

Ithaca College Graduate Catalog 2002-2003

Introduction

This edition of the Ithaca College graduate catalog is intended for the academic year, 2002-2003. It is produced only in online format. If you need any part of it printed, this Adobe Acrobat version is available for download and printing:

- [Introductory and admission information](#) (96KB)
- [Financial aid and academic information](#) (107KB)
- Degree programs
 - [Business Administration](#) (51KB)
 - [Communications](#) (54KB)
 - [Exercise and Sport Sciences](#) (68KB)
 - [Music](#) (95KB)
 - [Occupational Therapy](#) (61KB)
 - [Physical Therapy](#) (49KB)
 - [Speech-Language Pathology and Audiology](#) (49KB)
- [Directory](#) of graduate faculty and administration (54KB)
- [Index](#) (37KB)

For information about any changes or updates, contact the [Division of Graduate Studies](#) or your graduate adviser.

Important Declarations

This publication provides detailed information about academic programs, financial aid, and academic rules and regulations. Every effort has been made to insure that the information is accurate and complete as of July 1, 2002. However, errors are possible and changes such as the addition or cancellation of courses may occur while the academic year is under way. The College reserves the right to correct errors in the catalog and to make changes in degree requirements, course offering regulations, and procedures as educational or financial considerations require. For up-to-date information, [contact](#) the appropriate department offices.

If requirements are changed, students may elect to comply with the new requirements or to remain under those by which they are governed at the time of the change. The choice must be declared in writing to the appropriate graduate chair.

Students who withdraw and are subsequently readmitted will be bound by program and degree requirements in force during the academic year in which they are readmitted.

If a student is called to active military duty during a semester, the College will apply, in full, any tuition paid for the semester during which the student is called, to any future semester in which he or she may return. Room and board refunds will be issued on a pro rata basis, consistent with current refund policy.

Discrimination Policy

It is the policy of Ithaca College that discrimination on the grounds of age, disability, marital status, national origin, race, religion, sex, sexual orientation, or Vietnam veteran status will not exist in any activity, area, or operation of the College.

Photographs

Ithaca College and its representatives on occasion take photographs for the College's use in print and electronic publications. This statement serves as public notice of the College's intent to do so and as a release to the College of permission to use such images as it deems fit. If you object to the use of your photograph, you have the right to withhold its release by filling out a form at the Office of the Registrar.

Contacting the College

[Division of Graduate Studies](#)

Ithaca College
111 Towers Concourse
Ithaca, NY 14850-7142

- Phone 607-274-3527
- Fax 607-274-1263
- E-mail gradstudies@ithaca.edu

[Division of Continuing Education and Summer Sessions](#)

Ithaca College
120 Towers Concourse
Ithaca, NY 14850-7141

- Phone 607-274-3143
- Fax 607-274-1263
- E-mail cess@ithaca.edu

[Graduate Program in Business - M.B.A.](#)

Ithaca College
430 Smiddy Hall
Ithaca, NY 14850-7252

- Phone 607-274-7308
- Fax 607-274-1152
- E-mail mba@ithaca.edu

[Graduate Program in Communication](#)

Ithaca College
360 Roy H. Park Hall
Ithaca, NY 14850-7252

- Phone 607-274-1025
- Fax 607-274-1664
- E-mail herndon@ithaca.edu

[Graduate Program in Exercise and Sport Sciences](#)

Ithaca College
Center for Health Sciences
Ithaca, NY 14850-7193

- Phone 607-274-3359
- Fax 607-274-1943
- E-mail sforzo@ithaca.edu

[Graduate Programs in Music](#)

Ithaca College
3322 Whalen Center
Ithaca, NY 14850-7240

- Phone 607-274-3157
- Fax 607-274-1727
- E-mail gradmusic@ithaca.edu

[Department of Occupational Therapy](#)

For information contact Office of Admission
Ithaca College
100 Job Hall
Ithaca, NY 14850-7020

- Phone 607-274-3124
- Fax 607-274-1900
- E-mail kmaitra@ithaca.edu

[Department of Physical Therapy](#)

For information contact Office of Admission
Ithaca College
100 Job Hall
Ithaca, NY 14850-7020

- Phone 607-274-3124
- Fax 607-274-1900
- E-mail gradpt@ithaca.edu

[Graduate Programs in Speech-Language Pathology](#)

Ithaca College
301 Smiddy Hall
Ithaca, NY 14850-7187

- Phone 607-274-3248
- Fax 607-274-1137
- E-mail testut@ithaca.edu

Application Forms

Application to Ithaca College graduate programs must be made in writing using the appropriate forms for each program. These forms, which include instructions for the application process, are available as Adobe Acrobat documents:

- [Application checklist and forms for all programs except M.B.A.](#)
- [Application checklist and forms for the M.B.A. program](#)

For help or more information about applying to Ithaca College, contact the Division of Graduate Studies or the specific department in which you are interested.

General Information

Introduction

Graduate programs at Ithaca College provide advanced preparation in the fields of business, communications, exercise and sport sciences, music, occupational therapy, physical therapy, and speech-language pathology. These master's degree programs are based on the recognition that effective leadership in these and related fields requires additional knowledge and specialized skills beyond the baccalaureate level as well as understanding and competence in general education.

Graduate education at Ithaca College involves the attainment of both an extended and more sophisticated knowledge of a discipline. In the course of graduate study, students enhance their ability to apply new skills and information to ever more challenging professional situations. Graduate study in these disciplines fosters the qualities that characterize an educated person and professional worker --- logical interpretation of information, independent and constructive thought, intellectual initiative, and a reasoned approach to all problems and situations.

History

An account of the development of the College since its founding in 1892 is given in the "[History of Ithaca College](#)." The College's graduate programs began in 1943 with establishment of a graduate studies department, primarily to prepare teachers for master's degrees in physical education and music education. That department evolved into the Division of Graduate Studies, currently offering 16 programs at the master's level.

The College has six major academic components --- the Division of Graduate Studies and the Schools of Business, Communications, Health Sciences and Human Performance, Humanities and Sciences, and Music. In addition, the Gerontology Institute, the Center for Teacher Education, and the Center for the Study of Culture, Race, and Ethnicity offer courses, programs, and degrees for undergraduates.

The Campus and the City

Ithaca College is located in Ithaca, New York, a city of about 30,000 inhabitants in the heart of the Finger Lakes Region. For a summary of information about its location and constituents, see [Ithaca College General Information](#). Detailed facts and statistics may be seen in "[Facts in Brief](#)."

Degree Programs

The following graduate degree programs are offered at Ithaca College. The numbers in parentheses are the Higher Education General Information Survey (HEGIS) classification codes.

- Master of Business Administration (0506)
- Master of Music in Brasses (1004)
- Master of Music in Composition (1004.10)
- Master of Music in Conducting (1004)
- Master of Music in Music Education (0832)
- Master of Music in Performance (1004)
- Master of Music in Strings (1004)
- Master of Music in Suzuki Pedagogy (1004)
- Master of Music in Woodwinds (1004)
- Master of Science in Communications (0601)
- Master of Science in Exercise and Sport Sciences with Teacher Certification Option (0835)
- Master of Science in Music Education (0832)
- Master of Science in Occupational Therapy (1208)
- Master of Science in Physical Therapy (1212)
- Master of Science in Speech-Language Pathology (1220)
- Master of Science in Teachers of Speech and Hearing Handicapped (0815)

Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards. A graduate student should raise any questions about his or her program with the respective graduate chair.

Second Major Field

With consultation and approval from the student's major adviser, a second major field may be listed on a student's transcript when 50% additional coursework is completed (e.g., 15 additional credits for programs requiring 30 credits for completion). A second major field does not lead to an additional degree or additional certification.

Graduate Council

The Graduate Council determines and recommends to the provost and vice president of academic affairs policies and procedures in the general administration and conduct of the graduate program, including approval of the members of the graduate faculty. The council is responsible for reviewing and recommending curricula, determining the eligibility of candidates for degrees, and prescribing the conditions on which degrees are awarded.

Membership of the Graduate Council includes the dean of graduate studies who chairs the council, deans of schools offering graduate programs, the registrar, the director of continuing education and summer sessions, the chair of each graduate program, and one student representative from each graduate program. Student representatives serve terms of one year, but may be reappointed. The registrar and the director of continuing education and summer sessions serve the council as *ex officio* nonvoting members.

Student Responsibilities

A student's behavior must not interfere with the activities of the College or with the pursuit by other students of educational objectives. Any behavior on the part of individual students or groups that endangers the health or safety of the College community will not be tolerated. Standards of conduct designed to protect the rights of all members of the College community and preserve the functioning of the College as an educational institution are published in appropriate College documents, such as the "[Student Conduct Code](#)" in the *Student Handbook*.

Accreditations and Affiliations

All-College

Accreditations

- Middle States Association of Colleges and Schools
- New York State Education Department

Affiliations

- American Association of Higher Education
- American Council on Education
- Associated New American Colleges
- Association of American Colleges and Universities
- Association of Governing Boards of Universities and Colleges
- Commission on Independent Colleges and Universities
- Council on Undergraduate Research
- Institute of International Education
- Mid-Atlantic Association of Schools
- National Association for Foreign Student Advisors
- South Central Research Library Council

School of Business

Accreditations

- Certified Public Accountancy Board of Examiners of the State of New York

Affiliations

- AACSB — The International Association for Management Education
- Academy of Management
- American Marketing Association
- Financial Management Association
- Institute of Management Accountants

Roy H. Park School of Communications

Affiliations

- American Advertising Federation
- Associated Collegiate Press
- Association of Independent Video and Filmmakers
- Association for Schools of Journalism and Mass Communication
- Association for Educational Communications and Technology
- Broadcast Education Association
- College Broadcasters, Inc.
- College Media Advisors
- Columbia Scholastic Press Association
- International Television Association
- National Association of Broadcasters
- National Broadcasting Society/Alpha Epsilon Rho
- Public Relations Society of America
- Society of Professional Journalists
- University Film and Video Association

School of Health Sciences and Human Performance

Accreditations

- Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association

- American Speech-Language-Hearing Association
- Association for Gerontology in Higher Education
- Commission on Accreditation in Physical Therapy Education
- Commission on Accreditation of Allied Health Education Programs
- Council on Academic Accreditation of the American Speech-Language Hearing Association
- Educational Standards Board of the American Speech-Language-Hearing Association
- National Council on Accreditation
- National Recreation and Parks Association/American Association for Leisure and Recreation

Affiliations

- American Alliance for Health, Physical Education, Recreation, and Dance
- American College Health Association
- American Occupational Therapy Association
- American Physical Therapy Association
- American Speech-Language-Hearing Association
- Association for Gerontology in Higher Education
- Association of Schools of Allied Health Professions
- Association of University Programs in Health Administration

School of Music

Accreditations

- The School of Music is an accredited institutional member of the National Association of Schools of Music

Center for Teacher Education

Affiliations

- Association of Teacher Educators
- Association of Independent Liberal Arts Colleges for Teacher Education
- New York State Association of Teacher Educators
- New York Association of College for Teacher Education

Office of Graduate Studies and Continuing Education

Affiliations

- American Association for Adult and Continuing Education
- Council of Graduate Schools
- North American Association of Summer Sessions
- Northeastern Association of Graduate Admissions Professionals
- Northeastern Association of Graduate Schools

Academic Resources

Library

The [College library](#), open more than 100 hours a week, contains half a million holdings in books, periodicals, records, and microforms in addition to its electronic and online resources. The library's catalog is easily accessible online, and the interlibrary loan system makes even more resources available. Through the South Central Research Library Council and OCLC, the library has access to over 17,000 libraries in the United States and abroad. In addition, the library's website presents many lists of national and international electronic resources and links that support the College's programs.

Reference librarians are available to show students and faculty members how to use various print references as well as the Internet and the latest electronic indexing and abstracting services. They can also recommend appropriate materials and research strategies. A one-credit course, [Library Resources and Methods of Research](#), introduces students to the organization, arrangement, and efficient use of library materials.

The multimedia services center maintains videos, films, laser discs, interactive media, and educational software developed commercially or by faculty and staff at the College.

Academic Computing and Client Services

[Academic Computing and Client Services](#) (ACCS) maintains an extensive collection of programming languages, data-analysis packages, and business programs to support the curriculum. Networked computers, both Macintosh and Windows, are available in 30 facilities across campus. One lab is open 24 hours a day, and the rest are open from early morning to late at night throughout the fall and spring semesters. Laboratories are staffed by student consultants skilled at helping people use the computers.

All Ithaca College undergraduate and graduate students receive free accounts on the College computer system for access to the Ithaca College Information Services (ICIS) --- a friendly, menu-driven system for sending and receiving e-mail, accessing the library's online catalog services and the worldwide Internet. Students can access these computer resources via modem, as well as from labs located throughout the campus.

The Ithaca College [home page](http://www.ithaca.edu) (<http://www.ithaca.edu>) serves as a campus-wide information system with links to information about the College, courses, class notes, current activities, and other related information.

The ACCS staff consists of a director and 25 full-time professionals. Members of the staff provide free workshops (www.ithaca.edu/computing/workshops) and consulting services to Ithaca College students and faculty. The main office is located in Muller 102 and can be reached by telephone at 607 274-3030.

Admission Information

Admission Categories

Degree Candidate (Matriculated)

General admission to a degree program as a *degree candidate* is granted to applicants who have a good undergraduate scholastic record (a 3.0 average on the 4.0 system is generally considered sufficient) and have received a baccalaureate degree from an accredited college or technical school. In addition to degree-specific requirements, all applicants for a music degree must complete a satisfactory [audition](#) or taped performance. Students entering the graduate programs in physical therapy and occupational therapy need not complete the application for admission to a graduate program; they are admitted directly from their prerequisite undergraduate programs at Ithaca College. External applicants (non-Ithaca College) are not considered for admission directly into these graduate programs.

Provisional (Non-matriculated)

Provisional is an enrollment status applicable to students who have not met the requirements and standards for matriculation. Students who have applied for graduate study and been accepted pending satisfactory completion of specific course deficiencies fall into this category. Also, students with less than an acceptable cumulative GPA as determined by the respective graduate program chair and the dean of graduate studies may be enrolled provisionally until they have completed, with a grade of B or better, the number of graduate credits stipulated by the respective graduate program chair.

Ithaca College seniors may take certain graduate courses (M.B.A. courses excluded) for undergraduate credit. They must have a cumulative GPA of 3.0 or better and have completed at least 90 credits; and they must obtain the approval of the instructor, the student's undergraduate adviser, the chair of the graduate program, the dean of the school, and the dean of graduate studies. Under exceptional circumstances, Ithaca College seniors may take certain graduate courses for graduate credit, provided they obtain the approvals previously specified. Courses taken for graduate credit do not count toward an undergraduate degree.

A maximum of 12 credits earned as a provisional student may be credited toward a graduate degree.

Extramural Students

Students who are not seeking advanced degrees or who are not admitted to degree programs may apply for enrollment in graduate courses as [extramural students](#). This category requires a bachelor's degree from an accredited college and permission of the graduate chair. Registration is through the [Division of Continuing Education and Summer Sessions](#).

In the M.B.A. program, extramural student status is granted for students who are degree candidates in good standing in other graduate programs provided that graduate credit earned in Ithaca College M.B.A. courses will be applied toward those degrees. This category requires a bachelor's degree from an accredited college, permission of the graduate chair, and a letter of endorsement from the chair of the graduate program in which the student is enrolled. Registration is through the Division of Continuing Education and Summer Sessions.

A maximum of 12 credits earned as an extramural student will be applied toward degree requirements. Extramural students are eligible to apply for matriculated status upon completion of a maximum of 12 graduate credits with a GPA of 3.0 (B) in these credits, provided that no more than one grade below B has been earned. These credits may be used to fulfill program requirements only if they are approved by the graduate committee of the major field. Credits earned more than three years before admission to a degree program will not apply to degree requirements.

Application Procedures

The following procedures must be completed by each applicant for admission to graduate studies, whether as a degree candidate or an extramural student.

Deadlines for application, transcripts, letters of recommendation, and, where appropriate, GRE scores are March 1 for the fall semester and December 1 for the spring semester. For speech-language pathology the deadline is February 1.

We admit students on a rolling admission basis. Applications are processed in the order they are received. Provided all application procedures are completed by the deadlines, applicants will be notified of their entrance status by the Division of Graduate Studies no later than June 15 for the fall semester and summer session and December 15 for the spring semester.

Application for admission to a graduate degree program should be made on the appropriate form (see "[Application Forms](#)") and sent to the Division of Graduate Studies. A nonrefundable application fee of \$40 must accompany the application form for degree candidacy.

Application for admission as an extramural student should be made on forms available from the [Division of Continuing Education and Summer Sessions](#).

Transcripts

All applicants, including Ithaca College graduates, must arrange to have official transcripts of all completed work beyond secondary school sent directly to the Division of Graduate Studies.

Recommendations

Applicants for admission to a degree program must submit two academic recommendations directly to the Division of Graduate Studies. To apply for an assistantship (not available in the M.B.A. program), applicants must submit two additional recommendations evaluating prior work performance. Please see the application forms for specifics.

Recommendations for admission should be from persons able to comment on the student's academic capabilities (for example, former teachers and deans) and must be sent by those persons directly to the Division of Graduate Studies. Letters of recommendation may also be submitted in an official placement package sent directly to the Division of Graduate Studies by a college or university placement office.

Health Report

Before the first day of classes, every new graduate student is required to complete a health certification form and submit it to Ithaca College's J. David Hammond Center for Student Health Services. Students who do not comply with this requirement will not be allowed to remain on campus and their course registration will be canceled. In the event that a student does not receive a copy of this form in the mail, one may be obtained from the [Health Center](#).

Special Requirements

GRE Scores

For applicants to programs in exercise and sport sciences, speech-language pathology, and teachers of students with speech and language disabilities only, Graduate Record Examination (GRE) scores must be submitted to the Division of Graduate Studies.

GMAT Scores

Applicants to the M.B.A. program must arrange for official GMAT scores to be submitted to the Division of Graduate Studies.

Communications Applicants

Applicants to the graduate program in communications should include with their application a short letter stating their purpose for pursuing graduate study at Ithaca College and describing any educational or professional experience related to this area.

Music Applicants

Applicants for all M.S. and M.M. degree programs in the School of Music should have an audition or submit a taped performance on their major instrument or voice. Contact the assistant graduate chair in music regarding the content of the audition or tape recording to be submitted. Applicants for the M.M. in performance who submit tapes may also be required to audition in person to demonstrate their recital potential.

Applicants for the M.M. program in conducting are also required to submit an initial screening videotape of a rehearsal or performance they conducted recently. The purpose of this tape is to aid in the assessment of conducting competence.

Applicants for the M.M. program in composition should submit representative scores and tapes in addition to a performance audition.

Special Information for International Applicants

Ithaca College encourages applications from international students and values the cultural diversity they bring to the campus community. The [Office of International Programs](#) provides cultural adjustment counseling, orientation to the United States, immigration assistance, and other support services.

Test of English as a Foreign Language

The [TOEFL](#) website (www.toefl.org) provides extensive information about the tests, including tutorials, practice questions, and access to required publications. Most publications can be downloaded or ordered online.

Applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) by arrangement with the Educational Testing Service, unless there is other evidence of English language competence (for example, successful completion of intensive English training or graduation from an English-speaking college). The test scores must be reported directly by the testing organization to the admissions office at Ithaca

College. A satisfactory command of English is essential for graduate study. TOEFL scores of 550 (213 on the computer version) and above on the three components of the examination will be considered satisfactory. The three components are listening comprehension, structure and written expression, and vocabulary and reading comprehension.

For those who do not have Internet access needed to obtain information online, the TOEFL Bulletin of Information and registration form can be obtained in a number of cities outside the United States. They often are available at American embassies and consulates, offices of the United States Information Service (USIS), United States educational commissions and foundations, and binational centers. They may be also be obtained by writing to Test of English as a Foreign Language, Box 899, Princeton, NJ 08540, U.S.A.

Ithaca College offers a four-week intensive ESL (English as a foreign language) class before the beginning of the fall semester. This noncredit course is designed to address the special needs of incoming international students who have studied English as a second or foreign language. It focuses on three main areas: development of speaking and listening skills, emphasis on academic skills (writing and research), and cultural introduction to the United States and the American educational system. For further information, contact Diana Dimitrova by phone (607-274-3306) or e-mail (ddimitrova@ithaca.edu).

Documents and Credentials

Before an international student can enroll at Ithaca College, the College's international student adviser must approve the student's visa eligibility and financial status. A financial statement and supporting documentation must be received by the Division of Graduate Studies at least eight weeks before the student expects to arrive in the United States.

These documents must show that all educational expenses, including tuition, room, board, books, and international travel, can be fully met by the student, his/her family or a sponsor, and other sources of financial assistance for the duration of the student's stay in the United States. If a student is admitted and approval is granted, the student will be sent an I-20 form. Upon arrival on campus, he or she should report directly to the Office of International Programs.

All credentials issued in foreign languages, including transcripts and recommendations, must be accompanied by an official English language translation.

Application deadlines and fees --- all application materials for international students must be received by the following dates:

- Fall registration --- July 5
- Spring registration --- November 26
- Summer registration --- April 3
- M.B.A. applicants --- April 3

Health Center

The [Ithaca College J. David Hammond Center for Student Health Services](#) functions 24 hours a day during the spring and fall semesters and is prepared to expedite the care of any illness or injury that may occur to matriculated students in the College. During the summer term, care is offered 8:00 a.m. to 6:00 p.m. The staff consists of full-time physicians, physician assistants, registered nurses, and support personnel.

The health center has received the accreditation of the Joint Commission on Accreditation of Healthcare Organizations for Ambulatory Care. It has a state-licensed clinical laboratory and X-ray department. There is a fee charged for medications, X rays, laboratory work, and other special treatments.

The Ithaca College student health service urges all patients to comply with treatment and will continue to educate students about the dangers of noncompliance. However, refusal of treatment will in no way affect the care or treatment given to the patient at any future date. A full statement of patients' rights is posted at the health center.

A health and accident insurance policy is available to graduate students. This insurance covers students at all times from September 1 to September 1 of the following year and supplements the regular College health service.

For more information about insurance, inquire at the health center's business office.

Expenses

Tuition and Fees

Tuition is established each February for the coming academic year. For 2002–03, the cost per credit is \$660.

Application fee for degree candidate, new students only --- \$40

Room and board --- no campus housing is available to graduate students during fall and spring semesters. Meal plans may be purchased at the time of registration. Summer housing is available for those who request it. Contact the Office of Residential Life.

Graduation fee --- a fee of \$25 is required of all students who complete a master's degree at Ithaca College. The fee covers secretarial and clerical costs, degree clearance, and posting. It is to be paid when the graduate student files for the master's degree in the registrar's office.

Continuing registration fee --- in order to maintain active status until degree completion, a fee of \$50 is required of graduate students for fall and spring semesters when they are not otherwise enrolled in coursework for credit. Students will be billed for the continuing registration fee and may not receive their degree until the fee is paid. International students must document active status and degree progress through their paperwork in the Office of International Programs to meet the requirements of the Immigration and Naturalization Service.

Other Charges

Performance study fee --- a fee (paid in addition to regular tuition) equal to one credit of the current graduate tuition rate will be charged in the fall and spring semesters for private instrument instruction.

Books and supplies --- cost varies with each program.

Parking --- graduate students can get a free student parking permit by applying to the [Traffic Bureau](#).

Payment Plans

Tuition payment is due at registration. It may consist of

- Graduate scholarship (consult your award package)
- Ithaca College or employer tuition remission (please obtain necessary forms and approval letters in advance)
- Stafford student loans or TAP (applications must be approved through the Office of Financial Aid)
- Promissory note (forms available at the Division of Graduate Studies). This enables you to pay one-quarter of the balance at registration and the remainder in equal payments over the following three months.
- Payroll deduction of graduate appointment salary (forms available at payroll office or during the first two days of registration)
- Cash or check
- MasterCard or Visa payment

General Regulations

Students will not be allowed to register or attend classes until satisfactory payment has been made. Payment of previous semester charges must be completed before commencing a new semester.

Student accounts must be settled before leaving the College. Diplomas and transcripts will be withheld from students whose accounts are in arrears for any reason, including nonpayment of tuition and fees, fines, medical charges, and loan repayments.