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 Keohoe 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. Email requests may be directed to admissions@plattsburgh.edu. We invite you to visit us online at www.plattsburgh.edu.

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. Due to limited seats in competitive programs, admissions may close applications prior to the recommended deadlines. Applications are available online at 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 program of study, rather than one which meets only minimum requirements. Applicants are strongly encouraged to submit one letter of recommendation and a 250-word personal statement or essay.

NOTE: Documents submitted to Admissions that are not required for the admissions review process (i.e. medical records, learning disability documents, and art/music portfolios) will not be retained.

Notification of Admission
Freshman and transfer admission decisions for the fall semester are mailed beginning in mid-December 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.

Interviews/Visits to the College
Visits to the campus are strongly encouraged but not required. Appointments for group presentations, personal interviews and campus tours are available on weekdays throughout the year. Saturday tours and group presentations are also offered from September through late April. 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 or online at www.plattsburgh.edu/admissions/visit.php.
**Freshman Admission**

Freshmen are defined as students who have not enrolled in college, or whose only college courses were completed prior to high school graduation. Freshman 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. Failure to provide such evidence may result in administrative withdrawal from the college.

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 evidence-based reading and writing and math scores from different exams. 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 (evidenced based reading and writing 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 or counselor is strongly encouraged.

6. Submission of a 250-word personal statement or essay is recommended.

**High School Diploma — Proof**

Students applying for admission to the college must provide proof of high school graduation (or successful completion of an equivalency diploma such as the T.A.S.C. exam, formally known as the G.E.D. exam) upon request. Failure to provide such evidence may result in administrative withdrawal from the college.

**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): accounting; business administration; computer science; computer security; economics; engineering 3 + 2; entrepreneurship; finance; fitness and wellness leadership; global supply chain management; 3+4 optometry; information technology; international business; management; management information systems; marketing; mathematics; nursing; nutrition; and all mathematics and science majors.

2. Programs requiring three units of high school science: biochemistry; cytotechnology; fitness and wellness leadership; medical technology; nursing (biology and chemistry); nutrition (chemistry); 3+2 engineering; 3+4 optometry; and all other science majors.

3. All Teacher Education Preparation Programs require an overall GPA of 3.0 or greater (high school average = 83+) and submission of competitive SAT or ACT test scores for admission consideration.

**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 or its equivalent.

**Transfer Admission**

Any applicant who has received a high school diploma or its equivalent and who has subsequently taken college course work at another college or university is considered a transfer applicant. Transfer applicants must submit either the Common Application or the SUNY 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 applicants with less than 24 credits at the time of application who have a High School Equivalency Diploma (HSED) through either (GED) or Test Assessing Secondary Completion (TASC) must send their test results along with their high school transcript and SAT or ACT scores. Transfer students with 24 credits or more are not required to submit standardized test scores at the time of application. Transfer students who qualify for a New York State Tap award (financial aid) will be required to show proof of high school graduation or risk losing that award. Transfer applications will be evaluated on the following criteria:
ADMISSIONS

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. For more information about specific GPA requirements, please go to www.plattsburgh.edu/admissions/transfers/requirements.php.

2. Content of the course of study.

3. Academic grade point average trend.

4. EOP Applicants: Submission of an essay (500 words or less) that describes educational goals and objectives; how EOP (or similar program) was utilized at previous college, and how EOP at Plattsburgh can help.

5. All transfer students are strongly encouraged to submit proof of High School graduation (or successful completion of an equivalency diploma such as the TASC exam or GED).

Branch Campus Admission

SUNY Plattsburgh offers four undergraduate degree-completion programs at a Branch Campus, located on the campus of SUNY Adirondack in Queensbury, N.Y., and one undergraduate degree-completion program* at an Extension Site located on the campus of Hudson Valley Community College (HVCC) in Troy, N.Y. Admission to the Branch Campus is for transfer students and readmits who are junior-level and have the appropriate prerequisites. More information about admission to the Branch Campus can be found online at www.plattsburgh.edu/admissions/transfers/accrequirements.php.

*Students enrolled in SUNY Plattsburgh’s criminal justice BA program at the HVCC extension site must take one course at the Branch Campus in Queensbury or at the main campus.

Transfer Credit

Decisions regarding the use of transfer credit to meet the requirements of a specific academic major are made by the admissions office 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, the student 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.

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 admissions office 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 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 being 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.

College Level Examination Program (CLEP)

Credit can be earned through satisfactory performance on any of the 33 College Level Examination Program (CLEP) examinations in five subject areas. The college follows the recommended scores required for credit as established by the Commission on Educational Credit of the American Council on Education. Information about CLEP exam content and test preparation may be...
obtained from the College Board online at http://clep.collegeboard.org/. Details about the CLEP program at SUNY Plattsburgh (i.e., testing schedule, registration forms, fees, credit equivalencies) are found at http://www.plattsburgh.edu/academics/advising/clep.php. Additional questions may be directed to the Academic Advising Office, Feinberg 101, 518-564-2080. Credits earned through CLEP do not count as SUNY Plattsburgh residence credit.

**Admission of Persons with Prior Felony Convictions or Disciplinary Dismissals**

State University of New York (SUNY) policy requires applicants for admission as undergraduates and graduate students to report whether they have been convicted of a felony or have been dismissed from an institution of higher education for disciplinary reasons. A felony in New York state law is defined as a crime for which more than one year in prison may be imposed. Applicants are required to report a felony conviction if they have been convicted as an adult. If applicants have been adjudicated as having juvenile delinquent or youthful offender status, they are not required to report their felony conviction and are exempt from any institutional review. Suspension is defined as a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed time period, less than permanently. Dismissal from a college for disciplinary reasons is defined as permanent separation from an institution of higher education on the basis of conduct or behavior. New York State Corrections Law [Sections 750, 752 and 753] forbids discrimination against individuals previously convicted of criminal offenses. However, an institution may deny admission to an applicant based on prior criminal convictions where such admission would involve an unreasonable risk to property or would pose a risk to the safety or welfare of specific individuals or the public. Applications from such candidates are reviewed by a campus committee whose purpose is to decide whether an applicant with a felony conviction or disciplinary dismissal from an institution of higher education should be admitted. If admitted, the conditions of admissibility will also be decided; for example, eligibility for on-campus housing and counseling services. After review of all available information, the committee will decide whether to deny admission, admit the applicant or admit the applicant with certain conditions.

**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*. All students who have served in the U.S. Air Force and have received training through Community College of the Air Force (CCAF) should request an official transcript at http://www.au.af.mil/au/barnes/ccaf/transcripts.asp. All students who have served in all other branches of the armed services (except the U.S. Air Force) should request a Joint Services Transcript (JST) at https://jst.doded.mil/smart/signIn.do. SUNY Plattsburgh accepts JST transcripts online or via mail. Any mailed transcripts should be sent to the following address:

SUNY Plattsburgh Admissions Office
101 Broad Street, Plattsburgh, NY 12901

**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.

Incoming transfer students who have satisfied the SUNY general education requirements (SUNY-GER) or the equivalent of SUNY-GER will be considered to have completed all Plattsburgh general education requirements except for Global Issues.

**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.

**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 five 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 five years.
2. For such students, only grades received in courses taken after readmission will subsequently count toward their GPA with the exception of credits that have already been applied toward a completed bachelor's degree at SUNY Plattsburgh.
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 SUNY Plattsburgh 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.
6. Academic amnesty does not apply to individuals who have previously earned a degree from SUNY Plattsburgh.

Please note: A student may only be readmitted under this policy once and are ineligible for consideration if they already possess a degree from the college.

Readmission Procedures

Students previously matriculated at SUNY Plattsburgh who wish to re-enroll must apply for readmission and pay a readmit application fee. The application for readmission is available from the Admissions Office or can be downloaded from the Admissions website at www.plattsburgh.edu/admissions/readmit. 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.

Exception due to non-matriculated enrollment in summer/winter session:

Dismissed students who are enrolled in SUNY Plattsburgh's summer or winter session(s) (as non-matriculated students) and who raise their cumulative GPAs to at least 2.0 may ask for special permission to continue as non-matriculated part-time (11 credits) students for the forthcoming fall or spring semester. At the conclusion of that full semester, such students may apply for readmission if their cumulative GPA remains at least 2.0.

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. Second degree candidates may have some difficulty in securing financial aid. It is recommended to contact that office for specific details. 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.

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 four-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.

**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 Global Education 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 documentation to apply for student visas. To certify English proficiency, international applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or another acceptable standardized measure of English proficiency. Please consult the Global Education Office website for additional information: www.plattsburgh.edu/international.

**Non-Degree Students (Non-matriculated)**

Non-matriculated students are those who are taking courses but are 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 space availability in classes. Students, including high school students, may contact the Registrar’s Office at 518-564-2100 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).

The College reserves the right to deny course enrollment to any person as a non-matriculated student. Possible reasons for denial may include poor academic performance in past course work or pending judicial concerns. Some courses are not open to enrollment by non-matriculated students because they are intended for majors only. Any person who is denied permission to enroll in a course or courses under this policy may appeal to the College Registrar.

**Visiting Student Program**

Plattsburgh supports students who participate in the Visiting Student Program with the permission of their home college or university located within New York state or outside of New York. Courses are made available to visiting students on a space-available basis. Financial aid must be coordinated by the student’s home institution. Additional information and application materials may be obtained by contacting the Admissions Office.

**Deferred Admission**

Applicants who have been accepted for admission to the college may ask to defer their enrollment for up to two semesters from the initial application term. The reason for such a request must be submitted before a deferment will be granted. A Deferral Application is required and can be obtained by contacting the Admissions Office.

**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’ website at 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.

**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-served basis. Housing applications and exemption request forms can be accessed online in the MyPlattsburgh account after receipt of the initial admissions deposit.

**EOP Admissions Deposit:** An admissions deposit of $25 is required of each accepted Educational Opportunity Program (EOP) applicant as a token of the student’s intention to enroll. EOP Applicants who plan to enter for the full term must forward their $25 deposit...
by May 1, or within 30 days after acceptance whichever is later. EOP Applicants who plan to enter for the spring term (transfer only) must forward their deposits by Dec. 1, or within 30 days after acceptance, whichever is later. Students who pay their deposits after May 1 (fall) or Dec. 1 (spring) may be placed on a waiting list, even if the deposits are received within 30 days.

Deposit Refunds: The $250 admissions deposit or $25 EOP 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; or
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 and Meningitis Response Form on file with the Student Health Center prior to enrollment. These forms are 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.

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 programs and student services. Each new student is encouraged to attend, as course selection and registration occur at this time. An orientation program for parents is conducted simultaneously. Parents are encouraged to attend.

Course registration for students entering the spring semester 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.