APPLICATION FOR
BA/MST Adolescence
Combined Program
(for internal transfers)
APPLICATION CHECKLIST AND INSTRUCTIONS

_____ Application Form:
Completed application and all supporting materials must be submitted together to the Program Leader (see address below).

_____ Statement of Purpose:
Must be typed or word processed. A hand-written statement will not be accepted. Why are you choosing to be a teacher of adolescents and what special qualities, gifts, and dispositions, do you think you bring to the profession of teaching?

_____ Two Letters of Recommendation: (indicating your academic ability in the subject major and your teaching potential).
At least one must be completed by a faculty member, professor, or academic advisor. Individuals providing recommendation letters on your behalf should return them to you signed and sealed in an envelope. DO NOT BREAK THE SEAL. If we receive recommendations in opened envelopes, the contents will be disqualified. Enclose the unopened recommendations with your application or have them sent to us directly.

_____ CAPP & Transcript: Include the most updated documents.

Deadlines for Receipt of Completed Applications
Fall semester: September 20
Spring semester: February 20

NOTE: Applications received after the due date can be considered for the following semester upon request from the applicant.

Submit all application materials to:
BA/MST Adolescence Admissions
c/o Dr. Mark D. Beatham
418C Sibley Hall
SUNY College at Plattsburgh
Plattsburgh, NY 12901

Keep for your records: Application packet mailed to SUNY Plattsburgh on:________________________

Reminders
☐ Incomplete applications will not be reviewed. You are responsible for making sure your application is complete and delivered.
☐ Transcripts, score reports, recommendations (or copies of such) cannot be released once submitted as application materials.

Programs and Codes
MASTER OF SCIENCE FOR TEACHERS
Adolescence Education, grades 7-12
216/845 Biology
217/846 Chemistry
221/858 English
226/8014 French
220/849 Geology
222/859 History
219/848 Mathematics
218/847 Physics
227/8015 Spanish

Questions?
Tel: (518) 564-5142 or (800) 564-2123
FAX: (518) 564-2149

Email: beathamd@plattsburgh.edu
Web: http://www.plattsburgh.edu/academics/education/adolescence/fiveyearmaster.php
APPLICATION FOR ADMISSION TO BA/MST ADOLESCENCE PROGRAM

TYPE or PRINT:

NAME ____________________________________________________________

Last          First          Middle

Identification # ____________________________

PERMANENT ADDRESS: _______________________________________________

Number and Street

City                     State/Province                      Zip/Postal Code

MAILING ADDRESS (if different): _______________________________________

Number and Street

City                     State/Province                      Zip/Postal Code

TELEPHONE: Home (___)______________ Work (___)______________ Cell (___)______________

EMAIL(S)__________________________________________________________

Please give us your preferred email address(es). We will communicate with you by email about your application. Be sure to check your email regularly.

Entry Date & Program

Semester and Year of Entry: Fall of _______  Spring of _______

Program for which you are applying (see previous page): Code __________ Program

Specify your teaching content area: Biology____ Chemistry____ English____ French____

Geology____ History____ Math____ Physics____ Spanish____
Honors/Professional/Work Experience
List all academic honors, scholarships, or fellowships you have received; list honor societies to which you have been elected.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

List employment or other activities pertinent to your proposed academic program. Include civic, charitable, and volunteer work. If you have taught, name the place, subject, and level.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

List in chronological order (first to last) ALL UNDERGRADUATE institutions you have attended or are attending. If you have taken courses at SUNY Plattsburgh as a non-matriculated student, include this information.

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<th>Institution</th>
<th>Entering Date</th>
<th>Leaving Date</th>
<th>Degree</th>
<th>Conferral Date</th>
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Recommendations
List the persons who will be submitting recommendation forms. Two are required; additional are optional.

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<th>Name and Title</th>
<th>Business/Work Address</th>
<th>Relationship to Applicant</th>
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In accordance with the Family Education Rights and Privacy Act (Buckley Amendment), a student has the right of access to inspect and review letters of recommendation unless the student waives this right. Please ensure that all individuals supplying recommendations in support of your application have been informed of this fact and your decision to waive or not waive your right of access to these recommendation letters.

NOTE: If an individual refuses to send a recommendation letter directly to you, have him/her send it to our office (the same address). Include a prominent note with your application of any recommendation being sent separately. Please be aware that this may slow down the processing of your application.

Felony/Dismissal Information
A felony in New York State law is defined as a crime for which more than one year in prison may be imposed. The felony question applies if you have been convicted as an adult. If you have been adjudicated as having juvenile delinquent or youthful offender status, you are required to respond to the felony question by indicating a response of "no."

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.

An affirmative response to the first two questions will not automatically prevent admission, but you will be asked to provide additional information. This information will be reviewed by a SUNY Plattsburgh committee to ensure campus safety. An affirmative response to the third question on academic dismissal will be reviewed by the graduate department to which you are applying. Any falsification or omission of data may result in a denial of admission or dismissal.

Have you been convicted of a felony as an adult? Yes ____ No ____

Have you been expelled and/or dismissed from any college for disciplinary reasons? Yes ____ No ____

Please read the following statements carefully before signing:
☐ All candidates are responsible for making sure their applications are complete. Incomplete applications will not be submitted for departmental review.
☐ Original transcripts, score reports, recommendations (or copies of such) cannot be released once submitted as application materials.

I understand that all information submitted is true to the best of my knowledge, and that any deliberate falsification or omission of application information may result in denial of admission or dismissal.

__________________________________________
Signature

__________________________________________
Date

SUNY Plattsburgh is committed to assisting the safety and security to all members of the campus community. The annual security compliance document is available online at www.plattsburgh.edu/crimestate. If you do not have access to the web and need a hard copy please contact Arlene Sabo, Chief of Police and Chair of the President’s Personal Safety Committee, 518 564-2022. Information can also be obtained from the U.S. Department of Education at ope.ed.gov/security

SUNY Plattsburgh is an Equal Employment Opportunity, Affirmative Action Employer, and does not discriminate on the basis of race, color, sex, religion, age, national origin, sexual orientation, physical or mental disability, status as a Vietnam-era veteran or qualified veteran with a disability, except where age or sex are bona fide occupational qualifications or disability is a bona fide disqualification.
STATEMENT OF PURPOSE

Please describe in approximately 250 to 400 words your main reasons for applying to the BA/MST Adolescence Combined program and what special qualities, gifts, and dispositions, you believe that you bring to the profession. Your statement should demonstrate written competency and an articulation of your professional aims after receiving your degree and your ultimate career goals. **Note: This statement must be typed or word processed.** You may use a separate sheet if necessary.

Applicant’s Signature: ___________________________ Date: ________________
LETTER OF RECOMMENDATION FOR ADMISSIONS

TYPE OR PRINT:

Applicant's Name: ________________________

Program Name: __________________________

Last First Middle

Semester: __________________________

NOTE: The Family Educational Rights and Privacy Act opens many student records for the student's inspection. The law also permits the student to waive his or her rights to inspect references. The applicant's signature below constitutes a waiver; no signature means the student retains the right to read this reference.

Applicant's Signature: __________________________

Date: __________________________

NOTE TO RECOMMENDER: Please return this recommendation, sealed in the attached envelope, to the applicant. Please type or word process, if possible. Attach additional sheets, if necessary.

Signature of Recommender: __________________________

Date: __________________________

Name (printed or typed): __________________________

Position: __________________________

Organization: __________________________

Phone: __________________________

E-mail: __________________________
LETTER OF RECOMMENDATION FOR ADMISSIONS

TYPE OR PRINT:
Applicant's Name: ___________________________________________ Last __________ First __________ Middle __________
Program Name: _____________________________________________ Semester: __________________________

NOTE: The Family Educational Rights and Privacy Act opens many student records for the student's inspection. The law also permits the student to waive his or her rights to inspect references. The applicant's signature below constitutes a waiver; no signature means the student retains the right to read this reference.

Applicant's Signature: ________________________________________ Date: __________________________

NOTE TO RECOMMENDER: Please return this recommendation, sealed in the attached envelope, to the applicant. Please type or word process, if possible. Attach additional sheets, if necessary.

Signature of Recommender: _________________________________ Date: ______________
Name (printed or typed): ____________________________ Position: __________________________
Organization: __________________________________________ Phone: __________________________
E-mail: ______________________________________________
LETTER OF RECOMMENDATION FOR ADMISSIONS

TYPE OR PRINT:
Applicant's Name: ____________________________

Program Name: ____________________________ Last First Middle Semester: ______________________

NOTE: The Family Educational Rights and Privacy Act opens many student records for the student's inspection. The law also permits the student to waive his or her rights to inspect references. The applicant's signature below constitutes a waiver; no signature means the student retains the right to read this reference.

Applicant's Signature: ____________________________ Date: ______________________

NOTE TO RECOMMENDER: Please return this recommendation, sealed in the attached envelope, to the applicant. Please type or word process, if possible. Attach additional sheets, if necessary.

Signature of Recommender: ____________________________ Date: ______________________
Name (printed or typed): ____________________________ Position: ______________________
Organization: ____________________________ Phone: ______________________
E-mail: ____________________________
FINANCIAL AID PROGRAMS FOR GRADUATE STUDENTS

The following financial aid sources are available to matriculated graduate students only (most forms of undergraduate aid are not available to graduate students). Full-time enrollment for aid purposes is considered 12 credits or more, with half-time enrollment being 6 credits. Graduate students who have not been accepted into a graduate degree program are generally not eligible to participate in federal aid programs. However, non-matriculated students may qualify for private alternative loans. Specific financial aid information provided below is subject to change.

Aid from Plattsburgh State

Residence Hall Directorships – The application deadline is February 15 for the upcoming fall semester. Information and application details are available at [www.plattsburgh.edu/gradassist/](http://www.plattsburgh.edu/gradassist/) or by calling Graduate Admissions at 800-723-9515 or (518) 564-4723. Specific questions may be directed to Bryan Hartman, Director of Residence Life, at 800-569-3824 or by sending an e-mail to reslife@plattsburgh.edu.

Other Graduate Assistantships – For information and details about administrative, programmatic, and research assistantships, please refer to [www.plattsburgh.edu/gradassist/](http://www.plattsburgh.edu/gradassist/) or call Graduate Admissions at 800-723-9515 or (518) 564-4723. All assistantships have a February 15 application deadline for the fall semester. Students who are awarded an assistantship must also apply for TAP.

Fellowships, Grants, and Scholarships – The Melissa Lahtinen Penfield Memorial Graduate Foundation Fellowship is awarded annually to a full-time matriculated student in a Master’s program in Education. An application and brochure may be requested from the Office of the Dean of Education, Health, and Human Services at (518) 564-3066. In addition, the Psi Chapter of the Delta Kappa Gamma Society offers scholarships to individuals preparing to enter the teaching profession. For information about the Delta Kappa Gamma scholarships and other scholarship opportunities, please contact Graduate Admissions at 518-564-4725 or graduate@plattsburgh.edu.

New York State Aid

Tuition Assistance Program (TAP) – New York State residency and full-time enrollment are required. The maximum annual grant is currently $550. Award amounts vary, based on New York State net taxable income. TAP may be received for up to eight semesters of graduate study depending on the length of the program. Applications can be completed online when doing an electronic FAFSA. The online application is available at [www.tapweb.org](http://www.tapweb.org). Plattsburgh’s graduate TAP code number is 5610.

EOP/HEOP/Seek Graduate Tuition Waiver – Graduates of New York State public or private colleges who participated in the EOP, SEEK, or HEOP programs as undergraduates are eligible to apply for graduate tuition waivers. Full-time attendance (12 credits) and matriculation are required. Due to limited funds, early waiver application is encouraged. Amounts vary with available funds. Tuition waiver applications are available in the Plattsburgh Graduate Admissions Office and must be filed prior to each semester of full-time attendance.

Graduate Diversity Fellowships – U.S. citizens or permanent residents who will contribute to the diversity of the student body are eligible to apply by February 15. The fellowships are available to new applicants to SUNY Plattsburgh’s graduate programs. Full-time enrollment (12 credits) is required. Stipend amounts are determined by the campus and depend on annual funding from New York State. Applications are available in the Plattsburgh Graduate Admissions Office.

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Federal Aid
Your federal need will be determined on the basis of the income and asset information you provide on the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. List Plattsburgh’s code (#002849) on the form to ensure that your federal application data will be transmitted to our office. File the FAFSA as soon as possible after January 1st. See “How to Apply” details on our www.plattsburgh.edu/financialaid webpage. Please respond promptly to requests for additional information or clarification concerning your aid application and be prepared to submit a signed copy of your most recent federal tax return if requested by our office.

Based on your FAFSA, your eligibility will be calculated for Federal Direct Loans (Subsidized and Unsubsidized), Federal TEACH Grant, and Federal Work-Study.

Federal Direct Loan Programs
Matriculated graduate students attending at least half time may apply for assistance through the Federal Direct Loan Program. The Subsidized Loan interest rate is currently fixed at 6.8% for graduates. The Subsidized Loan does not accrue any interest until repayment starts. Repayment starts no sooner than six months after you graduate or fall below half-time status. There is a ten year re-payment period and other re-payment options also.

The Unsubsidized Loan interest rate is currently fixed at 6.8%. The Unsubsidized Loan starts to accrue interest after payment to your account. While in college, you can elect to pay the interest on an Unsubsidized Loan or have it added to the principal. Repayment is the same as the Subsidized Loan, it starts no sooner than six months after you graduate or fall below half-time status. There is also a ten year re-payment period and other re-payment options.

The maximum Subsidized and Unsubsidized Loan is $20,500, of which no more than $8,500 is in a Subsidized Loan. Both loans have an origination/guarantee fee of 0.5% that is deducted at the time of disbursement.

Federal TEACH Grant Loan
The Teacher Education Assistance for College and Higher Education Grant (TEACH) is a federal grant for graduate students who intend to teach in public or private elementary or secondary schools that serve students from low-income families. Graduate students who meet the eligibility criteria can receive up to $4,000 per year, but more than $8,000 in total. In exchange, recipients must agree to serve as a full-time teacher in a high-need field that serves low-income students. A recipient must teach a majority of classes within the high need field for at least 4 academic years within 8 calendar years of completing their program of study. If a recipient fails to fulfill the service obligation, s/he must repay the money and will be charged interest. For more information, go to www.studentaid.ed.gov/.

Federal Work-Study
Work-study may be awarded to matriculated graduate students with financial need attending on at least a half-time basis. The wage rate is normally $7.25 per hour for a maximum of ten hours per week. If you are awarded work-study, it will be included on your financial aid award letter. In early August, we start to mail instructions on how to apply for a job. These instructions include the terms and conditions for employment. Information about other student jobs is available by clicking “Student Jobs” on the left menu bar at www.plattsburgh.edu/financialaid.

For More Information
See the Financial Aid section of the College’s Undergraduate and Graduate Catalog. Or, call or write:

Financial Aid Office                     Telephone: (518) 564-2072
406 Kehoe Bldg.                            Toll Free: 1-800-768-5976
SUNY Plattsburgh                           FAX: (518) 564-4079
101 Broad Street                           E-mail: finaid@plattsburgh.edu
Plattsburgh, New York 12901-2681          Web: www.plattsburgh.edu/financialaid

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