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**CERTIFICATE**

**IN**

**GERONTOLOGY**

*INFORMATION, APPLICATION GUIDE AND FORMS*

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ITHACA COLLEGE

ITHACA, NEW YORK

# INFORMATION

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Gerontology is an exciting and growing field that is becoming increasingly relevant for professional in many areas. It is the study of how individuals change during the aging process and of the social relationships, circumstances, societal roles, and service needs of older adults. It also examines the issues and challenges raised by our aging society. Gerontology focuses on well older adults living independently in the community and on the problems of frail or institutionalized elders. It examines the circumstances of older persons who are poor as well as those who are financially well off. Gerontology applies the knowledge from many disciplines in the social and natural sciences, humanities, and health professions to increase our understanding of aging and older adults. It is truly an inter- and multidisciplinary field. As the numbers of older adults, especially those over age 75, rapidly increase, practitioners and scholars in many fields need to pay more attention to the status and needs of this population.

## CERTIFICATE IN GERONTOLOGY

The Ithaca College gerontology certificate program has been developed to provide health and social service professionals, as well as other interested individuals, with specialized knowledge of the aging process and gerontological issues that will help them better understand and serve older adults. Specifically, the gerontology certificate has been designed for those who are interested in focusing on older individuals in their work. Adding the gerontology certificate to existing educational and work experience is likely to enhance an individual's career advancement opportunities and options.

The Ithaca College gerontology certificate program is multidisciplinary and includes a wide variety of courses that provide students with state-of-the-art knowledge about aging. It also teaches students how to put that knowledge into practice. Completion of the program will develop and/or enhance knowledge and skill in a number of areas, including

- ◆ Individual and social aspects of the aging process,
- ◆ Causes and consequences of problems experienced by older persons,
- ◆ Provision of services to older persons through a variety of settings,
- ◆ Services and programs that promote the health and independence of older persons,

- ◆ Communication with older persons and between health care professionals, and
- ◆ Policy issues and administration of programs for older adults.

## CURRICULUM

The certificate curriculum is based on 24 credits selected from five areas. The full curriculum is shown below. Other courses may be added to the program in the future.

### Core (6 credits)

- GERO-10100 Introduction to Aging Studies (3)
- GERO-29010 Fieldwork in Gerontology (3)

### Disciplinary Perspectives (select 6 credits)

- BIOL-20500 Biology of Aging (3)
- PSYC-36600 Psychology of Aging (3)
- ANTH-34000 Aging and Culture (3)
- SOCI-22000 Sociology of Aging (3)
- or GERO-22000 Sociology of Aging (3)

### Health Aspects Electives (select 3-6 credits)

- SLPA-29000 Hearing Loss in the Elderly (3)
- SLPA-35900 Communication Disorders in the Aging Population (3)
- PTBS-20200 Rehabilitation for Older Adult (1)
- HLTH-24000 Health Promotion & the Older Adult (3)
- HLTH-32200 Nutrition for the Older Adult (3)

### Social Aspects Electives (select 3-6 credits)

- MUMC-41100 Creative Musical Experience with Older Adults (3)
- TRLS-23800 Leisure and Aging (3)
- GERO-32100 Interdisciplinary Initiatives in Rural Geriatrics (3)
- GERO-32500 The Long-Term Care System (3)  
(counts only for one group)
- GERO-33000 Research Methods in Gerontology (3)
- GERO-38900 Selected Topics in Applied Gerontology (3)
- GERO-39900 Selected Topics in Social Gerontology (3)

### Administration & Policy Issues (select 3 credits)

- GERO-31900 Aging and Social Policy (3)
- GERO-32500 The Long-Term Care System (3)  
(counts only for one group)
- GERO-41400 Long-Term Care Services Administration (3)
- HPS-49500 Special Topics in Health Administration (1-3)

Total Credits: 24

## **CERTIFICATE REQUIREMENTS**

Students are expected to complete the gerontology certificate in four years but may request a “program extension” for an additional year. In order to graduate students must

- ◆ Complete 24 credits from the gerontology curriculum,
- ◆ Earn minimum cumulative grade point average (GPA) of 2.0 (C, satisfactory) in certificate courses, and no more than one grade below C- in those courses,
- ◆ Complete a minimum of 15 credits of the program at Ithaca College (including the fieldwork course).

A maximum of nine credits may be transferred from other institutions with approval of the director of the gerontology certificate program.

## **ITHACA COLLEGE STUDENTS**

Students who are matriculated (enrolled) undergraduate or graduate students at Ithaca College are not eligible for acceptance into the gerontology certificate program.

## **CLASS SCHEDULES AND ADVISING**

Courses in the certificate program are offered as part of regularly schedules undergraduate classes at Ithaca College. A number of classes are offered each semester at various times, including late afternoons and some evenings. Classes are offered on a semester basis with two and a half hours of class instruction each week over a 14-week semester, plus final examination in the 15<sup>th</sup> week. Gerontology certificate students typically will register for courses after advance registration for full-time undergraduate baccalaureate-degree students but before open registration.

Gerontology certificate students are advised by faculty or staff in the Gerontology Institute. Advisers will meet with students several times a semester – and more if needed- to plan courses and schedule and ensure progress in program.

## **ITHACA COLLEGE - CERTIFICATE IN GERONTOLOGY**

# **GUIDE TO ADMISSION**

### **CERTIFICATE IN GERONTOLOGY**

The Ithaca College certificate in gerontology is a 24-credit-hour program that follows the guidelines of the Association for Gerontology in Higher Education and is registered with the New York State Department of Education as an undergraduate nondegree program. The program is offered by the Ithaca College Gerontology Institute and the continuing education office and is designed to provide health and social service professionals, as well as other interested individuals, with specialized knowledge of gerontological issues that will help them better understand and serve older adults.

### **ENTRANCE REQUIREMENTS**

The gerontology certificate is an undergraduate program that includes courses at the junior and senior level. Applicants must demonstrate that they have college-level skills. Entrance into the program is available to applicants who have:

- ◆ A baccalaureate or an advanced degree, or
- ◆ A two-year associate degree and a minimum of two years of appropriate professional experience in a health or social services field and a personal recommendation from a current or past employer or faculty person, or
- ◆ Equivalent academic and professional experience as determined by the College and a personal recommendation from a current or past employer in a related health or social services field.

## APPLICATION PROCEDURES

Students who wish to pursue the certificate program may apply for admission by completing the steps outlined below.

- A. Send the following items directly to the Gerontology Institute, Ithaca College, 407 Center for Health Sciences, Ithaca, NY 14850-7141:
- ◆ **Application Form** (included in this publication)  
Complete and sign.
  - ◆ **Letter of Application**  
In a letter, not to exceed two pages, state the reasons you want to pursue the gerontology certificate program and what its benefits will be to you.
  - ◆ **Resume/Job History**  
Provide a current resume or employment summary. The application committee is especially interested in experience in the health and social services field.
  - ◆ **Application Fee**  
A \$55 nonrefundable application fee (checks should be made payable to Ithaca College) must accompany the application form and support material.
- B. Arrange to have the following documents sent directly to the Gerontology Institute at the address above.
- ◆ **Transcripts**  
Transcripts of all college study. (This requirement is waived for Ithaca College graduates.) Applicants who have fewer than 6 semester hours of college credit should submit high school transcripts.
  - ◆ **Test Scores**  
SAT and SAT I (Scholastic Assessment Test) or ACT (American College Test) scores must be sent by the testing agency. Adult students (25 years of age or older) who have never taken SAT or ACT tests may present an alternative demonstration of academic competence. Successful completion of a minimum of nine credits of college-level work at an accredited institution with a grade of B or better, or an equivalent demonstration of academic proficiency, may be accepted in lieu of SAT or SAT scores.
  - ◆ **Personal Recommendation**  
A recommendation should be sent to the College by a person able to comment on the applicant's academic capabilities and/or job performance. (A form for this purpose is included in the publication.)

Prior to the first day of class, every new certificate student is required to present proof of immunizations. Forms are available in the continuing education office. They will also be mailed to students with notification of acceptance into the certificate program. If you were born after January 1, 1957, the immunization form must be certified by a physician or other authorized party.

## DEADLINES AND ADMISSION TO PROGRAM

Deadlines for application form and letter, job history, transcripts, test scores, and personal recommendation are July 1 for the fall semester and November 15 for the spring semester.

Applications will be processed in the order they are received. Provided all application procedures are completed by the deadlines, applicants will be notified of entrance status by the continuing education office no later than August 1 for the fall semester and December 15 for the spring semester.. Each applicant who is admitted must sign the acceptance form and return it to the continuing education office with a \$15 enrollment deposit that is applied toward tuition upon registration for courses.

## EXPENSES

### Tuition and Fees 2006-07

Enrollment deposit (creditable toward tuition charge)	\$ 25
Part-time enrollment fee	\$ 15
Tuition rate (per credit for 1-11 credits)	\$ 894

**NOTE:** The gerontology certificate program is supported by the college, which provides renewable tuition aid support to part-time students matriculating into the certificate program. For information on these gerontology certificate grants, see the section on financial aid.

Example of costs for one 3-credit course (2006-07)

Tuition \$894 per credit x 3 credits	\$2682
Less gerontology certificate grant (\$447 per credit x 3 credits)	<u>\$1341</u>
Charge for course	\$1341

### General Regulations

1. Students will not be allowed to register or be admitted to classes until satisfactory payment has been made. Payment of previous semester charges must be completed before commencing a new semester.
2. 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.

### Other Charges

Parking permit for cars, trucks, and other vehicles per year	\$ 103
Parking permit for motorcycles per year	\$ 15
Books and supplies vary with each course	

## Payment Plans

Tuition payment is due at registration. It may be in any of the following forms:

- ◆ Cash or check
- ◆ MasterCard or VISA payment
- ◆ Employer tuition reimbursement
- ◆ Federal and/or state financial aid
- ◆ Promissory note (forms available at the continuing education office). This form of payment enables students to pay one-quarter of their balance at registration and pay the remaining amount in equal payments over the following three months.
- ◆ Ithaca College tuition remission

## Refund Policy

Students who officially withdraw or are dismissed are eligible for a tuition refund according to the following schedule:

First week	100%	Sixth week	40%
Second week	85%	Seventh week	30%
Third week	70%	Eighth week	15%
Fourth week	60%	Ninth week	0
Fifth week	50%		

## FINANCIAL AID

Gerontology certificate grants are available to all part-time students accepted into the gerontology certificate program. Certificate grants are valued at \$447 per credit, apply only to courses required for the gerontology certificate, and are renewable annually as long as a student continues to make satisfactory progress toward completion of the program.

**Note:** Satisfactory progress is defined as maintenance of a cumulative grade point average (GPA) of 2.0 or above in certificate courses, and completion of no fewer than 3.0 credits during the academic year.

Other financial aid opportunities include federal and state programs that are based on demonstrated financial need. To be considered for federal aid programs (grants and loans), a student must complete the FAFSA (free application for federal student aid). For consideration for New York State Tuition Assistance Program funds, a student must complete a TAP application; full-time attendance is required. The New York State Aid for Part-Time Study program requires a student to complete an APTS application, and the students must be enrolled for 3-11 credit hours per semester. Both APTS and TAP require the student to complete the FAFSA.

Application materials and further information may be obtained by contacting the Office of Financial Aid at 1-800-429-4275.

## INTERNATIONAL APPLICANTS

Ithaca College encourages applications from citizens of countries other than the United States. Applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL). Although individual circumstances are considered, most successful applicants achieve a score of 550 or higher. International applicants from English-speaking countries are required to take the SAT I or the ACT.

All transcripts and the personal recommendation must be certified and submitted in English. International student applicants should be aware that financial aid is limited, and they should expect to meet expenses from their own resources.

## TRANSFER APPLICANTS

Applicants who have previously taken college-level gerontology courses at an accredited college or university and earned a grade of C- or better may request transfer of credits to the Ithaca College certificate program. However, each course is individually evaluated, and Ithaca reserves the right to disallow unacceptable courses. Applicants should send a copy of their college's general catalog to ensure prompt processing of their application. A maximum of nine credits taken at other institutions will be accepted toward the Ithaca College gerontology certificate.

## NONCERTIFICATE ENROLLMENT

Persons who are not gerontology certificate students but who wish to enroll in one or more gerontology courses may do so as nondegree (extramural) students. Course registration is on a space-available basis only and is held during the first week of each semester. Nondegree students pay the prevailing part-time tuition rate \$894 per credit for 1-11 credits in academic year 2006-07. Contact the continuing education office for more information about nondegree study. Note that the gerontology certificate grant is applicable only to students who have been accepted into the gerontology certificate program. If a person begins study as a nondegree student and at some later date wishes to pursue the certificate, a maximum of nine credits taken as a nondegree student may be applied toward the program.

## MORE INFORMATION

If you wish to know more about the Ithaca College gerontology certificate program, contact the director of the Gerontology Institute, Ithaca College, 407 CHS, Ithaca, NY 14850-7188 (phone 607-274-1965, fax 607-274-1968, or email [pmayberry@ithaca.edu](mailto:pmayberry@ithaca.edu)).

## APPLICATION CHECKLIST

- ❑ **Application:** Have you enclosed the complete application for admissions? Is it signed and dated?
- ❑ **Letter of Application:** Have you included a letter stating the nature of your interest in the program and its value to you?
- ❑ **Résumé/Job History:** Let us know about your employment background. What have you done previously in the health and social services field?
- ❑ **Application Fee:** Have you enclosed a check or money order in the amount of \$55 U.S. currency for the application fee, payable to Ithaca College?
- ❑ **Transcripts:** Have you requested official college transcripts from all institutions from which you received college credit? If you have fewer than 6 hours college credit, have you requested that your high school transcripts be mailed to the Gerontology Institute? Have you made arrangements with the testing agencies to have SAT I, ACT, GED, or TOEFL scores sent directly to the Ithaca College Gerontology Institute? Or have you made arrangements for an alternative demonstration of academic competence?
- ❑ **Personal Recommendation:** Have you arranged to have a recommendation sent to Ithaca by a person evaluating your academic ability and/or employment history?

ITHACA COLLEGE - CERTIFICATE IN GERONTOLOGY

**PERSONAL RECOMMENDATION**

Please type or print in black ink.

Name of Applicant:

(Mr./Ms/Miss/Mrs.) \_\_\_\_\_

**Applicant:** Print or type your name above, sign waiver portion below, and give to the person providing your recommendation.

**Recommending Individual:** The person whose name appears above has applied for admission to study in the certificate in gerontology program at Ithaca College. The program is an undergraduate, 24-credit-hour commitment and includes courses at the junior and senior level. The application committee would appreciate a written statement in the space below that enables it to evaluate prior academic ability and/or employment experience. (Attach additional sheets if necessary). The committee is especially interested in study and work in the health and social services field. Please comment on your estimate of the applicant's ability to successfully perform college-level academic work, to benefit from this certificate program, and to serve older adults.

Please complete this form as soon as possible in order that the application may be given every consideration. Mail directly to the Gerontology Institute, Ithaca College, 407 Center for Health Sciences, Ithaca, NY 14850; fax 607-274-1968.

Name \_\_\_\_\_

Occupation or position \_\_\_\_\_

Address \_\_\_\_\_

I understand that, pursuant to federal statute Public Law 93-330, the above personal recommendation may be reviewed by the person for whom it is submitted as part of his or her record at Ithaca College.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Recommending Individual

**Candidate's signature** – In compliance with Public Law 93-330

- I waive my right to view this evaluation.
- I do not waive my right to view this evaluation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

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