Graduate Catalog 2006-2007

Admission Information

Admission Categories

**Degree Candidate (Matriculated)**

General admission to a graduate degree program as a degree candidate is granted to applicants who have a good undergraduate scholastic record (a 3.00 grade point average [GPA] on the 4.00 system is generally considered sufficient) and have received a baccalaureate degree from an accredited college or technical school. Many other degrees, especially those in music, require additional supporting materials or procedures, such as an audition, to complete the application process. These additional requirements are listed under “Application Procedures” and in the appropriate departmental sections of the catalog.

Students entering the graduate programs in physical therapy and occupational therapy are only admitted directly from their prerequisite undergraduate programs at Ithaca College and need not complete the application for admission to the graduate program. External applicants (non-Ithaca College students) are not considered for admission to these graduate programs. Students may apply to Ithaca College to transfer into the undergraduate degree in clinical health studies or occupational science.

Ithaca College undergraduates in the Department of Health Promotion and Physical Education and Ithaca College or State University of New York College at Cortland undergraduates in speech-language pathology and audiology are granted admission into the respective graduate program upon receipt of an application, provided they possessed a 3.50 GPA at the conclusion of their junior year. No letters of recommendation or Graduate Record Exam (GRE) scores are required for these students, but college transcripts are.

**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 have 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 3.00 or better and have completed at least 90 credits. They also must obtain the approval of the instructor, their 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 baccalaureate degree from an accredited college or technical school and permission of the graduate chair. Registration is through the Division
of Continuing Education and Summer Sessions. A maximum of six credits may be taken in the M.B.A. program on an extramural basis.

A maximum of 12 credits earned as an extramural student can 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 3.00 (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 cannot be applied to meet degree requirements.

**Division of Graduate Studies Application Procedures**

The following procedures must be completed by each applicant for admission to graduate studies.

**Apply Online**

All prospective graduate students should apply for admission online at www.ithaca.edu/gradstudies/apply.php.

**Additional Application Materials Needed**

In addition to the online application, the following materials are required and must be submitted to the Division of Graduate Studies:

- application fee of $40 (A nonrefundable application fee of $40 must accompany the application for degree candidacy.)
- official transcripts from all colleges attended
- two letters of recommendation (Go to www.ithaca.edu/gradstudies/ithaca_graduate_rec_form.pdf to access a printable version of the form.)
- official test scores
- health report
- any additional materials required by department or school

Your application fee and these materials must be received by Ithaca College by the appropriate deadline. If we do not receive all of your materials, your application will be incomplete and no decision will be made.

**Admission Application Deadlines**

Deadlines for application, transcripts, letters of recommendation, and, where appropriate, GRE scores must be met. For assistantship application deadlines, refer to “Assistantships and Scholarships” in the financial aid section.

**Adolescence Education:** Preference is given to those applicants who apply by March 1.

**Business Administration:** Application files will be considered on an ongoing basis and processed in the order they are received until August 1. After August 1, candidates should contact the M.B.A. program director for instructions on how to submit a late application. (All admitted students will be considered for M.B.A. scholarships.) First consideration for scholarships is given to those applicants who apply by April 15.

**Communications:** Application files will be considered on an ongoing basis with preference given to those applicants who apply by July 5.
Exercise and Sport Sciences: Application files will be considered on an ongoing basis.

Health Promotion and Physical Education: Application files will be considered on an ongoing basis with preference given to those completed by March 1.

Music: Fall application files must be completed by March 1 for admission. Music education files for those who are applying for summers-only study must be completed by April 1 for admission.

Speech-Language Pathology: Application files will be considered on an ongoing basis with strong preference given to complete files received by February 1 for admission.

Sport Management: Application files will be considered on an ongoing basis with preference given to those files received by April 1 for admission.

Ithaca College admits students on a rolling admission basis. Applications are processed in the order they are received.

Information about extramural study is 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. The graduate assistantship application and recommendation forms are part of the application for admission to the graduate program.

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

Applicants to programs in exercise and sport sciences, speech-language pathology, and teaching students with speech and language disabilities must submit Graduate Record Examination (GRE) scores to the Division of
Graduate Studies. No GRE scores are required for applicants entering either graduate program in the Department of Speech-Language Pathology and Audiology who were Ithaca College or State University of New York College at Cortland undergraduate students in the field and who possessed a 3.50 GPA at the conclusion of their junior year. For students entering the graduate program in health education or physical education, no GRE scores are required for students who were undergraduate majors in the field and who possessed a 3.50 GPA at the conclusion of their junior year.

**GMAT Scores**

Applicants to the M.B.A. programs must arrange for official Graduate Management Admission Test (GMAT) scores to be submitted to the Division of Graduate Studies.

**Adolescence Education Application Requirements**

Applicants to the M.A.T. program in adolescence education are required to submit a short essay as part of their online application; the topic for the essay is included in the online application form. Finalists for admission are also required to participate in a campus interview with M.A.T. faculty. Candidates are expected to submit scores on the state-required Liberal Arts and Sciences Test (LAST) prior to the start of the program and – for advising purposes – are encouraged to do so as part of the admissions process. Information about the LAST can be found at the website of the New York State Teacher Certification Examinations, www.nystce.nesinc.com/index.asp.

**Communications Application Requirements**

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

**Music Application Requirements**

Applicants for all degree programs, except composition, in the School of Music should have an audition or submit a taped performance on their major instrument or voice. Contact the [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 required to submit an initial screening videotape of a rehearsal or performance they conducted recently. Candidates whose videotapes are deemed to be of an acceptable level will be invited to campus for a live conducting audition/interview.

Applicants for the M.M. program in composition should submit representative scores and tapes. Upon a satisfactory review of the scores, the candidate will be invited to campus for an interview.

Applicants for the M.M. or M.S. program in music education must submit a 500-700 word essay on a contemporary issue in music education that demonstrates the applicant’s writing ability and that uses scholarly sources where appropriate.

**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 Test of English as a Foreign Language (TOEFL) website 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 or higher on the paper version, 213 on the computer version, or 80 or higher on the iBT on the three components of the examination is considered satisfactory. The three components are listening comprehension, structure and written expression, and vocabulary and reading comprehension.

For those who cannot access the Internet to obtain information online, the TOEFL information bulletin 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 also may be obtained by writing to Test of English as a Foreign Language, P.O. Box 899, Princeton, NJ 08540, USA.

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. After admission and status approval, the student will be sent an I-20 or DS-2019 form. Upon arrival on campus, he or she should report directly to the Office of International Programs. All new international students are required to attend the international student orientation.

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
Expenses

Tuition and Fees

Please refer to the appropriate departmental section of the catalog for information regarding tuition expenses by program.

Application fee for degree candidates, new students only: $40

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 records in the Office of International Programs to meet the requirements of the U.S. Citizenship and Immigration Services.

Other Charges

Performance study fee: A fee (paid in addition to regular tuition) equal to the number of enrolled credits of the current graduate tuition rate will be charged in the summer session 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 Parking and Traffic Services.

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; enables you to pay one-quarter of the balance at registration and the remainder in equal payments over the following three months)
- MasterCard, American Express, or Discover 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.