

## ADMISSIONS ✕

Admission to SUNY Plattsburgh is competitive and is based on the academic and personal qualifications of the applicant. Admission is granted without regard to race, creed, color, gender, sexual orientation, age, national origin, disability, or handicap. The Admissions Office is located on the 10th floor of the Kehoe Administration Building and may be reached by telephone at 518-564-2040 or 888-673-0012 from 8:30 a.m. until 4 p.m. on weekdays. E-mail requests may be directed to [admissions@plattsburgh.edu](mailto:admissions@plattsburgh.edu). We invite you to visit us online at [www.plattsburgh.edu.explore](http://www.plattsburgh.edu.explore).

### Application Procedures

Prospective students can apply to SUNY Plattsburgh through either the SUNY Application or the Common Application. Although there are no strict deadlines, applications receive optimal consideration when submitted by Dec. 1 (for freshman applicants) and March 1 (for transfer applicants) for the fall semester, and by Nov. 1 for the spring semester. Candidates are encouraged to apply early. Applications are available directly from the Admissions Office at Plattsburgh, from any New York state high school guidance office or online at [www.plattsburgh.edu/admissions/apply.php](http://www.plattsburgh.edu/admissions/apply.php).

The purpose of the application process is to provide the college with information necessary to make an appropriate admissions decision. A competitive selection process is necessary because the number of applicants exceeds the number of available openings. Because admission is competitive, students are encouraged to follow a rigorous college-preparatory program at the high school level, rather than one which meets only minimum requirements. It is also required that applicants submit one letter of recommendation from a teacher or counselor and a 250-word personal statement or essay.

### Interviews/Visits to the College

Interviews and visits to the campus are strongly encouraged but not required. Appointments for personal interviews and campus tours are available on weekdays throughout the year. Saturday tours and group presentations are also offered from late September through early May. Appointments should be made two weeks in advance. Open Houses are held annually during the fall, spring, and summer. Additional information and arrangements for visits can be obtained by contacting the Admissions Office.

### Freshman Admission

Freshmen are defined as students who have not enrolled in college course work, or whose only college courses were completed prior to high school graduation. Freshmen applicants should meet the following minimum requirements:

1. Graduation from an accredited high school or possession of a high school equivalency diploma. High school equivalency examination results must be

submitted to the Admissions Office at the time of application, along with a transcript of that portion of high school study completed.

2. Satisfactory completion of the following minimum high school courses: four units of English; four units of social studies; a combination of five units of mathematics and science; and additional units as recommended for admission to specific curricula. (See Specific Curricular Considerations.)
3. Submission of standardized test scores from either the Scholastic Aptitude Test (SAT) or American College Testing Program (ACT). Score reports will be accepted by the Admissions Office either directly from the testing agency (College Board or ACT), or as part of the official high school transcript. If an applicant submits multiple SAT scores, the Admissions Office will select the highest critical reading and math scores from different exams. The SAT writing scores are not factored into the admissions decision currently. Admissions evaluation of SAT and ACT is subordinate to the primary admission requirements of a solid, college-preparatory high school program and competitive grades. No minimum SAT score is required; however, a combined SAT of at least 1000 (critical reading and math scores) or an ACT composite of at least 22 is highly recommended.
4. Satisfactory final high school grades for senior year.
5. Submission of at least one letter of recommendation from a teacher/counselor.
6. Submission of a 250-word personal statement or essay.

### Specific Curricular Considerations

Most accepted students are admitted directly into the program of their choice. Therefore, admissions decisions are influenced by both the content and the quality of an applicant's high school record. Consideration is given to the following high school courses, which are required for admission to the respective curricula:

1. Programs requiring three units of high school mathematics (including Math 11, Sequential Math 3, Intermediate Algebra, or Math A and B) are accounting; business; computer science; economics; engineering 3 + 2; entrepreneurship; finance; global supply chain management; information technology; nursing; nutrition; hotel, restaurant, and tourism management; international business; management; management information systems; marketing; and all science and mathematics majors.
2. Programs requiring three units of high school science (including general or earth science, biology, and chemistry) are biochemistry, cytotechnology, fitness and wellness leadership, medical technology, nursing, nutrition, and all other science majors.

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3. Programs requiring three sequential units of high school foreign language: nursing.

### Change of Major

The choice or change of major can be made after enrollment. Students who wish to change their major or declare a major in the following programs after enrollment will be reviewed internally before admission is granted into these programs: accounting, all business majors, communication disorders and sciences, criminal justice, education, all communication majors, nursing, and social work. Some programs may require the successful completion of certain prerequisite course work before a change of major is approved. Students should contact the chairperson of the major they would like to declare.

### Transfer Admission

Any applicant who has received a high school diploma and who subsequently enrolled at another college or university is considered a transfer applicant. Transfer applicants must submit a *SUNY Undergraduate Application*. Official transcripts from all prior colleges should be forwarded directly to Plattsburgh's Admissions Office.

Transfer candidates who have completed fewer than 24 semester hours at the time of application must also forward an official high school transcript and standardized test scores to the Admissions Office. Transfer applications will be evaluated on the following criteria:

1. Cumulative grade point average based upon course work taken at all previously attended colleges. Students with cumulative GPAs below 2.0 on a 4.0 scale will not be considered for admission. Actual GPA requirements for admission depend upon the academic program to which the student is applying.
2. Content of the course of study.
3. Academic grade point average trend.

### Transfer Credit

Decisions regarding the use of transfer credit to meet the requirements of a specific academic major are made by the assistant director for transfer admissions in consultation with the appropriate academic deans, program directors and chairpersons. *The college accepts credit from regionally accredited institutions of higher education and from recognized candidates for accreditation.* All satisfactorily completed courses taken at these institutions of higher education are evaluated on a course-by-course basis in accordance with the following guidelines:

1. Students transferring from two-year colleges may be granted a maximum of 67 semester hours earned at two-year colleges.
2. Students transferring from four-year colleges may transfer up to 84 semester hours provided that at

least 17 of those hours were earned at four-year colleges.

3. Students from colleges or universities on a quarter-hour system receive two semester hours of transfer credit for every three quarter hours completed.
4. Specific courses and credit hours transfer; course grades and quality points do not.
5. English composition will transfer only with a grade of C or better.
6. Courses transferring into the major must have an overall cumulative grade point average of 2.0 (C).
7. Courses completed with a D grade or better may be accepted for transfer credit, unless a grade higher than D is required in that course in order to maintain satisfactory progress in a specific curriculum at SUNY Plattsburgh.

If a student is accepted and enrolled at the college and subsequently wishes to take courses at another institution he/she must process a *Permission for Off-Campus Study* form. More information about our transfer credit policy can be found at [www.plattsburgh.edu/admissions/transfers/credits/policy.php](http://www.plattsburgh.edu/admissions/transfers/credits/policy.php).

### Credit by Examination

In accordance with SUNY policy, students may apply up to 30 credit hours earned through published college-level examinations toward the fulfillment of degree requirements. Credit earned by examination will not be counted toward satisfaction of the college's residency requirements. The subject matter of examinations must be compatible in substance and level with courses offered at the college. Decisions concerning the appropriate use of such credit are made by the assistant director for transfer admissions in consultation with the appropriate academic deans, program directors, and chairpersons. In addition to the sections below, please visit [www.plattsburgh.edu/admissions/transfers/credits/exams.php](http://www.plattsburgh.edu/admissions/transfers/credits/exams.php) for more information about credit by examination.

### Advanced Placement Program (AP)

The AP program of The College Board is designed to enable students to earn college credit while in high school. Examinations are graded on a scale of one to five, with five the highest grade. SUNY Plattsburgh awards credit for grades of three or higher in most subjects. Information concerning the Advanced Placement Program may be obtained from high school guidance offices or by visiting [www.collegeboard.com/apcentral](http://www.collegeboard.com/apcentral).

### College Level Examination Program

Credit can be earned through satisfactory performance on the College Level Examination Program (CLEP), the General Examinations, and the Subject Examinations. The college follows the recommended

scores required for credit for the General and Subject Examinations as established by the Commission on Educational Credit of the American Council on Education. The General Examinations are considered equivalent to the first year of college study; scores may be submitted for credit only when taken prior to the completion of 30 credit hours of college-level course work. CLEP information may be obtained from the College Board at [www.collegeboard.com/student/testing/clep/about.html](http://www.collegeboard.com/student/testing/clep/about.html). Information about CLEP examinations may be obtained from the Academic Advising Office, Feinberg 103, 518-564-2080 or 800-388-6473.

### Military Credit

Credit will be granted, when applicable, for educational experience in the armed services according to recommendations contained in the most recent American Council on Education publication, *A Guide to the Evaluation of Educational Experience in the Armed Services*.

### Transfer Students and General Education

SUNY Plattsburgh recognizes that general education courses are an integral part of the total degree program, and that they are of equal importance to courses in the major field of study. The college supports the position of the State University of New York that transfer students should not be required to repeat general education courses. Each student's transcript is evaluated individually and credit for completion of general education requirements is given whenever appropriate.

### Joint Admissions Agreements

Plattsburgh has entered into joint admissions agreements with a variety of two-year colleges within the SUNY system. These agreements provide for the acceptance of students to both institutions at the same time. Joint admissions allow students to bypass another admissions application when they receive an associate degree from their two-year college, providing they complete a parallel program and meet certain grade standards. Participants in a joint admissions program receive SUNY Plattsburgh information while they are completing their associate degrees and invitations to attend various campus functions at the college. Joint admissions agreements currently exist with the following institutions: Adirondack Community College; Clinton Community College; Hudson Valley Community College; North Country Community College; and Ulster Community College. Interested students should contact the Admissions Office of the above-mentioned two-year colleges, or SUNY Plattsburgh.

### Comprehensive Articulation Agreements

SUNY Plattsburgh has comprehensive articulation agreements with a variety of two-year colleges. These agreements list degree programs at two-year colleges which are parallel to the college's academic majors. Associate degree holders admitted into parallel programs are granted full credit for courses completed at the two-year college, are given full junior standing,

and should be able to complete the bachelor's degree in four additional semesters of full-time study. Parallel degree program agreements in a variety of academic majors currently exist with the following institutions: Adirondack Community College; Broome Community College; SUNY Canton; Clinton Community College; SUNY Cobleskill; Columbia-Greene Community College; SUNY Delhi; Dutchess Community College; Fulton-Montgomery Community College; Genesee Community College; Herkimer County Community College; Hudson Valley Community College; Jefferson Community College; Miami-Dade Community College; Monroe Community College; Mohawk Valley Community College; SUNY Morrisville; Nassau Community College; North Country Community College; Onondaga Community College; Rockland Community College; Sage Junior College; Schenectady County Community College; Suffolk County Community College; Tompkins-Cortland Community College; Ulster Community College; and Westchester Community College.

### Notification of Admission

Freshman and transfer admission decisions for the fall semester are mailed beginning in mid-January each year (provided the application is complete and acceptable) and continue on a rolling basis. Decisions on applications for the spring semester are mailed beginning Nov. 1.

### Application for In-State Residency

Students who are classified as out-of-state residents for tuition purposes but believe they are eligible for in-state tuition may apply for consideration as in-state residents. To be considered, they need to complete a residency application and submit the application along with requested documents to Student Accounts. Instructions and an application are available on the Student Accounts' Web site at [www.plattsburgh.edu/studentaccounts](http://www.plattsburgh.edu/studentaccounts). The deadline for applying is Friday of the fourth week of each semester.

### Deposits and Refunds

*Admissions Deposit:* An admissions deposit of \$250 is required of each accepted applicant as a token of the student's intention to enroll. Applicants who plan to enter for the fall term must forward their \$250 deposit by May 1, or within 30 days after acceptance, whichever is later. Applicants who plan to enter for the spring term must forward their \$250 deposit by Dec. 1, or within 30 days after acceptance, whichever is later. The admissions deposit is credited toward the student's first semester tuition bill (\$150) and housing bill (\$100). The entire \$250 will be credited towards tuition for students living off-campus or those attending the branch campus.

*Room Deposit:* The room deposit for first-year students is included in the \$250 admissions deposit and is applied against the room rent for the first semester. For students eligible to live off-campus or at home, the room deposit will be credited to tuition for the first semester upon submission of a valid exemption request. It is important to note that room assignments are made on a first-come, first-serve basis. Housing applications

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and exemption request forms can be accessed online after receipt of the initial admissions deposit.

*Deposit Refunds:* The \$250 admissions deposit is refunded when a written request for a refund is received in the Admissions Office by May 1 for the fall term or Dec. 1 for the spring term. If notification of acceptance is received after May 1, or Dec. 1, the written request for refund must be received within 30 days after acceptance, but before registration.

In special cases, when a written request is received by the director of admissions after the referenced dates, but before the beginning of the semester, refunds may be granted provided that:

1. The circumstances involved are deemed beyond the student's control and warrant such action; or
2. The student forwarded the deposit based upon a conditional acceptance that was subsequently rescinded.
3. The student is withdrawing to enter military service.

### Medical History/Immunization Report

All students are required to have a copy of their medical history report on file with the Student Health Center prior to enrollment. This form is mailed to every accepted student who pays the admissions deposit. Additionally, all students born on or after January 1, 1957, who are registered for six or more credits, **must be immunized** against measles (rubeola), mumps and rubella in accordance with New York Public Health Law Section 2165. Students must provide proof of this immunization to the Student Health Center or they will not be allowed to complete the registration process. To enable the Student Health Center to be of maximum assistance to the student, complete information should be furnished about any known physical, mental or handicapping condition that may require special consideration or treatment.

### Readmission Policy

Students are subject to the college graduation requirements which are in effect during the semester they are admitted to SUNY Plattsburgh and the program graduation requirements in effect during the semester they declare their major in that program. Students who are readmitted to the college are subject to the college and program requirements in effect during the semester they are readmitted. However, students readmitted to the college having previously withdrawn or been dismissed from the college at the senior level (85 credits or more) may elect to be readmitted under the college graduation requirements in effect at the time of their initial admission and the program requirements in effect at the time of their declaration of major (provided readmission is into the same major) so long as the duration of their separation from SUNY Plattsburgh is three semesters or fewer, the required courses are still available, and the program meets mandated certification requirements where relevant. All courses completed at SUNY Plattsburgh, both before and after

readmission, are counted in computing the grade point average and considered in academic reviews in subsequent semesters.

### Special Consideration Readmission Policy (Academic Amnesty)

Students applying for readmission to SUNY Plattsburgh after an absence of seven years or more may wish to apply for special consideration readmission (academic amnesty) by submitting a written request to the director of admissions. If granted, the student may have *all* of the previous academic record at SUNY Plattsburgh evaluated exactly as if the courses had been taken at another institution. A committee consisting of appropriate academic representatives will review each case and make its decision based on the following guidelines:

1. The student must not have been enrolled in any courses at the college during the previous seven years.
2. For such students, only grades received in courses taken after readmission will subsequently count toward their GPA.
3. Courses with a grade high enough to warrant transfer credit had they been taken at another institution will be counted toward meeting graduation requirements, but the grade will not be computed toward the student's GPA.
4. While the student's GPA after readmission will be computed based only on grades for subsequent courses taken at the college, the earlier academic record of the student prior to readmission will remain without change.
5. Requests for special consideration will be reviewed and granted no later than the time the readmitted student begins classes.

### Readmission Procedures

Students previously matriculated at SUNY Plattsburgh who wish to re-enroll must apply for readmission. The application for readmission is available from the Admissions Office or can be downloaded from the Admissions Web site [www.plattsburgh.edu/admissions/readmit.php](http://www.plattsburgh.edu/admissions/readmit.php). Applications received by the following deadlines will be given first consideration: Nov. 1 for spring semester and July 1 for fall semester. *All readmits must have a cumulative GPA of 2.0 or higher in order to be eligible to participate in athletic activities.*

Students who have been dismissed from the college for academic reasons may not apply for readmission for at least one semester following their dismissal. Students who have been dismissed twice from the college will not be granted readmission until they have raised their GPA to the equivalent of a 2.0 through the non-matriculated student process. (If a student was dismissed for plagiarism, readmission may be denied for up to five years.)

Students who have been academically dismissed from the college are not allowed to take any courses at SUNY Plattsburgh during the semester immediately following their dismissal. They are, however, allowed to take courses as a non-matriculated student thereafter. Grades earned in courses taken as a non-matriculated student at SUNY Plattsburgh are computed in the college GPA.

Students who are readmitted should be aware that the SUNY Plattsburgh grade point average is not altered by grades earned at other institutions. A previous SUNY Plattsburgh student who has completed an associate's program at a two-year institution is evaluated as a transfer student for the purpose of readmission.

### Admission for a Second Baccalaureate

Students desiring a second baccalaureate in a significantly different degree designation may pursue such a degree upon the approval of the director of admissions. Students wishing to pursue any additional areas of study within the degree designation already earned may be readmitted for a second major.

Students pursuing a second degree, and whose first degree was granted by SUNY Plattsburgh, must follow the readmission procedures of the college and are required to complete all specific curricular requirements for the degree, including a minimum of 30 credit hours of resident study. *Readmission Applications* are available from the Admissions Office.

Students who have completed baccalaureate requirements at another college must apply for admission as transfer candidates and will be required to meet existing transfer admission and credit requirements.

### International Student Admission

The college welcomes students from countries other than the United States who qualify for study at Plattsburgh. Applicants who are not U.S. citizens and do not hold permanent resident status, whether they are enrolled in school in the U.S. or in another country, should request *International Student Applications* from the International Student Services Office 518-564-3287.

International applicants must meet the academic standards for admission, show proficiency in English, and certify that they will have the necessary amount of financial support needed for each year of study. Applicants who meet these three requirements are issued an I-20 form, *Application for Student Visa*. To certify English proficiency, international applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL). Information about the examination may be obtained by writing: TOEFL, Educational Testing Service, Box 899, Princeton, N.J. 08540, U.S.A.

### Branch Campus Admission

SUNY Plattsburgh offers four undergraduate degree-completion programs at our branch campus, located on the campus of Adirondack Community College in Queensbury, N.Y. Admission to our branch campus is reserved for transfer students and readmits who are junior-level and have the appropriate prerequisites. More

information about admission to our branch campus can be found at [www.plattsburgh.edu/admissions/transfers/accrequirements.php](http://www.plattsburgh.edu/admissions/transfers/accrequirements.php).

### Early Admission Program

The college provides well qualified high school students an opportunity to study full or part time at the college level prior to completion of formal course work for the high school diploma. High school students may take college courses that apply simultaneously toward their high school diploma and baccalaureate requirements. Additional information may be obtained from the Admissions Office. Early admission candidates are not eligible for any financial aid until they obtain their high school diploma.

### Early Decision for Freshmen

Early Decision is an early application, early notification program for fall freshmen. This option is available only if Plattsburgh is the student's first college choice. If accepted, the student is expected to submit an admissions deposit and to withdraw any applications to other institutions. The date for filing an Early Decision Application is Nov. 1, and it must be received by Plattsburgh prior to the actual deadline date of Nov. 15. Applicants will be notified of a decision by Dec. 15 and, if accepted, are expected to pay their admissions deposit by Jan. 15.

### Deferred Admission

Applicants who have been accepted for admission to the college may ask to defer their enrollment up to two semesters from the initial application term. The reason for such a request must be submitted before a deferment will be granted. Deferred admission cannot be granted for students readmitted to the college. Readmitted students who wish to delay their enrollment must submit an *Application for Readmission* form (available from the Admissions Office) for the semester they elect to return.

### Educational Opportunity Program

SUNY Plattsburgh offers an Educational Opportunity Program (EOP) for a limited number of students who have displayed their potential to do college-level work in nontraditional ways, and who also demonstrate financial need. Special admission and financial aid procedures are used to evaluate students who apply for this program.

EOP participants are provided counseling, financial assistance, tutoring and learning-skills development support. Freshmen must participate in a five-week summer preparatory program. EOP is funded by the Higher Education Opportunity Program of the New York State Education Department and is available only to residents of New York state. Additional information may be obtained by contacting the Admissions Office.

### Summer Orientation and Registration

A summer orientation program is conducted for all new students entering the college for the fall. The program is organized to acquaint new students with each other, the faculty, and the college's academic

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programs and student services. Each new student is encouraged to attend; course selection and registration occur at this time. An orientation program for parents is conducted simultaneously. Parents are encouraged to attend. No formal orientation program exists for students enrolling into the spring semester. Instead, course registration usually occurs as an online process prior to the start of classes. A registration session is always held on opening weekend to further assist in course advisement and selection.

### Visiting Student Program

Plattsburgh participates in the Visiting Student Program for colleges and universities within the State University of New York. Students attending a college or university within SUNY are eligible to study at a participating institution of their choice within SUNY for a semester or a year without being required to go through the formal transfer application process. Additional information and application materials may be obtained by contacting the Admissions Office.

### Non-Degree Students (Non-matriculated)

Non-matriculated students are those who are taking courses but not enrolled in a degree program. Although

formal admission to the college is not required for non-matriculated students, the following guidelines should be noted:

Undergraduate courses are open to all who can benefit from them. Non-matriculated, undergraduate students may enroll for up to 11 credit hours each semester, depending upon availability of space in classes. Students, including high school students, may contact the Registrar's Office at 564-2100 for information about registering for courses. However, requests for transcript analysis to determine appropriate course selection can only be done for students who apply for admission or readmission. Students desiring admittance to an undergraduate degree program should contact the Admissions Office.

Graduate courses are open to all persons who have earned a bachelor's degree. Not more than 12 graduate credit hours taken as a non-matriculated student (including those credits earned at SUNY Plattsburgh) may be applied toward a graduate degree at SUNY Plattsburgh. Successful completion of graduate work does not guarantee admission to a particular program of study. Individuals desiring admission to a graduate degree program should make an appointment with the Graduate Admissions Office, 518-564-GRAD (4723).

