Admissions

The University admits to programs of graduate study those students who hold four-year baccalaureate degrees from an accredited college or university, and demonstrate the ability to perform credibly at the graduate level. Applicant qualifications are judged by the faculty of the department of program to which they apply.

Each successful applicant is admitted into a program leading to an advanced degree, and expected to follow a planned course of study (within the degree of flexibility set forth in program descriptions in this catalog). On occasion, otherwise well-qualified students are admitted to degree programs in a field different from their undergraduate preparation. Such students must take the requisite undergraduate courses as part of their graduate degree requirements.

Applicants who do not satisfy the customary requirements, but who demonstrate promise in some way, are sometimes admitted provisionally, with enrollment in a degree program decided on the basis of one semester of work.

Non-Degree Students
The Graduate School recognizes the desire or need of college graduates to enroll for a limited number of graduate courses prior to enrolling in a graduate degree program. A maximum of 12 credit hours is permitted on this basis. Students who wish to take courses “non-degree” need not apply for Admission, but should contact the Student Service Center in Seidlin Hall for information about registration.

Credit hours earned “non-degree” before admission to an Alfred University graduate degree program may or may not be applicable toward the degree sought. If denied admission, the applicant may not register for further non-degree graduate work.

During the Fall and Spring Semesters, non-degree study is not permitted in graduate Art or Art History courses, but is permitted in Summer Sessions.

Application Procedures
Application materials may be obtained by calling or by writing to:

Graduate Admissions Office
Alfred University
Alumni Hall
One Saxon Drive
Alfred, NY 14802
(607) 871-2115, or (800) 541-9229

or, an application can be completed on-line at:
www.alfred.edu/admissions/apply/index.html.

The materials and credentials to be completed and returned by each applicant include the following: (1) an Alfred University application, (2) application fee, (3) official transcripts of all previous post-high school academic work, (4) two letters of recommendation from former instructors or employers (three letters for the PhD and Counseling & School Psychology Programs), (5) Statement of Intent, (6) and for some programs, records of scores on standardized admissions tests, interviews with faculty, and/or an art portfolio.

Test of English as a Foreign Language
For international student applicants whose native language is not English, the official results of the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) must be submitted to the Graduate Admissions Office.
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Graduate Record Examination
Applicants to M.A./C.A.S. or Doctor of Psychology (Psy.D.) degree programs in School Psychology and applicants to the M.S.Ed. (C.A.S. degree program in Counseling) must submit official scores of the general section of the Graduate Record Examination (GRE). Students applying to graduate programs in Engineering may choose to submit their GRE scores.

Graduate Management Admissions Test
Applicants to the M.B.A. degree program must submit an official GMAT score.

Portfolio
All MFA applicants are required to submit a portfolio of 20 works. The portfolio must be submitted in digital format. For detailed instructions by program, please visit http://www.alfred.edu/admissions/apply/grad-art-portfolio.cfm.

Application Fee
A non-refundable application fee of $60 is charged for each application. A check or money order in this amount, payable to Alfred University, should accompany the application for admission. The application will not be processed until this fee is paid. You may pay the application fee via credit card by calling 800-541-9229 during normal business hours.

Interview
Applicants to the Counseling and School Psychology programs are expected to have an on-campus interview. Interviews are also required of students applying to the Literacy degree program.

Application Deadlines
- M.F.A. program: January 15
- Doctor of Psychology (Psy.D.) program in School Psychology: January 15
- MA/CAS program in School Psychology: February 15
- Counseling program: February 1 preferred
- MBA, Engineering, Education programs: February 1 preferred for the fall semester/October 1 preferred for the spring semester; rolling admissions
- International Students: February 1 for the fall semester/October 1 for the spring semester

Late applications may be considered if places in the class still exist for qualified applicants. Early application is strongly encouraged.

Immunization Requirements
Students born after December 31, 1956 must provide written documentation of immunity to measles, mumps, and rubella, as required by New York State Public Health Law 2165. Students who do not comply will be withdrawn from the University and will not be able to attend classes. Questions regarding this requirement or any other aspects of student health services may be directed to Health Services at the Wellness Center at (607) 871-2400.

Deposit
Each applicant who is accepted as a full-time graduate student is sent an acceptance letter and medical form. The student is required to sign a copy of the acceptance letter and return it to Graduate Admissions along with a $200 enrollment deposit signifying intention to enter the Graduate School. The medical form must be completed and returned to the Health Services Office in Crandall Hall prior to the beginning of the student's program of study.
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Failure to return a signed copy of the acceptance letter and the $200 enrollment deposit within the time period specified may void the acceptance. The deposit, less any unpaid charges, is refunded after graduation (or after leaving the University, provided the student follows the prescribed procedure for discontinuing the program described below). The deposit is not deducted from any subsequent term bill. It is forfeited if the student withdraws prior to attending classes or does not enter the Graduate School.

Withdrawal/Leave of Absence

A student who is obliged for any reason to leave the University must first consult with the Director of his or her degree program. A Graduate Leave/Withdrawal Form, available in the Student Service Center in Seidlin Hall, must be completed and submitted. Such initiation of withdrawal or leave of absence allows for proper guidance and is necessary if the student is to receive the expected refund.

Transfer Credit

No more than 6 graduate semester credit hours may be transferred to the master’s degree (except for the M.F.A degree program, in which no transfer credit is permitted). Students who enter the doctoral program with advanced standing (a master’s degree in the field) must complete at least 50% of their credits for doctoral coursework at Alfred University. Acceptance of transfer credit is the prerogative of the director of the particular graduate program. Additional restrictions may apply in specific programs.