may be requested *under extenuating circumstances*.

1. Complete 42 graduate credits.
2. Demonstrate proficiency in basic computer applications.
3. Attain a minimum cumulative grade point average of 3.0 (a grade of "B" or better). Failure to maintain this cumulative average will result in dismissal from the program. More than three credits of course work below "B" will result in dismissal. Core courses may not be repeated, and an "E" in a core course will result in dismissal.

**Note:** Failure of any core course will result in dismissal from the program, as will a grade less than a "B" for more than (3) credits of any coursework. Therefore, the Department of Public Administration adheres to a policy that is more strict than the campus probation policy, also referenced in this catalog.

4. Complete PAD 696: Portfolio Seminar.

## DEPARTMENT OF RECREATION AND LEISURE STUDIES

23 Hartwell Hall  
(585) 395-2994

*Chair:* Arthur Graham, MS, Eastern Kentucky University; *Associate Professor:* Joel L. Frater, EdD, Temple University; *Assistant Professors:* Lynda Sperazza, PhD, CPRP, University of Idaho; Holly Bosley Perry, PhD, North Carolina State University; *Instructor:* Rehnuma Karim, MS, Wageningen University, Netherlands; *Lecturers:* Nancy Vander Molen, MS, CTRS, The College at Brockport; . *Professor Emeritus:* David L. Jewell, PhD, CPRP, Southern Illinois University-Carbondale.

The department of Recreation and Leisure Studies offer a competitive Masters of Science degree that develops graduates for advancement in the profession through leadership and management coursework. The program also prepares students for continuing their education toward a career in academia. For students who's Baccalaureate degree is not in recreation, the program prepares you for both entry into the professional and a pathway for advancement.

## MASTER OF SCIENCE IN RECREATION AND LEISURE STUDIES

### Graduate Admissions Criteria

A minimum of 3.0 (on a 4.0 scale) grade point average in the undergraduate major *and* in the total undergraduate degree program is required for regular admission (matriculation) into the Master of Science in Recreation and Leisure Studies program. Students who fail to meet this standard but who show potential for success in graduate work, may, at the discretion of the faculty, be offered conditional admission. GRE scores are recommended, but not required.

Applicants *without* undergraduate degrees in recreation and leisure studies are required to complete baccalaureate-level prerequisite course work in recreation and leisure studies once admitted for matriculation into the Recreation and Leisure Studies graduate program. Credits earned in

such baccalaureate-level courses are not applicable in meeting graduate degree requirements.

All applicants must submit three letters of recommendation. They are reviewed in terms of the writer's responses to questions asked on the recommendation form. Finally, all applicants must complete the critical analysis writing exercise, which determines writing competence in order to be considered for admission into the program.

According to New York state regulations concerning the educational requirements for professional certification, the Master's in Recreation and Leisure Studies is a "closely related subject area" for those seeking professional certification in Physical Education.

#### **Minimum Requirements for MS in Recreation and Leisure Studies<sup>1</sup>**

<b>Recreation and Leisure Studies Graduate Core2: 24 Credits</b>		<b>Credits</b>
MTH 541	Statistical Methods I or equivalent	3
REL 600	Philosophical Analysis of Leisure	3
REL 602	Social and Psychological Analysis of Leisure Behavior	3
REL 610	Advanced Program Design and Evaluation	3
REL 715	Seminar: Research Design	3
REL 796	Internship in Administration <sup>2</sup> or Guided Graduate Elective	3
<b>AND</b>		
REL 797	Research Project	6
<b>OR</b>		
REL 798	Thesis	6
<b>Therapeutic Recreation Emphasis3: 6 Credits</b>		
REL 612	Assessment and Evaluation of TR Services	3
REL 613	Administration of TR Services	3
<b>Recreation and Leisure Services Management Emphasis4 : 6 Credits</b>		
REL 514	Planning, Design and Management of Recreation and Leisure Facilities	3
REL 605	Problems in the Administration of Leisure Service Organizations	3

#### **Guided Graduate Elective: 3 Credits**

A minimum of one graduate course related to either the core or the area of emphasis is chosen with the approval of the academic advisor. 3

#### **Computer Literacy**

If the applicant lacks computer competence as demonstrated by the successful completion of a course in microcomputer applications or proof of work experience in word processing, spread sheets or presentation software, then as a deficiency, the applicant is required to complete an undergraduate course in computer literacy. Or, by advisement, the applicant may be allowed to enroll in a graduate-level introductory computer course.

<sup>1</sup>Graduates of The College at Brockport's undergraduate program in REL may not enroll in any 500-level courses previously completed at the 400-level during their undergraduate studies.

<sup>2</sup>Students without a BA/BS in Recreation and Leisure Studies with an internship in administration or who have not had a minimum of two years of relevant experience in recreation and leisure service management must complete the graduate internship. Students who do satisfactorily meet these conditions, in consultation with their academic advisor, must then select another course at the 500 level or higher to satisfy the degree requirements.

<sup>3</sup>Students must satisfy at least one area of emphasis in either therapeutic recreation or recreation and leisure services management. Students may choose to complete both areas of emphasis.

<sup>4</sup>Same as footnote 3.

**Graduate Program Policies**

The graduate program in Recreation and Leisure Studies adheres to all College graduate policies, with the following additional policies:

1. At least 18 of the minimum of 33 credits in the Master of Science in Recreation and Studies program must be taken at the 600 level or above.
2. Graduate students deemed as not making reasonable progress toward the degree, as defined by published department policy, may be dismissed from the program by the department. It is the policy in the Department of Recreation and Leisure Studies to comply with the College's definition of a full-time graduate student. It is the policy in the Department of Recreation and Leisure Studies for a part-time graduate student that reasonable progress toward the degree is three graduate credits per semester. For both the full- and the part-time graduate student, enrollment must be maintained in two of three terms for a given calendar year (e.g., fall semester and spring semester, spring semester and summer session, or fall semester and summer session).
3. To earn a graduate degree at The College at Brockport, the student must complete all degree requirements with a minimum cumulative grade point average of 3.0 or better. After completing nine or more graduate credits, if the graduate student's cumulative grade point average is below 3.0, the student is subject to the College's graduate policy on academic probation.
4. A student dismissed from the graduate program in Recreation and Leisure Studies may be considered for readmission if graduate course work has been completed that raises the cumulative index to a 3.0 or better, and if such course work was pre-approved by the graduate faculty members in the Department of Recreation and Leisure Studies.

**DEPARTMENT OF SOCIAL WORK****(585) 395-2324**

*Chairperson and Associate Professor:* Diane Dwyer, MSW, University of Buffalo; *Associate Professors:* Kenneth Herrmann, MSW, University of Buffalo; Barbara Kasper, MSW, Syracuse University; Richard Russell, PhD, Syracuse University; *Assistant Professors:* Carmen Aponte, PhD, Ohio State University; Jason Dauenhauer, PhD, University of Rochester; Kristin Heffernen, PhD, Boston College; *Visiting Assistant Professors:* Debra Fromm Faria, MSW, Syracuse University; Margery Saunders, MSW, SUNY Albany; *Coordinator of Field Instruction:* Mary Jo Schlecht, MSW, Syracuse University.

**MASTER OF SOCIAL WORK****(585) 395-8450**

*Program Director and Associate Professor of Social Work, Nazareth College:* Carol Brownstein-Evans, PhD, Syracuse University; *Chairpersons:* Diane Dwyer, Associate Professor The College at Brockport, MSW, University of Buffalo; Virginia David, Professor of Social Work, Nazareth College, MSW, Syracuse University; *Associate Professor:* Richard Russell, PhD, Syracuse University; *Assistant Professors:* Jed Metzger, PhD, New York University; Elizabeth Russell, PhD, University of Rochester; Nicole Trabold, PhD, University of Buffalo; *Director of Field Education:* Debra Fromm Faria, MSW, Syracuse University.

The MSW Program is a unique collaboration between Nazareth College of Rochester and The College at Brockport, both having a long history of social work education in the Rochester area. Consistent with the missions of both schools, the MSW program affirms the tradition of promoting the empowerment of all groups of people to achieve social justice and equality. The primary goal of the program is to enhance the quality of life for individuals within the Rochester community through social work teaching, research, scholarship and service. The program's commitment is to prepare social workers for advanced integrated practice within an interdisci-

plinary and community collaborative context. Students will be taught to facilitate individual, family, group, organizational and community change that improves the lives of people, particularly those who have been oppressed and/or disempowered. The program provides opportunities for students to be on the cutting edge of new directions for social-work practice.

Within this advanced integrated perspective, students focus within one of two concentrations: 1) Family and Community Practice and 2) Interdisciplinary Health Care, which are broadly defined and are based on the collaborative perspective of the program. Specifically, the two concentrations prepare students to develop advanced social work knowledge and ethical practice skills by learning and practice within the professional value base of the profession. Collaboration skills are emphasized and prepare students to work within a community-based practice approach that involves interdisciplinary and interagency cooperative efforts. The main focus on intervention in the community context provides opportunities to assimilate and integrate cultural diversity into change efforts.

The program is accredited by the Council on Social Work Education and is registered with the New York State Department of Education.

### **Part-time and Advanced-standing Options**

The 60-credit master's program has a part-time option that allows part-time students to complete the course of study in four years (nine semesters). Students who have graduated from a CSWE-accredited BSW program are eligible to apply for the 39-credit advanced-standing option and complete the program in three semesters (full-time) or six semesters (part-time).

### **General Admission Requirements**

The application for admission to the GRC Master of Social Work program may be obtained online at [www.brockport.edu/graduate](http://www.brockport.edu/graduate). For questions, call (585) 395-8450 or email [grcmsw@brockport.edu](mailto:grcmsw@brockport.edu). See the Graduate Admission section of this catalog for further details.

There is no single factor used to determine student admission to the MSW program, rather a combination of factors are considered as follows:

1. Completion of a baccalaureate degree at an accredited institution (see the Graduate Admissions section in this catalog for further details) with a grade point average (GPA) of 3.0 or higher. Those with a cumulative GPA between 2.5 and 3.0 may apply, but GPA factors heavily in admission decisions.
2. An academic record that reflects a strong liberal arts perspective, as evidenced in official transcripts. The following are required: one (three-credit) course in **human biology**; one (three-credit) course in **statistics**; one (three-credit) introductory in **psychology**; one (three-credit) introductory course in **sociology**; one (three-credit) course in the **humanities**; three additional (three-credit) courses distributed among the **humanities, social sciences, physical sciences, mathematics or computer science**. All courses must have a grade of "C" or better.
3. Prior paid or volunteer experience and its relevance to social work.
4. Three reference forms and accompanying letters of reference that specify the applicant's ability to do graduate-level work and the applicant's commitment to social work.
5. Completion of the personal/professional statement and social issue discussion as described in the application form. This written statement is an essential part of the admissions file. The content and writing style provides important information about the applicant and his/her understanding of the social work profession. Applicants should consider the written statement as an opportunity to communicate with the Admissions Committee about their specific strengths, professional goals and future plans.
6. As demonstrated in the written statement, through letters of recommendation, in the applicant's academic record and in the applicant's work history:

- A serious commitment to the profession of social work.
- A capacity to engage in personal and professional self-awareness.
- The readiness and preparation to engage in graduate-level studies.
- The personal qualifications considered essential for sound social work practice. These include concern for the needs of others, sensitive and relationship skills, good judgment, creativity and integrity.

#### **Advanced-standing Admission**

Students who have graduated within the past eight years from a CSWE-accredited baccalaureate social work program are eligible to apply for admission to the MSW advanced standing program. Additional minimum admission requirements are:

1. A cumulative grade point average of 3.0 or higher.
2. A copy of the applicant's field practicum evaluations.
3. A personal/professional statement and social issue discussion as described in the application form.
4. Three letters of recommendation, including one from a social work faculty member who can attest to the applicant's ability to do graduate-level work, and one from a social work supervisor who can attest to the applicant's ability to engage in graduate-level practice.

#### **Tuition**

Since the MSW Program operates as a bi-institutional collaborative program, the tuition structure for this program varies from the tuition of The College at Brockport. Applicants may contact the program directly at (585) 395-8450 for program specific information, including current tuition rates, or may refer to the program Web site at [www.brockport.edu/grcmsw/](http://www.brockport.edu/grcmsw/).

#### **General Program Requirements and Curriculum**

The curriculum is an advanced integrated model delivered within the framework of collaborative community-based practice. The theoretical underpinnings of the curriculum are knowledge and skill development from a systems and ecological perspective. The core first-year courses and field practicum integrate the problem-solving process through a strength-based empowerment model as the main theme of the generalist perspective. Both the 60-credit program and the 39-credit advanced-standing program have full-time and part-time options.

#### **Foundation-year Courses**

Foundation courses are designed to provide a generalist perspective. The following foundation level courses are required.

		<b>Credits</b>
SWK 501	Social Work Practice I	3
SWK 502	Social Work Practice II	3
SWK 504	Field Practicum I and Seminar I	3
SWK 505	Field Practicum II and Seminar II	3
SWK 506	Human Behavior/Social Environment I	3
SWK 507	Human Behavior/Social Environment II	3
SWK 508	Diagnostic Process	3
SWK 520	Social Welfare Policy and Services	3
SWK 524	Social Work Practice and Cultural Diversity	3
SWK 533	Social Work Research Methods	3

In lieu of the above foundation courses, BSW Advanced-Standing students must complete the following bridge courses prior to taking concentration courses.

**Credits**

SWK 503	Seminar for Advanced Standing	3
SWK 508	Diagnostic Process	3
Elective		3

### Concentration-year Courses

The second-year curriculum is designed to provide the framework for advanced integrated practice and consists of two concentrations: Family and Community Practice and Interdisciplinary Health Care Practice. Students choose a concentration at the time of application. The following courses are required for both concentrations.

		<b>Credits</b>
SWK 610	Field Practicum III and Seminar III	4
SWK 611	Field Practicum IV and Seminar IV	5
SWK 630	Master's Project Development	3
SWK 631	Master's Project Implementation	3
Electives		6

### Family and Community Practice

The Family and Community Practice concentration prepares students to plan, develop and implement family-focused services from a collaborative, community-based perspective. The following are required courses in the concentration:

		<b>Credits</b>
SWK 601	Social Work Practice III: Family and Community Practice	3
SWK 603	Social Work Practice IV: Family and Community Empowerment, Advocacy and Development	3
SWK 620	Advanced Social Welfare Policy: Families and Communities	3

### Interdisciplinary Health Care

The Interdisciplinary Health Care Practice concentration prepares students for practice in diverse health-care settings. A public health model of community intervention is emphasized. The following are required courses in the concentration:

		<b>Credits</b>
SWK 602	Social Work Practice III: Interdisciplinary Health Care Practice	3
SWK 604	Social Work Practice IV: Interdisciplinary Health Care Practice	3
SWK 621	Advanced Social Welfare Policy: Interdisciplinary Health Care	3

## PROGRAM IN VISUAL STUDIES

(585) 442-8676 x112

*Executive Director:* Tate Shaw, MFA, The College at Brockport; *Visual Studies Workshop Staff and Adjunct Faculty:* Assistant Director and MFA Coordinator: Kristen Merola, MFA, The College at Brockport; *Photography Instructor:* Ahndraya Parlato, MFA, California College of the Arts; *Editor, Afterimage journal:* Karen vanMeenen, MA, Vermont College of Norwich University; *Assistant Editor, Afterimage journal:* Lucia Sommer, MA, University of Rochester, *Historic Process Photography:* Jenn Libby MFA, The College at Brockport

### MFA IN VISUAL STUDIES

A Master of Fine Arts (MFA) is offered through a joint program with The College at Brockport and the Visual Studies Workshop, providing a unique opportunity in graduate studies. All of the courses for the MFA program are held at the Visual Studies Workshop in Rochester, NY.

This interdisciplinary program reflects the diverse and hybrid nature of the field of Visual



Studies with roots in art practice, history and theory, film and museum studies, philosophy and psychoanalysis. The Visual Studies program emphasizes studio work in photography, digital imaging, film, video, multi-media, installation, and visual books and critical studies in the history and theory of these media.

Real world outcomes are provided to graduate students who want to play an active role in the operations of an internationally recognized artists' space by assisting with exhibitions, collections, publications and education programs. Students uphold the same professional standards as the artists, publishers, curators and researchers that staff and visit the Visual Studies Workshop.

Visual Studies Workshop (VSW) is an independent, non-profit organization founded in 1969 by Nathan Lyons, photographer, curator and teacher. VSW resides in historic buildings at 31 Prince Street and 421 University Avenue in Rochester's The Neighborhood of the Arts along with other notable institutions such as the George Eastman House International Museum of Photography & Film and the Memorial Art Gallery.

Graduate students commit to four full time semesters of study, plus one part-time semester for a final project. Candidates in the MFA program learn through exposure to the following programs areas of VSW:

### **Exhibitions Program**

The exhibitions program is comprised of on-site galleries and exhibitions (called Traveling Exhibitions) created for rental by other institutions. All the exhibitions supported by VSW are international as well as culturally and visually diverse, emphasizing a broad interpretation of media-based arts. Through a wide-range of media, VSW has created and circulated exhibitions by both emerging and renowned artists, using often overlooked vernacular photographs, important social documents and innovative imaging techniques. Large-scale exhibitions are hosted in VSW's Siskind Gallery two to three times a year. VSW also houses a gallery for new work by individual media artists.

### **VSW Press**

Founded by Joan Lyons, VSW Press is one of the only institutional publishers of artists' books in the US. Many VSW Press titles are created during artists' residencies at the Workshop. The majority of projects for VSW Press now utilize print-on-demand processes. VSW Press operates an online bookstore, is frequently invited to attend major artists' book fairs, and has an on-site bookstore and artists' book gallery supporting readings and book launches for artists.

### ***Afterimage: The Journal of Media Arts and Cultural Criticism***

For over 30 years this bimonthly journal has been a well-respected and important voice in the fields of photography, film and video, artists' books, media theory and literacy, and media arts activism. *Afterimage* runs feature length stories, artist portfolios, conference reports, and exhibition and book reviews in every issue. *Afterimage* also provides free notices for jobs in the media arts, calls-for-work, exhibitions and screenings.

### **Research Center**

Consisting of about 25,000 volumes and periodicals, the Research Center's holdings cover a range of subjects from monographs on photographic artists to broader topics of visual studies and media theory. The Research Center houses photographic collections and archives of all periods of the history of photography and visual studies, containing around 900,000 images. VSW's Research Center has premier holdings of photographs by Lejaren à Hiller, Esther Parada, Syl Labrot and Barbara Blondeau, to name a few. The Research Center holds the largest collection of artists' books in Western New York, called the Independent Press Archive.

### **Community Workshops**

In addition to the MFA program in Visual Studies, the Workshop holds community workshops ranging from historical and alternative processes to up-to-date digital processes in media arts production, which may be taken for credit through The College at Brockport.

### **Summer Institute**

The Summer Institute, which offers a wide selection of intensive one-week workshops, is designed to stimulate new ways of working and of thinking about work, as well as to provide opportunities to expand technical skills and work with new processes. Students may register for graduate or undergraduate credit through The College at Brockport.

### **Artist-in-Residence Program**

Artists' residencies are ongoing and bring students in contact with the development of contemporary work by artists of regional and international acclaim.

### **Internships and Practica**

All program areas accept qualified interns on a three- to six-month basis. Interns participate in ongoing production or special projects. In addition to receiving professional field-related experience, interns have access to VSW facilities. Please direct inquiries to [info@vsw.org](mailto:info@vsw.org).

### **Admission Policy**

Only full-time students will be admitted to the MFA in Visual Studies program. Applicants must present evidence that they have received a bachelor's degree from an accredited college or university (see Graduate Admissions section in this catalog for further details). The program does not require that applicants have a BFA.

To be considered for admission, an applicant must submit a completed application; a statement of interest; a résumé; official transcripts from each institution attended as an undergraduate or graduate student; two letters of reference; a portfolio of his or her most recent and mature work; and a concise statement about the work.

Please visit the Graduate Studies Web site at [www.brockport.edu/graduate](http://www.brockport.edu/graduate) for specific application deadline information. Applications are available online at [www.brockport.edu/graduate](http://www.brockport.edu/graduate) (see Graduate Admissions section of this catalog for details). For questions, please call the Office of Graduate Admissions at (585) 395-5465; email [gradadmit@brockport.edu](mailto:gradadmit@brockport.edu); or write the Office of Graduate Admissions, The College at Brockport, 350 New Campus Drive, Brockport, NY, 14420.

To discuss questions about the program, or to visit, contact the MFA Program in Visual Studies, Visual Studies Workshop, 31 Prince Street, Rochester, NY 14607; (585) 442-8676 x112; email address [workshops@vsw.org](mailto:workshops@vsw.org); or Web site at [www.vsw.org](http://www.vsw.org).

### **Program Requirements**

This is a 60-credit program, requiring five semesters and one summer. The program is designed to introduce students to the field of visual studies in general, as well as to provide specializations in any of three areas of emphasis: 1) photography; 2) digital media, video and film; and 3) imaging systems and book arts. The Summer Institute provides several intense involvements in specialized areas enabling students to work with visiting faculty. During the fourth semester, students take a research seminar in preparation for the internship and final project.

### **Distribution Requirements (60 credits total)**

#### **Core studio courses—Graduate foundation (Semester I; 9 credits)**

ART 532 Interpretive Strategies (Advanced Photography I)

ART 513 Digital Media I  
 ART 555 Imaging Systems I

**Studio courses in visual studies (Semesters 2-4; 18 credits)**

**Photography**

ART 533 Advanced Photography II  
 ART 636 Advanced Studio Problems in Photography

**Film, Video and Digital Media**

ART 514 Digital Media II  
 ART 515 16mm Film I  
 ART 516 16mm Film II  
 ART 617 Advanced Studio Problems in Media

**Imaging Systems and Visual Books**

ART 556 Imaging Systems II  
 ART 657 Advanced Studio Problems in Imaging Systems  
 ART 658 The Structure of the Visual Book

**Additional Studio Courses**

ART 531 Historical Photographic Processes  
 ART 535 Expanded Issues in Exhibition  
 ART 568 Working with Visual Information  
 ART 735 Arts Organization Practicum

**Seminars in Visual Studies (Semesters 1-5; 12 credits)**

ARH 561 History of Photography  
 ARH 563 Contemporary Media Survey  
 ARH 565 Alternative Views of Art  
 ARH 599 Independent Study in Art History  
 ARH 664 Media Culture (Art Theory and Philosophy)

**Academic Electives (Semesters 2-5; 6 credits)**

**Summer Institute (Summer 1 or 2; 6 credits)**

ART 591

**Internship and Final Project (Semesters 4-5; 9 credits)**

ART 797 Graduate Project I Research Seminar  
 ART 790 Internship  
 ART 798 Graduate Project II Final Project

**Core Program**

The core program is required of all students entering the program and includes both studio courses and seminars. In the first semester, a series of workshops is structured to introduce students to the full range of available resources and tools, and to encourage an integrated approach to working with diverse materials and presentational means. These workshops meet intensively on a rotating basis; topics include photography (black-and-white, color and various formats), studio and installation techniques, book arts, digital media and video/film. Seminars in the history and theory of photography and related media are also required as part of the core program.

**Academic Electives (6 credits)**

Students may select 500- and 600-level courses offered at The College at Brockport for which they are eligible. Courses may be from the sciences, humanities (including visual culture), social sciences, non-profit administration or the professions. Electives may include a maximum of three credits of independent study. Studio courses from the Department of Art may not be used to satisfy the academic elective requirement.

**Summer Institute Workshops (6 credits)**

The Summer Institute is a series of 20-25 intensive one-week workshops conducted by current and visiting faculty. The Summer Institute is designed to stimulate new ways of working and thinking about work, as well as to provide opportunities to expand technical skills and work with new processes. The workshops address a wide variety of concerns in photography, artists' books, film, video and related media. The six credits of Summer Institute courses may fulfill either studio or seminar distribution requirements.

**Internship and Final Project (9 credits)**

During the fourth semester, students will develop project proposals and do preparatory work for the internship and final project. The internship is self-generated and designed to benefit students' work by providing experience in the field. Internships may be done at the Visual Studies Workshop. The final project is a studio project resulting in an exhibition, video, film, artists' book or equivalent. Two faculty members and one outside educator/professional act as advisors to the project. Students are encouraged to work in at least at two media for their final project.

# DEPARTMENTS OFFERING ADDITIONAL GRADUATE COURSES

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## DEPARTMENT OF ANTHROPOLOGY

**C-12 Cooper Hall**

**(585) 395-2682**

*Chair and Professor Emerita: Joan A. Spade, PhD, SUNY Buffalo; Professor: Douglas A. Feldman, PhD, SUNY Stony Brook; Assistant Professors: Pilapa Esara, PhD, Brown University; Neal Keating, PhD, SUNY Albany.*

While the Department of Anthropology does not have a graduate degree program, its graduate course offerings may be applied as requirements and/or electives in degree programs as determined through the advisement process.

## BOARD OF STUDY FOR THE TEACHING OF SCIENCE AND MATHEMATICS

**(585) 395-5585**

*Coordinator and Instructor, Chemistry: Dawn M. Lee, MS, Rochester Institute of Technology; Members: Distinguished Service Professor, Education and Human Development: Betsy C. Balzano, PhD, Florida State University; Assistant Professor Emeritus, Education and Human Development: Walter F. Brautigan, PhD, Cornell University; Associate Professor Emeritus, Chemistry: Kenneth D. Schlecht, PhD, University of Iowa.*

The Board of Study was created in natural and mathematical sciences to work for the improvement of science and mathematics teaching. Its intent is to supplement departmental efforts and to carry out functions and programs not within the interest of a single department or appropriately administered through one department.

Graduate-level subject-matter courses emphasizing the fundamental principles of the sciences and mathematics are scheduled by the Board of Study. Advisement services and courses specifically designed for teachers at the elementary and secondary school levels are available on a regular basis. Acceptability of natural science courses toward a graduate degree is determined in consultation with the student's major advisor.

## DEPARTMENT OF COMPUTER SCIENCE

**208 Albert W. Brown Building**

**(585) 395-2146**

**Fax: (585) 395-2304**

***www.brockport.edu/cs***

*Chairperson and Professor:* Kadathur B. Lakshmanan, PhD, Ohio State University; *Professors:* Joan M. Lucas, PhD, Princeton University; Kulathur S. Rajasethupathy, PhD, Tata Institute; Thambrahalli M. Rao, PhD, Indian Institute of Science; *Associate Professors:* Vishal Anand, PhD, University at Buffalo; Sandeep R. Mitra, PhD, Binghamton University; Anthony Scime, DA, George Mason University; *Assistant Professors:* Joyram Chakraborty, PhD, University of Maryland, Baltimore County; Mehruz Kamal, PhD, University of Nebraska, Omaha; *Lecturer:* Daniel F. Rogers, MS, Syracuse University.

Computer science is the study of the theory and practice of computation. A computer scientist creates new hardware and software that is more efficient, effective and reliable. Computer science incorporates aspects of several other fields: mathematics, to analyze the properties of algorithms and data structures; engineering, to design and construct practical programs and machines; the experimental sciences, both to investigate the behavior of programs running on real machines and to use programs for modeling scientific phenomena; and the cognitive sciences, to develop "intelligent" programs and to study computation in relation to human intelligence.

Computer science is a young and rapidly developing field. Its chief areas of specialization, reflected in regular course offerings at The College at Brockport, are: design and analysis of algorithms, programming languages, software engineering, database systems, e-commerce, computer architecture, operating systems, computer security, artificial intelligence, networking, etc. Other areas are covered in independent-study and topics courses.

Although the department does not offer a graduate degree program, a variety of courses are offered at the graduate level.

## DEPARTMENT OF CRIMINAL JUSTICE

**(585) 395-2665**

**(585) 395-2366 fax**

**Web site: *www.brockport.edu/crj***

*Chairperson and Associate Professor:* Kornil Swaroop Kumar, PhD, Temple University-Philadelphia; *Assistant Professors:* Ann Bunch, PhD, University of Chicago; Adrain Conyers, PhD, Southern Illinois University at Carbondale; Melchor de Guzman, PhD, University of Cincinnati; MoonSun Kim, PhD, University at Albany; James Ross, JD, University at Buffalo.

While the Department of Criminal Justice does not have a graduate degree program, its graduate course offerings may be applied as requirements and/or electives in degree programs as determined through advisement.

## DEPARTMENT OF EARTH SCIENCES

**317 Lennon Hall**

**(585) 395-2636**

**Fax: (585) 395-2416**

***www.brockport.edu/esc***

**Email: *earthsci@esc.brockport.edu***

*Chairperson and Associate Professor:* Scott M. Rochette, PhD, Saint Louis University; *Acting Dean of the School of Science and Mathematics and Associate Professor:* Jose A. Maliekal, PhD,

University of Hawaii; *Professors:* Whitney J. Autin, PhD, Louisiana State University; Judy A. Massare, PhD, The Johns Hopkins University; *Associate Professors:* Mark R. Noll, PhD, University of Delaware; Robert Weinbeck, PhD, Iowa State University; James A. Zollweg, PhD, Cornell University; *Assistant Professors:* L. Gustavo Pereira, PhD, Colorado State University; Paul L. Richards, PhD, The Pennsylvania State University.

While the Department of the Earth Sciences does not have a graduate degree program, its graduate course offerings may be applied as requirements and/or electives in degree programs as determined through advisement.

## DEPARTMENT OF MODERN LANGUAGES AND CULTURES

(585) 395-2269

*Chair and Associate Professor:* Andrea Parada, PhD, University of Michigan; Donna Wilkerson-Barker, PhD, University of North Carolina at Chapel Hill; *Assistant Professors:* Rachel Linville, PhD, University of Maryland; Graziella Rondon-Pari, PhD, University of Buffalo, The State University of New York.

The Department of Modern Languages and Cultures, in cooperation with the Department of Education and Human Development, offers an MS in Education: Bilingual (Spanish). Details on this program are found under the listings of the Department of Education and Human Development.

Courses from the Department of Modern Languages and Cultures may be applied through the advisement process as partial requirements or as electives in degree programs such as the Master of Arts in Liberal Studies

## MUSIC

(585) 395-2496

The College at Brockport offers graduate-level courses in music that may be applied as requirements and/or electives in degree programs as determined through advisement. The College also sponsors a variety of music events as noted on the Fine Arts Events Calendar at [www.brockport.edu/~finearts/fahome.htm](http://www.brockport.edu/~finearts/fahome.htm).

## DEPARTMENT OF PHILOSOPHY

(585) 395-2420

*Professor and Chair:* Georges Dicker, PhD, University of Wisconsin; *Professor:* Harold Greenstein, PhD, New York University; *Associate Professor:* Gordon Barnes, PhD, University of Wisconsin; *Visiting Assistant Professor:* Alex Krantz, ABD, Syracuse University; *Lecturer:* Yvgenia Skorobogatov-Gray, PhD, Binghamton University, The State University of New York.

While the Department of Philosophy does not have a graduate degree program, the department offers graduate courses that may be applied as requirements and/or electives in degree programs as determined through the advisement process.

## DEPARTMENT OF SOCIOLOGY

(585) 395-2619

*Chairperson and Associate Professor:* Julie M. Ford, PhD, Graduate Center, City University of New York; Jeffrey T. Lashbrook, PhD, University of Rochester; *Professor Emerita:* Joan Z. Spade, PhD, SUNY Buffalo; *Assistant Professors:* Denise A. Copelton, PhD, SUNY

Binghamton; Amy E. Guptill, PhD, Cornell University; Eric Kaldor, PhD, Rutgers University; Lynne M. Moulton, PhD, Rutgers University; Elliot B. Weininger, PhD, Graduate Center, University of New York.

While the Department of Sociology does not currently have a graduate degree program, its graduate course offerings may be applied as requirements or electives in degree programs as determined through the advisement process.

## DEPARTMENT OF THEATRE

**(585) 395-2478**

*Chair and Associate Professor:* P. Gibson Ralph, MA, University of Michigan; *Professors:* Oh-Kon Cho, PhD, Michigan State University; Richard St. George, MFA, Illinois State University; *Associate Professors:* Gail Argetsinger, MA, Bowling Green State University; Davida Bloom, PhD, University of Colorado; Ruth Childs, MFA, University of Minnesota-Minneapolis; William Hullfish, Jr., EdD, SUNY Buffalo; Francis X. Kuhn, MFA, Southern Methodist University; *Assistant Professors:* Natalie Sarrazin, PhD, University of Maryland; *Professional Staff:* Gary T. Musante, Technical Director, MFA, University of Michigan; *Lecturers:* Elizabeth Banner, MALS, The College at Brockport; Carol Brown, MM, Arizona State University; Nate Halloran, MA, Portland State University; Michael Krickmire, MFA, Illinois State University; Herbert Wise, PhD, Eastman School of Music.

The Department of Theatre is committed to providing its students with theatre training within a liberal arts environment. The department is focused on student learning acquired through classes and productions as its highest priority, and is dedicated to upholding the integrity of theatre as it fosters an artistic environment that nurtures developing theatre artists, scholars and technicians. Theatre education is relevant in many applications and is useful in many different occupations.

The department is committed to sustaining a vital artistic synergy with the surrounding community and the greater society through productions and other theatrical and musical presentations by its students, faculty and guest artists.

While the Department of Theatre does not have a graduate degree program, its graduate course offerings may be applied as requirements and/or electives in degree programs as determined through the advisement process.

## WOMEN AND GENDER STUDIES

**(585) 395-5700**

***Director: Barbara LeSavoy, EdD, SUNY Buffalo.***

Graduate work in gender and women's studies can be undertaken through the Masters of Arts in Liberal Studies (MALS) degree. Utilizing Liberal Studies seminars and graduate-level gender and women's studies courses, students can design a *Plan of Study* that concentrates on their areas of interest within gender and women's studies. Because gender and women's studies courses are cross-listed with multiple home departments, students have considerable flexibility in course selection. Students may also focus attention on a particular aspect of gender and women's studies by independent study at two levels (WMS 599 and WMS 699). Graduate courses in gender and women's studies may also be taken, under advisement, as electives in other graduate programs.

For information and assistance, please contact the director of the Liberal Studies Program at (585) 395-2262 or the director of the Women and Gender Studies Program (585) 395-5700.



**ADDITIONAL COURSES OF INTEREST TO GRADUATE  
STUDENTS: PROFESSIONS (PRO COURSES)**

The College at Brockport sponsors graduate courses whose interdisciplinary content is applicable to students in many programs.

## APPENDIX

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### AFFIRMATIVE ACTION COMPLIANCE STATEMENT

The State University of New York College at Brockport does not discriminate on the basis of race, gender, religion, national origin, age, disability, sexual orientation, marital status, or status as a Vietnam-era or disabled veteran, in admission, employment, or treatment of students and employees.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended. It is, therefore, the policy of the State University of New York College at Brockport to provide an academic and work environment free of discriminatory intimidation, whether based on sex, race, religion, or national origin.

Discriminatory acts shall be prohibited in the conduct of College services for students as such services affect housing, employment, financial aid, admissions, advisement, counseling, placement, academic progress, scholarships and awards and program activities. **Inquiries or complaints may be addressed to: Office of Affirmative Action, 350 New Campus Drive, The College at Brockport, Brockport, New York 14420-2929, (585) 395-2109.**

### THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT

In compliance with the "Drug-free Schools and Communities Act Amendments of 1989," as mandated by section 22 of Public Law 101-226, The College at Brockport provides the following information to all students and employees annually:

1. Standards of conduct prohibiting the unlawful possession, use or distribution of illicit drugs and alcohol and the disciplinary sanctions the College may impose for violations of laws and standards of conduct are contained in the Code of Student Conduct, the Residence Halls and Student Townhomes Alcohol Policy, both found on the Student Policy Web page at **[www.brockport.edu/policies](http://www.brockport.edu/policies)**. The Office of Human Resources policy on Drug and Alcohol Use in the Workplace for employees is found at **[www.brockport.edu/hr/procedures/](http://www.brockport.edu/hr/procedures/)**
2. The health risks associated with the use of illicit drugs and alcohol abuse are found at **[www.brockport.edu/healthctr/promotions](http://www.brockport.edu/healthctr/promotions)** or visit the Health Promotion and Prevention Services office in Hazen Hall.
3. The legal sanctions imposed by local, state and federal laws for the illegal possession and/or distribution of illicit drugs or alcohol can be found on the New York state Law Web page at **<http://ydcime.com/index.htm>**. Refer to NYS Penal Law Section 220.00 – 221.55.

4. Information on counseling and treatment programs are available in the following offices located in Hazen Hall: Counseling Center, Student Health Center, Health Promotion and Prevention Services and/or Employee Assistance Program located in the Office of Human Resources. Refer to the Counseling Center's Web page at [www.brockport.edu/cc](http://www.brockport.edu/cc) for resources both on and off campus concerning treatment of substance abuse disorders.
5. The 2008 Biennial Review is available at the Office of the Vice President for Enrollment Management and Student Affairs, 7th floor of Allen Administration Building. This report contains a comprehensive analysis of the College's alcohol and drug prevention program, including policy and enforcement. The report can be accessed on the Student Health Center's Web page at [www.brockport.edu/healthctr](http://www.brockport.edu/healthctr).

Please note: Drug convictions while enrolled as a student at the College may affect your eligibility for federal student aid.

Please refer to the Student Policy Web page for the complete Drug-free Schools and Communities Act Policy at [www.brockport.edu/policies](http://www.brockport.edu/policies).

## **FOR MEMBERS OF THE FOLLOWING GROUPS, SEE THE UNDERGRADUATE CATALOG:**

### **SUNY BOARD OF TRUSTEES**

### **SUNY SYSTEM ADMINISTRATION**

### **THE COLLEGE AT BROCKPORT ADMINISTRATION**

### **THE COLLEGE COUNCIL**

#### **The State University of New York**

The State University of New York's 64 geographically dispersed campuses bring educational opportunity within commuting distance of virtually all New Yorkers and comprise the nation's largest comprehensive system of public higher education. As a comprehensive public university, State University of New York provides a meaningful educational experience to the broadest spectrum of individuals. More than 414,170 students are pursuing traditional study in classrooms and laboratories or are working at home, at their own pace, through such innovative institutions as the SUNY Learning Network and Empire State College.

Of the total enrollment, approximately 36.6 percent of the students are 25 years of age or older, reflecting State University's services to specific constituencies, such as training courses for business and industry, continuing educational opportunities for the professional community, and personal enrichment for more mature persons.

The State University's students are predominantly New York state residents. Representing every one of the state's 62 counties, they make up more than 96 percent of the University's student population. State University of New York students also come from every other state in the United States, from four US territories or possessions, and from more than 170 foreign countries. The State University enrolls 40 percent of all New York state high school graduates, and

its total enrollment of more than 414,170 (full-time and part-time) is approximately 37 percent of the state's entire higher education student population. Between 1976 and 1997, the University recorded a 167 percent increase in the enrollment of African, Asian, Hispanic and Native Americans, compared with a 63 percent average increase among colleges and universities across the state. Today, nearly 80,000 minority students (19.3 percent of the student population) are enrolled in SUNY.

Because of its structure and comprehensive programs, the State University offers students a wide diversity of educational options: short-term vocational/technical courses, certificate programs, baccalaureate degrees, graduate degrees and post-doctoral studies. The University access to almost every field of academic or professional study somewhere within the system—some 6,688 programs of study overall.

Curricula range from those in the more conventional career fields, such as business, engineering, medicine, teaching, performing arts, social work, finance and forestry, to those concerned with tomorrow's developing and societal needs in the areas of environmental science, urban studies, immunology, information systems, biotechnology, telecommunications, microbiology and health services management.

As part of the University's commitment to bring to the students of New York the very best and brightest scholars, scientists, artists and professionals, the State University's distinguished faculty is recruited from the finest graduate schools and universities throughout the United States and many countries around the world. Their efforts are regularly recognized in numerous prestigious awards and honors, including the Nobel Prize.

The State University's research contributions are helping to solve some of today's most urgent problems. At the same time, contracts and grants received by University faculty directly benefit the economic development of the regions in which they are located. State University researchers pioneered nuclear magnetic resonance imaging and the supermarket bar code scanner, isolated the bacteria that causes Lyme disease, developed the first implantable heart pacemaker and the drug ReoPro®, recommended for heart patients, and developed Avonex®, an interferon treatment for multiple sclerosis.

The University's program for the educationally and economically disadvantaged, consisting of Educational Opportunity Programs (EOP) and Educational Opportunity Centers (EOC), has become a model for delivering better learning opportunities to young people and adults traditionally bypassed by higher education. Over the past 30 years, more than 482,000 New York state residents have been served.

The 30 locally-sponsored two-year community colleges operating under the program of the State University offer local citizens programs that are directly and immediately job-related as well as degree programs that serve as job-entry educational experience or a transfer opportunity to a baccalaureate degree at a senior campus.

In 1998, the Governor and the Legislature approved a multi-year, \$2 billion capital construction program for the University. This investment in critical maintenance will protect the University's infrastructure, valued at nearly \$11 billion, and enable the University to keep pace with modern technology for the benefit of its students and faculty.

The State University's involvement in the health sciences and health care is extensive and responsive to the rapid changes in society and the growing needs identified by the state's public health community. Hundreds of thousands of New York's citizens are served each year by medical and health sciences faculty and students in University hospitals and clinics or affiliated

The University's economic development services programs provide research, training and technical assistance to the state's business and industrial community through Business and Centers, the New York State Small Business Development Center, the Strategic Partnership for Industrial Resurgence, Rural Services Institutes, the Trade Adjustment Assistance Center, Technical

Assistance Centers, Small Business Institutes, Centers for Advanced Technology, and international development.

The University passed a major milestone in the mid-1980s when it graduated its one-alumnus, and currently numbers 2.4 million graduates on its rolls. The majority of the University's alumni reside and pursue careers in communities across New York state, contributing to the economic and social vitality of its people.

The State University of New York is governed by a Board of Trustees, appointed by the Governor, which directly determines the policies to be followed by the 34 state-supported campuses. Community colleges have their own local boards of trustees whose relationship to the State University Board is defined by law.

The University's motto is: "To Learn —To Search —To Serve."

## **ALMA MATER**

Alma Mater, thy children raise  
To thy shrine deserved praise.  
Hope and courage thou dost impart  
To each loyal student heart.

Friendly flowers and stately trees  
Lend new perfume to the breeze.  
Dear old campus, lofty halls,  
Alma Mater, we love thy walls.

When the fleeting years divide  
Us from thee, our gentle guide;  
Still our thoughts with thee shall rest,  
Alma Mater, Dearest, Best.

*Lyrics by a member of the Class of 1916.*

## MAPS



