

Admission to a Graduate Program

Buffalo State welcomes qualified applicants seeking intellectual enrichment and professional advancement through advanced study in its Master of Arts, Master of Music Education, Master of Public Administration, Master of Science, Master of Science in Education, Certificate of Advanced Study, Graduate Certificate, and Postbaccalaureate Teacher Certification programs.

Admission is granted jointly by Graduate Admissions and the academic department in which the student plans to pursue graduate studies. Individual departments establish specific standards by which they judge admission. These program requirements are listed in the program descriptions in this catalog.

Guidance through the admission process including the online application, additional requirements, and deadlines can be obtained electronically through the [Graduate Admissions Office website](#) in Moot Hall 110 (716-878-4017, graduateadmissions@buffalostate.edu).

Graduate students may be readmitted to the university only once after an academic dismissal. If readmitted, a student automatically returns to academic probation should the cumulative GPA fall below 3.0. The student then has one full-time semester or 9 credits of part-time study to achieve a 3.0 cumulative GPA and must maintain a minimum 3.0 GPA during each semester of academic probation. Failure to do so results in final academic dismissal.

Academic probation may also affect financial aid eligibility. Graduate students must meet Satisfactory Academic Progress (SAP) standards to receive federal financial aid. For more information contact the [Financial Aid office](#) in Moot Hall 230, 716-878-4902, email: finaid@buffalostate.edu.

Admission Classifications

Degree (Matriculated) Student—a student who has been accepted for matriculation in a master's degree, graduate certificate or certificate of advanced study. A departmental adviser develops the student's program of study in consultation with the student. All matriculated students in good standing move automatically to candidacy after 12 credits. Those students moved to candidacy are considered officially eligible for a degree because they have been cleared of all provisions and have demonstrated academic achievement suitable for a master's degree.

Premajor (Nonmatriculated) Student—a student who has been accepted to premajor status instead of the matriculated major due to a deficiency in admission credentials as determined by the academic department. A maximum of 6 credit hours may be applied toward degree requirements upon approval of the major department. Admission in this status does not imply or guarantee admission to a master's degree or certificate of advanced study program. Students accepted in this status may register for coursework with open seating only. Premajor students who wish to matriculate into a major must apply online to the appropriate master's program (unless otherwise directed by the academic department) once all admission deficiencies have been removed. Admission to programs is not automatic.

Postbaccalaureate Teacher Certification Program (Nonmatriculated) Student (Undergraduate Status)—a student who has earned a baccalaureate degree in a teaching-related content area (or equivalent coursework) from an accredited college or university and intends to complete required coursework for New York State teaching certification eligibility. Some teacher certification programs may include only undergraduate courses, while others may require coursework at both the undergraduate and graduate levels. If graduate coursework is completed during the certification program and with the approval of the department, these credit hours may be applied toward a master's degree program. After successfully completing the teacher certification program, students are eligible to apply online for [New York State certification](#). Contact the [Teacher Certification Office](#) in Chase Hall 222 (716-878-6121) with questions. No degree or certification is awarded by Buffalo State.

Admission in this status does not imply or guarantee admission to a master's degree program. Students must apply for admission to the appropriate master's program; admission is not automatic upon completion of the teacher certification program.

Nondegree (Nonmatriculated) Student—a student who has obtained a bachelor's degree and who wishes to enroll in graduate coursework for reasons other than completing a master's degree, graduate certificate, or certificate of advanced study. A student who has missed the application deadline for matriculation in a master's or certificate program may also apply for nondegree status. Students denied admission to a degree program may apply for nondegree status. All students are advised that a maximum of 6 credit hours taken as a nondegree student may be applied toward degree requirements upon approval of the major department. Not all programs/departments permit nondegree students to take coursework intended for their graduate degree students. Preference will be given to students matriculated in degree programs. Therefore, registration for all nondegree students is on a space-available basis only.

Acceptance in this status does not imply or guarantee admission to a graduate degree program. Coursework may not be applicable to a degree program; department approval is required.

Undergraduates Enrolling in Graduate Courses and Accelerated Pathways to Graduate Degrees

Buffalo State offers three distinct options for undergraduate students to register for and complete graduate courses—Standard Option, Accelerated Pathways, Combined Pathway Option. Each option allows Buffalo State undergraduates to take graduate-level courses as a senior, offering motivated students an expedited way to earn a bachelor's and a master's degree. Any student interested in taking graduate courses as an undergraduate should meet with their department's undergraduate adviser to learn more about their options. Graduate courses taken while completing undergraduate courses will be billed at undergraduate tuition rates and are subject to financial aid guidelines for undergraduates. Students are strongly advised to consult with their undergraduate advisers and a Buffalo State financial aid adviser prior to initiating and/or making any changes to their prescribed undergraduate programs of study.

1. **Standard Option:** Undergraduate students who have completed more than 106 credits by the end of the previous semester at Buffalo State can register for graduate-level courses if they have maintained a minimum 2.5 cumulative GPA. A request to enroll in a graduate course is made by contacting the academic department offering the course. Permission must be granted by the instructor and department chair. The total enrollment of undergraduate and graduate courses should not exceed 15 hours per semester. Graduate courses taken in the Standard Option manner will not apply toward an undergraduate degree. The graduate courses may be applied toward an advanced degree if they are acceptable to the graduate program and department. The six-year time limitation on the completion of the master's degree program applies to the earned graduate credits. Generally, a maximum of 6 graduate credit hours may be taken as a senior unless enrolled in a 4+1 Undergraduate to Graduate Pathways (Option 2) or Combined Undergraduate/Graduate Pathway (Option 3).
2. **Accelerated Undergraduate to Graduate Pathways Option:** An Accelerated Pathway provides seamless entry to an accelerated course of study leading to an advanced degree. Students must apply, be accepted into an Accelerated Pathway, and commit to following the curriculum (i.e., academic roadmap) detailed by the respective Accelerated Pathway. Admission into an Accelerated Pathway requires approval of the undergraduate program adviser and the appropriate graduate program director. Students in an Accelerated Pathway may take a maximum of 9 graduate credit hours as seniors. Graduate courses taken as part of a Accelerated Pathway will not apply toward an undergraduate degree. The graduate courses may be applied toward the advanced degree associated with the pathway. The six-year time limitation on the completion of the master's degree program applies to the earned graduate credits.
3. **Combined Undergraduate/Graduate Pathway Option:** Buffalo State offers some Combined Pathways between existing undergraduate and graduate degree programs. Combined Pathways are distinctly different from Accelerated Pathways, and admission is selective. The Accelerated Pathways allow undergraduates to take up to 9 credits of graduate coursework as seniors, but those courses cannot be used to fulfill undergraduate program requirements. A Combined Pathway is stackable. Up to 12 credits of designated graduate courses completed as part of a combined pathway can be used to fulfill both undergraduate and graduate degree program requirements. Examples are the [Criminal Justice Combined Pathway](#) (B.S. and M.S.) and [the Business Administration and Business Management](#) (B.S. and M.S.) programs. The six-year time limitation on the completion of the master's degree program applies to the earned graduate credits.

Admission Requirements

For admission to matriculated graduate study, a student must:

1. Hold an approved baccalaureate degree from an institution that is accredited by an approved regional accrediting agency.

2. Submit official transcripts from all previously attended institutions including a final transcript with degree posted. The Admissions Office will obtain a final transcript for applicants who hold a conferred baccalaureate degree from Buffalo State.
3. International students must hold a baccalaureate degree (or higher) or the equivalent from an accredited/government recognized college or university. Most such degrees will be four or more years in length. Buffalo State recognizes some three-year degrees, but not all.
4. Have a minimum cumulative GPA of 2.5 (4.0 scale) in the baccalaureate program or a 3.0 in previous graduate coursework. If the applicant has attended an institution using the quarter system, credit hours will be converted to semester hours using the following equivalencies:

Quarter Hours		Semester Hours
1 quarter hour	=	2/3 (0.66) semester hours
2 quarter hours	=	1-1/3 (1.33) semester hours
3 quarter hours	=	2 semester hours

Some departments may establish higher standards for admission or require applicants to submit additional materials, such as a department application, letter of intent, letters of recommendation, teaching certificate, or recent test scores. Refer to the Academic Programs section of this catalog or contact academic departments to determine any additional requirements for admission.

The GRE is not required for most programs; however, certain programs may require it if students do not meet admission requirements. Refer to the Academic Programs section of this catalog for information on specific program requirements. The [GRE](#) or [Miller Analogies Test \(MAT\)](#) website provide more information on each specific test. Standardized test scores will be accepted within a five-year period; older scores will not be accepted.

Admission to All Education Preparation Programs

Applicants to education programs are required to have a minimum collegiate GPA of 3.0. Other admissions criteria may also apply. Please consult the Academic Programs for admissions requirements for specific programs. Applicants who do not yet meet admission criteria should consult with advisors in the specific educator preparation program for suggested pathways to achieve successful candidacy.

Admission of Persons with Prior Felony Convictions Policy

No SUNY campus may include questions regarding criminal history on admissions applications. However, admitted students who are seeking campus housing, clinical placements, field experiences, internships, or study abroad programs will be asked if they have been convicted of a felony as part of the application process for those programs or services. Students who have previously been convicted of a felony should review the university policy and process provided on the [Dean of Students](#) website.

How to Apply

Buffalo State maintains a student-managed admissions process that requires an applicant to submit a complete application with all required components to the Graduate Admissions by the appropriate deadline. Thus, applicants are assured the admissions committee has all the necessary information to evaluate their qualifications to avoid delay in the application process. Submitted materials are the property of the Graduate Admissions Office. Copies of application materials will not be supplied to the student or any other institution.

Degree, Certificate, and Postbaccalaureate Teacher Certification Applicants: Complete and submit the [Graduate Admission Application Packet](#).

Nondegree Applicants: Complete the [Graduate Admissions Steps](#) (excluding supplemental application materials). Only the official transcript from the institution granting your highest degree is required.

Application Deadlines

Application deadlines vary by program. Some programs have specific deadlines while others may review applications on a continual basis. Applicants should allow up to four weeks for admissions processing (including the admission decision). Generally, applications must be received at least one week prior to the beginning of classes for programs with rolling admissions. Further information on deadlines can be obtained from the [Graduate Admissions Office](#) in Moot Hall 110 or by calling 716-878-4017.

Completed Application

A completed application packet includes:

1. A complete [Online Graduate Admission Application](#).
2. A \$65 nonrefundable application fee. Acceptable methods of online payment: Visa or MasterCard. Check or money order is also accepted made payable to Buffalo State.
3. Appropriate supplemental application materials, such as department application, letter of intent, letters of recommendation, copy of teaching certificate, or recent exam scores as stated in the program description. It is the applicant's responsibility to review the individual program admissions requirements before applying to determine if supplemental materials are required. Individual program descriptions may be found in the Graduate Programs section of the catalog. Supplemental materials can be uploaded into the online application, following submission.

Letters of recommendation can be sent electronically from the individual providing the recommendation by entering their email address into the online application. Additional materials are required from [International applicants](#).

4. Official transcripts from all colleges and universities attended must be sent to the Admissions Office. Official physical (paper) transcripts must be sent directly to the Graduate Admissions (1300 Elmwood Ave, Moot Hall 110, Buffalo, NY 14222). Official electronic transcripts must be sent directly from the institution to the Admissions Office. Buffalo State students are not required to submit transcripts, as the Admissions Office will obtain Buffalo State transcripts; however, if an applicant attended other institutions these transcripts must be provided even if sent at time of a previous application. In accordance with federal regulations, all students are required to submit a final transcript with a degree posted to Graduate Admissions by the start of their graduate work for financial aid eligibility. Failure to submit a final, degree posted transcript will result in prior acceptance to the college being rescinded.

Note: Failure to report all previous college or university attendance on the application is considered to be academic dishonesty. Discovery of such dishonesty can result in dismissal from Buffalo State.

Appeal Process for Denial of Admission

Applicants to graduate programs who have been denied admission should first contact the intended academic program or department directly if they wish to inquire as to the basis for the original decision or to request reconsideration. A written request for reconsideration must be received by the graduate program within 14 calendar days of denial. Evaluating the admissibility of applicants to its program is solely the responsibility of the admitting graduate program, and it will issue its reconsideration decision within 14 calendar days of receiving the reconsideration request from the applicant.

Applicants who wish to appeal an admission denial after they have requested reconsideration from the graduate program may submit a *written* appeal, which must include a statement of the basis for the appeal. The appeal is to be submitted to graduatestudies@buffalostate.edu within 45 calendar days after the date of the initial notice denying admission. Graduate admission appeals will be considered in terms of fair implementation of Buffalo State and program admission policies and only if based on appropriate cause, such as (a) procedural error or (b) judgments based on criteria other than those specified by Buffalo State. Disagreements over evaluation of academic quality or program fit will not be considered as an appropriate basis for such appeals. Academic Affairs will review all relevant documentation in consultation with the graduate program and the dean of the academic school to which the applicant applied. Final admissions decisions will be communicated to the applicant within 90 calendar days of receipt of the written appeal.

International Applicants

For admission to graduate study, international students must hold a baccalaureate degree (or higher) or the equivalent from an accredited/government recognized college or university. Most such degrees will be four or more years in length. Buffalo State recognizes some three-year degrees, but not all. Generally, an international student is an individual studying in the United States on a non-immigrant,

temporary visa that allows for academic study at the post-secondary level. Typically, international students will hold an F-type visa. International students must meet all [admission requirements](#) of the university.

Deadlines: All international applications requiring student visas must be completed by July 1 for fall admission, December 1 for spring admission, and April 1 for summer admission for all graduate programs (except Canadian applicants). Students should also be aware of the individual department application deadline when considering enrollment. In some cases, departments require applications to be submitted prior to the deadlines cited above. If there are questions, contact the Admissions Office for further information on deadlines.

A completed international application packet includes:

1. A completed [Online Graduate Admission Application](#).
2. A \$65 nonrefundable application fee. Acceptable methods of payment: Visa or MasterCard.
3. Official or certified true copies of transcripts along with a certified English translation of all transcripts from postsecondary schools outside the United States.
4. A copy of the applicant's passport bio page. Passport must be current and not expired.
5. Completed Financial Statement ([FSA-4.pdf](#)).
6. A degree evaluation. Applicants must submit official copies of postsecondary diploma(s)/transcripts to one of the following organizations for a course-by-course evaluation to determine equivalency to a United States bachelor's degree by using one of the following organizations:

[Josef Silny and Associates, Inc.](#)

International Education Consultants
7101 SW 102 Avenue
Miami, FL 33173
Phone: 305-273-1616

[World Education Services Inc.](#)

P.O. Box 745
Old Chelsea Station
New York, NY 10113-0745
Phone: 800-937-3895

[The Evaluation Company](#)

450 7th Avenue, Suite 804
New York, NY 10123
Phone: 646-475-2570

The evaluation request form is available on the Graduate Admissions website.

Students should contact the organization or visit its website for the most current requirements and to request or download an application. Completed applications listing the Graduate Admissions Office as the recipient should be returned to the organization with the required fees and credentials. The organization will forward its evaluation report to Buffalo State. This evaluation can take up to four

weeks to complete after all documents are received. Check with the organizations for specific fee structure(s).

Canadian Applicants: Students holding undergraduate degrees from Canadian colleges or universities should submit official transcripts to the Admissions Office. If transcripts follow a system similar to that of the United States, they will be evaluated locally. If not, Canadian applicants will be required to comply with the above international student credential policy.

English Language Requirements: Applicants for whom English is a second language must submit a score of the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or Duolingo English Test as documentation of English language proficiency. Applicants with a minimum TOEFL score of 550 or higher on the paper exam or 79 on the Internet exam, an IELTS score of 6.0 or higher, or a Duolingo score of 100 or higher will be considered for admission.

English as a Second Language Program: International students who do not meet the required English language requirement can be admitted to the Buffalo State's Intensive English Language Institute (IELI) (subject to availability). Intensive English Language Institute students must complete required coursework in the [English as a Second Language \(ESL\) program](#) and take the [Test of English as a Foreign Language \(TOEFL\)](#), the [International English Language Testing System \(IELTS\)](#), or [Duolingo English Test](#) as documentation of English language proficiency.

The ESL program is a non-degree, non-credit bearing program designed to help students with varying levels of English proficiency through coursework, interaction with native speakers of English, and individualized language practice. The program consists of six levels of English language study. Each level consists of 20 hours of class time per week. Students may study up to one year in the ESL program.

Students who wish to pursue the ESL program must first submit a completed graduate admission application and have their application materials reviewed by an academic department. After careful review of the students' academic qualifications and their ability to succeed academically, the student is granted conditional acceptance into graduate studies and admission into the IELI. Students must notify the Admissions Office within 30 days of their acceptance whether they will pursue the ESL program option. Upon successful completion of these requirements, students may then enroll as full-time students in their programs of study.

For more information and to apply to the Intensive English Language Institute IELI, contact the [Center for Global Engagement](#). For specific questions regarding homeland security rules and regulations, student visas, and I-20 information, contact the [International Student and Scholar Services](#) Office.

Other International Student Enrollment Information: Contact the [International Student and Scholar Services](#) Office for more information about services for international students. The office is located in South Wing 410, 716-878-5331.

Student Visas: International students must show proof of financial support for the duration of studies on the Confidential Statement of Finances form. By the time they arrive on campus, international students should have arranged for the funds to cover their university career. Payment of all institution-

related expenses must be made prior to the beginning of each semester. The [International Student and Scholar Services](#) website provides information regarding the cost of attendance and visa requirements.

The Admissions Office will send an electronic acceptance letter once the applicant has been officially accepted into a degree program. The International Student and Scholar Services Office will contact the applicant regarding the necessary I-20 paperwork to obtain a (student) visa from the U.S. embassy or consulate in their home country.

Mandatory Student Health Insurance: International students are required to purchase [Health Insurance](#). Services at the Weigel Health Center are available to all registered students free of charge regardless of insurance coverage. Please call 716-878-6711 for more information.

Housing: International students may live on or off campus. On campus students may live in any residence hall. Break housing can be requested for an additional fee, and students may be relocated to the open buildings for breaks. Visit the [Residence Life Office](#) or call 716-878-3000 for more information.

Incomplete Transcripts

Conditional admission may be granted to applicants whose baccalaureate degree or master's degree has not yet been conferred, or if grades for the current term have not yet closed at the time of application. Applicants must have a final official transcript showing the awarding of the degree sent to the Admissions Office as soon as the degree is conferred but no later than 30 days after the beginning of the semester for which applicant was accepted. (The Admissions Office will obtain final transcripts for Buffalo State graduates.) Failure to meet this requirement will result in prior acceptance to the university being rescinded. A "hold" will also be placed on the student's record resulting in ineligibility for future enrollment. This may impact Financial Aid eligibility.

Readmission to Graduate Study

Discontinuance Registration Procedure

Students who do not register for and complete one graduate course within two academic semesters (fall/spring) must apply for readmission to graduate study in accordance with established deadline dates and current admission requirements. Students who do not register for course work within one year of initial acceptance must reapply for admission. Those seeking readmission must follow the steps below. All materials must be received by the Admissions Office by the [program deadline](#) unless otherwise specified by the program coordinator or department chair.

1. Submit a completed [Online Graduate Admission Application](#).
2. Submit a \$65 nonrefundable application fee. Acceptable methods of online payment: Visa or MasterCard. Check or money order is accepted made payable to Buffalo State.
3. Submit appropriate supplemental application materials, such as department application, letter of intent, letters of recommendation, copy of teaching certificate, or recent exam scores as stated in the program description. It is the applicant's responsibility to review the individual program admissions requirements before re-applying to determine if

supplemental materials are required. Individual program descriptions may be found in the [Graduate Programs](#) section.

4. Submit official transcripts from all colleges and universities attended that are not on file in the Admissions Office. Hard copy transcripts must be received in sealed envelopes. Official electronic transcripts must be sent directly from the institution to Graduate Admissions. Buffalo State students are not required to submit transcripts, as the Admissions Office will obtain Buffalo State transcripts; however, if the applicant attended other institutions these transcripts must be provided even if sent at the time of a previous application.

Academic Clemency Procedure

Academic clemency is designed for former students at Buffalo State University whose GPAs during previous enrollments make it impossible or highly unlikely for them ever to graduate. Academic clemency offers former students the opportunity to resume their university studies with a realistic possibility of completing their degree. Academic clemency removes courses from GPA calculations but retains them on the transcript. Graduate students with a Buffalo State graduate GPA of less than 3.0 are eligible to apply for academic clemency when they apply for readmission to the university. The student's last semester of enrollment must have been at least one year prior to the application for readmission. Students can request clemency for up to two semesters of work (consecutive or non-consecutive). These semesters are to be determined by the student in consultation with an adviser, program coordinator, or department chair. A decision of clemency includes all coursework taken within the semester(s) at Buffalo State; it is not selectively applied. Clemency is applied only after a student has registered for an upcoming semester.

1. Clemency may not be applied to any coursework for which a degree has been awarded.
2. Courses for which a student has requested academic clemency will remain on the student's transcript but will not be calculated into the overall cumulative average and will not count toward graduation. The student's transcript will contain a notation of academic clemency.
3. To apply for academic clemency, the student will be required to file a formal petition approved by the academic department.
4. Students whose academic clemency is approved will be required to meet with their academic advisers to determine the appropriate selection of courses.
5. The decision to file for academic clemency may affect a student's qualification for financial aid eligibility.
6. The student's decision to exercise the academic clemency provision is final and irreversible.

Readmission for Returning Service Members

Returning service members seeking readmission after an active-duty activation from a U.S. Reserve or National Guard will be readmitted with the same academic status if the following conditions are met:

1. The student gave advance notice (written or verbal) of the call to active duty or submitted a written attestation upon seeking readmission that such service was performed necessitating their absence.
2. The absence from school for active duty does not exceed five years.
3. The student submits a notification of intent to re-enroll within three years after the completion of service or within two years after recovery from an illness or injury incurred during the service.
4. The separation from service was not dishonorable.

Any questions regarding this policy, can be directed to the [Veterans and Military Services Office](#).

Change of Major

There is no automatic transfer from one major to another. Students wishing to transfer from one major to another must apply to the new degree program in accordance with established deadline dates and current admission requirements. Students must also adhere to the federal Satisfactory Academic Progress (SAP) guidelines. Those seeking readmission must follow the steps below. All materials must be received by the Admissions Office by the [program deadline](#) unless otherwise specified by the program coordinator or department chair.

1. Submit a completed [Online Graduate Admission Application](#).
2. Submit appropriate supplemental application materials, such as department application, letter of intent, letters of recommendation, copy of teaching certificate, or recent exam scores as stated in the program description. It is the applicant's responsibility to review the individual program admissions requirements before applying to determine if supplemental materials are required. Individual program descriptions may be found in the Graduate Programs section of the catalog.
3. Contact the [Financial Aid Office](#) for questions regarding financial aid eligibility.