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# Admission

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## UNDERGRADUATE ADMISSION

Students wishing to take courses for credit or pursue degree programs in Harpur College of Arts and Sciences, the Decker School of Nursing, the School of Education and Human Development, the School of Management or the Thomas J. Watson School of Engineering and Applied Science must be admitted to the specific school (or readmitted if appropriate) before registering for courses. Forms and information are available in the Undergraduate Admissions office. Information concerning noncredit courses is available from the Division of Continuing Education and Summer Programs. In addition to program information in this *Bulletin*, brochures for a variety of academic programs are available from the Admissions office and the departments and schools. Before the start of each academic term, the Registrar's office publishes the schedule of course offerings.

## Freshman Admission (matriculated for a degree)

Freshmen are defined as students who have attempted no college coursework, or whose only college courses were pursued before high school graduation. All of Binghamton's undergraduate schools accept freshman applicants. Applicants may file either a Binghamton application, available from our Admissions office, or the State University of New York application, available in all high school guidance offices in New York state. Applications should be mailed to the Application Processing Center in Albany, which then sends a copy of the processed application, including high school transcript, to the Binghamton Admissions office. After receiving the processed application, Binghamton sends a Supplementary Admission Form to each student to enable applicants to provide additional information about themselves. *Results of the Scholastic Assessment Test or American College Testing Program must be sent directly by the testing agency to the Admissions office.* SAT II (formerly Achievement) tests are not required, but results are examined if submitted. Applicants must be graduates of an accredited secondary school or offer evidence of equivalent education. Freshman candidates should normally show completion of the following distribution of

high school courses (please note exceptions):

- 4 units of English;
- 2 1/2 units of mathematics, including intermediate algebra and geometry. Students interested in science, math or pre-engineering majors in Harpur College, or in management or accounting, are advised to take four units of math, including trigonometry and advanced algebra. Nursing students are advised to take three units of math;
- 2 units of social science;
- 2 units of science (nursing candidates are required to include chemistry and biology as their two science courses);
- foreign language (for Harpur College applicants, two years of each of two languages, or three years of one language);
- sufficient additional academic units to meet secondary school graduation requirements.

*Note: Students entering Harpur College of Arts and Sciences who do not meet the language requirement must fulfill the graduation requirement in foreign language as specified in the Harpur College academic policies in this Bulletin. Students must also make up any deficiencies in the mathematics admission requirement prior to graduation from Harpur College.*

In addition to the high school transcript, freshmen who have taken courses for college credit should have a record of that work sent by the college or testing agency directly to the Admissions office.

After admission for the fall term has been offered, a \$50 tuition deposit must be paid by May 1, or 20 days after admission, whichever is later. Students applying for campus housing must pay an additional \$125 room deposit, plus a \$75 damage deposit, by May 1 or 20 days after admission, whichever is later. The tuition and room deposits may be refunded if requested before May 1 or 20 days after admission, whichever is later. Students who do not enroll may receive a refund of the damage deposit upon written request. Students admitted to the spring term are given 20 days to pay each deposit or until the start of the term, if less than 20 days.

All enrolling students must complete, with the aid of a health official, a health history and a physical examination report prior to registration. The University sends these forms to each student who has paid an admission deposit. Only in the

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most unusual circumstances is it legally permissible for the University to rescind an offer of admission for health reasons. In those infrequent cases in which health or disability seems to pose a challenge to academic success, the admitted student is invited to campus to consult the appropriate health and/or Student Affairs officials to discuss problems the student may encounter in pursuing the desired academic program. In such cases, the final decision to enroll or not is the student's. Students unable to submit health forms because of religious affiliation should consult the University Health Service for alternatives.

## How Freshman Admission Decisions are Made

Specific enrollment goals are set for each undergraduate school. Supply and demand (available spaces in relation to the number of applications) as well as admission policy play a role in who is admitted. Admission is very selective. Freshmen are admitted to all undergraduate programs in Harpur College of Arts and Sciences, the Decker School of Nursing, the School of Education and Human Development, the School of Management and the Thomas J. Watson School of Engineering and Applied Science. Admission decisions are announced on a rolling basis, with the first letters for fall mailed on or about January 15. For spring, decisions are mailed beginning in early November.

Applicants to the University are admitted on the total strength of their applications. While academic criteria such as grades, class rank, quality and level of courses, test scores and trend of grades are primary, involvement in leadership and school and community activities, and how effectively an applicant communicates strengths and interests, are also important (and sometimes crucial) elements in an admission decision. Generally, students applying with a class rank below the top tenth or equivalent grade-point average (GPA) may expect greater emphasis to be placed on achievements outside the classroom. There is no automatic cutoff in the admission process, either in GPA, rank or test scores.

The Admissions Committee seeks to enroll the strongest and most diverse class possible. Candidates are urged to make full use of the Supplementary Admission Form, sent after the initial application reaches Binghamton University. The Admissions Committee is sensitive to all types of achievement and welcomes information about the candidate's values, aspirations and personal challenges. Students who meet both academic and financial criteria may be admitted to the Educational Opportunity Program, and students living locally are afforded a degree of flexibility in the admission process. Students should inquire of guidance counselors or members of the Admissions office staff for details. Candidates with

special skills in art, music, theatre, dance or athletics may request a review of their skills (by faculty members or an athletics coach) by checking the appropriate box on the Supplementary Admission Form and following the instructions noted on the form.

## Early Admission

Applicants who have completed the junior year in high school but have not graduated may be considered for admission. Approval of such early admission is contingent on the student's meeting the normal entrance requirements (course units) and admission criteria. Early applicants should submit the regular application form. Please note that persons who have not graduated from high school may be ineligible for some forms of financial aid.

## Special Circumstances

*Consideration of Admissions Applications from Individuals Who Have Been Suspended Or Expelled From a College Or University For Disciplinary Reasons:* Disciplinary suspension or expulsion from another college or university is not grounds for automatic rejection of an application for admission to Binghamton University. However, applications will be considered incomplete until additional information is provided to Binghamton University. The applicant will be required to sign a release permitting a special admissions committee to obtain documents related to the disciplinary suspension or expulsion and allowing the committee to discuss the circumstances related to such action with college officials at the previous institution. Upon receipt of the required materials, the special admissions committee will review the circumstances pertaining to such applications and make its recommendation.

The special admissions committee may recommend acceptance of the applicant, acceptance of the applicant with restrictions on participation in university life at Binghamton University, or rejection of the applicant based on the nature of the incident(s) that caused the disciplinary suspension or expulsion. An appeal of the decision of the committee may be made to the vice president for student affairs. Questions regarding this policy should be directed to the Associate Vice President for Student Affairs and Dean of Students, Binghamton University, PO Box 6000, Binghamton, New York 13902-6000.

*Consideration of Admissions Applications from Individuals with Felony Convictions:* State law prohibits discrimination against those previously convicted of criminal offenses (Correction Law, §750 et seq.). However, the law permits an institution to deny an application for admission based on an individual's prior

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conviction when the admission “would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.” (S752).

Section 753 of the Correction Law specifically sets forth the factors to be considered concerning a prior criminal conviction. These factors are as follows:

1. In making a determination pursuant to section 752 of this chapter, the public agency or private employer shall consider the following factors:

(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time that has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section 752 of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

Applications for admission to Binghamton University from individuals with felony convictions will be considered in accordance with the above criteria. A special admissions committee will review such applications and the applicant will be required to sign a release permitting the committee to obtain documents related to criminal offenses and allowing the committee to discuss the circumstances related to such offenses with corrections officials.

Applications will be considered incomplete until additional information is provided to Binghamton University. In addition to signing the release mentioned above, applicants with criminal convictions must provide a complete criminal background history. Upon receipt of the required material, the special admissions

committee will review the circumstances pertaining to such applications and make its recommendation.

The special admissions committee may recommend acceptance of the applicant, acceptance of the applicant with restrictions on participation in university life at Binghamton University, or rejection of the applicant based on the nature of the criminal offenses. An appeal of the decision of the committee may be made to the vice president for student affairs. Questions regarding this policy should be directed to the Associate Vice President for Student Affairs and Dean of Students, Binghamton University, PO Box 6000, Binghamton, New York 13902-6000.

## Advanced Placement

Academic credit, advanced placement or both may be awarded for college-level work completed in secondary school or in college prior to matriculation at Binghamton University. Consideration is based on evaluation of an official transcript, the Advanced Placement (AP) tests of the College Board, the subject-area exams of the College Level Examination Program (CLEP) given by some Binghamton academic departments and any other exams indicated under the academic sections of each undergraduate division of the University. Advanced Placement exams with a grade of 3 or better are approved for some credit, with the amount and applicability determined by the appropriate academic unit. The same is also true for mean scores earned on subject exams of CLEP. Specific AP course equivalencies can be found in the front of the *Orientation Academic Handbook*, a document available at summer orientation and through the Academic Advising office.

Harpur College of Arts and Sciences allows students to count up to 32 credits of external examination credit toward the degree. External examination credit includes those credits earned through CLEP, RCEP (Regents College Exams Program), AP or IB (International Baccalaureate, higher level) with scores of 4 or above, through USAFI/DANTES (United States Armed Forces Institute/Defense Activity for Non-Traditional Education Services) or through examination from other institutions or correspondence.

The following all-University policy applies to entering students who have completed the International Baccalaureate Diploma: such students will receive a full year's credit (32 credit hours) if they have achieved a total of 30 or more points on the IB diploma and have passed at least three higher-level exams with scores of 5 or higher. IB Diploma students also receive credit for the General Education requirement in Composition. If a student scores 5 or better on a corresponding higher-level exam, the student is also exempt from the General Education

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requirement in the following areas: Global Interdependencies, Aesthetics and Mathematics. For other students who have participated in the IB program, eight credit hours will be given for each higher-level exam passed with a score of 6 or 7. For higher-level exams passed with a score of 4 or 5, four credits will continue to be given.

## Internal Transfer

Students enroll in a specific undergraduate school at Binghamton University. If internal transfer to a different school is sought, a formal application for intrauniversity transfer must be obtained from the Undergraduate Admissions office and submitted by the deadline. Spaces for transfer to some programs are limited and competition is keen. Students should apply well before the beginning of the semester in which enrollment is desired.

## Readmission

See General Admission Policies listed elsewhere in this *Bulletin*.

## Deferred Admission

Students who wish to defer their enrollment for one or two semesters, after having been admitted and having paid their tuition deposit, should contact the Admissions office. Deferrals are not automatically given but, dependent on the admission competition and general demand for deferrals, may be granted for some of the undergraduate schools.

## International Student Admission

Applicants who are citizens of other countries, whether they are enrolled in a school in the United States or abroad, should request special international student admission forms from the Undergraduate Admissions office.

International applicants are required to meet the academic standards for admission, show proficiency in English on the college level and submit documentation of sufficient funds to cover all educational and living expenses for the duration of study. Due to delays in the exchange of some foreign currencies, students from certain countries may be required to prepay one year's academic and personal living expenses to ensure that adequate funds will be available for their study.

With the exception of students placed through special educational exchange agreements and those enrolling for the summer term only, all international students are required to be matriculated in a degree program.

To certify English proficiency, international applicants whose native language is not English

must take the Test of English as a Foreign Language (TOEFL). Information about the examination may be obtained by writing:

TOEFL/TSE Publications  
PO Box 6154  
Princeton, New Jersey 08541-6154  
U.S.A.

Generally, a minimum TOEFL score of 550 on the "old" TOEFL, or a score of 213 on the new computerized version, is required for admission.

Students are required to provide their own funds for tuition, fees, room, board, insurance and personal expenses. Currently, this figure is estimated to be approximately \$19,500 for one calendar year and can be expected to increase by at least 10 percent each year. The University cannot provide financial assistance to international undergraduate students. Nor can study be financed through employment: the U.S. Immigration and Naturalization Service rarely grants permission to work off campus, and on-campus employment opportunities are limited.

Applicants who meet the above requirements are issued a letter of admission and, subsequently, the appropriate Certificate of Eligibility to apply for a student or exchange visitor visa.

Details regarding admission policies and procedures for international students are sent to all prospective applicants.

## Educational Opportunity Program (EOP)

Under the state-supported Educational Opportunity Program (EOP), Binghamton provides an avenue for low-income students from historically underrepresented backgrounds to pursue a bachelor's degree. Students with unrealized potential and talent are provided with financial assistance, tutoring and counseling, the opportunity to take advantage of credit-bearing developmental courses where needed, and other services required to provide a transition into any one of the degree programs offered by the University. Continued enrollment in EOP is contingent on meeting program expectations and use of these services.

The Educational Opportunity Program includes a diverse group of students from different kinds of backgrounds and areas within New York State. The program has produced many notable success stories, and students who enter the program may look forward to excellent opportunities, from the challenge and excitement offered in the prefreshman summer enrichment program to graduation. Students who believe they may qualify for this program should fill out the basic application. They are also required to complete Binghamton's Supplementary Admission Form and may be required to have a personal interview.

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## Transfer Admission (matriculated for a degree)

Transfer students are those who have attempted college courses following high school graduation. Transfer students should submit an application to the Application Processing Center in Albany. However, all transcripts should be sent directly to the Admissions office in Binghamton. The same high school requirements apply to transfer students, but admission decisions are usually made on the basis of college work, pending the receipt of high school transcripts. *Students admitted because of strong college work need not be concerned that a weaker high school record will adversely affect a decision already made.*

It is essential that a high school transcript, or equivalent, be received well before enrollment so that a complete transfer credit evaluation can be made promptly. The sooner the high school record is received, the sooner the final evaluation can be made. **Please note:** Students applying for transfer admission during their first year of college must submit an official copy of their high school transcript and test scores to complete their application. For some students, admission decisions may be delayed until grades from two consecutive college semesters are available; in such cases, students are notified of this requirement.

Harpur College usually provides a substantial number of transfer spaces and, while admission is selective, students with about a 3.0 average are encouraged to apply.

Transfer admission to the Decker School of Nursing is competitive. Applicants with a strong background in either liberal arts or nursing (registered nurses) should apply. Most students will complete nursing requirements in a minimum of two years. Some registered nurse students and graduates with baccalaureate or higher degrees may be eligible for accelerated programs. Please see the Program Options section under Decker School of Nursing in this *Bulletin*.

Transfer admission to the School of Education and Human Development is selective. Candidates generally need an average of 3.0 (B) or better to gain admission. Candidates are required to complete the Supplementary Admission Form to help the SEHD Admissions Committee gain a better understanding of the student's educational goals and objectives.

Transfer spaces for the School of Management are limited. Admission is granted primarily on the basis of academic proficiency in appropriate courses; candidates generally need about a 3.0 average for admission. Completion of the Supplementary Admission Form is strongly encouraged.

Transfer admission for the Watson School is selective, but the school welcomes engineering and computer science transfers. Please see the

appropriate academic section of this *Bulletin* for additional information.

## Articulation Agreements

Articulation agreements between Binghamton University and community colleges throughout the state have been established to facilitate the transfer of students from those colleges into the various programs and schools of the University. Agreements exist with Adirondack Community College, Berkshire Community College, Broome Community College, Columbia-Greene Community College, Cornell Air Force ROTC, Corning Community College, Dutchess Community College, Erie Community College, Finger Lakes Community College, Fulton-Montgomery Community College, Jefferson Community College, Keystone Junior Community College, Middlesex Community College, Nassau Community College, Onondaga Community College, Schenectady County Community College, Suffolk County Community College, Sullivan County Community College and Tompkins-Cortland Community College. Articulation agreements also exist with Bryant and Stratton Business Institute of Syracuse, Cazenovia College, Kolej Damansara College, Miami-Dade Community College, SUNY College of Optometry and SUNY Health Science Center. Students who meet the criteria specified in the agreements and whose applications are completed early are generally admitted and encouraged to enroll.

## Transfer Credit

The awarding of transfer credit is determined by each undergraduate school. Evaluations are completed by the advising office of each school. Questions regarding transfer credit decisions can be discussed with the academic advising staff in your school.

## HARPUR COLLEGE OF ARTS AND SCIENCES

Credit is usually granted for liberal arts courses completed at other accredited institutions. In addition, up to 32 elective credits may be granted for the study of theoretically oriented courses of a non-liberal-arts nature. Academic credit may be granted only if a grade of pass or a C- or better was earned in the course.

## DECKER SCHOOL OF NURSING

The Decker School of Nursing admits transfer students with advanced standing to the sophomore or junior level of the undergraduate program. Transfer applicants include students with liberal arts and science coursework from a two-year or four-year institution, students with baccalaureate or higher degrees in other fields, and registered

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nurse students from associate degree programs and hospital diploma schools.

Admission is competitive and based upon:

1. Evidence of a minimum of one semester of full-time college study, including science and other courses prerequisite to the nursing major.

2. Review of high school transcript if there has been no prerequisite science course.

3. Competitive cumulative GPA of 2.7 or above.

Other considerations include:

Student's personal statement

Extracurricular activities

Quality of previous college or university work

Trend of semester grades

Demonstrated evidence of talent in athletics, performing arts, fine arts, leadership or other areas

Letters of recommendation

Assessed potential for success

A maximum of 64 liberal arts and science course credits may be transferred from a community college. A minimum of 128 credits is needed to meet the program requirements. Credit for liberal arts and science coursework, including courses prerequisite to the nursing major, may be transferred for courses where a grade of C- or better has been earned. Credit for courses in which the student has received a grade of D can not be transferred. Credit for upper-division nursing coursework taken in another baccalaureate nursing program will also be evaluated on an individual basis. Please see "Transfer Student Admission" in the Decker School of Nursing section or contact the Decker School for more information.

### Registered Nurse Students

Liberal arts courses, including all courses prerequisite to upper-division nursing courses and taken at other colleges and universities, may be accepted in transfer. Graduates of community college nursing programs may transfer up to 24 credits of nursing coursework. Twenty credits may be used to fulfill nursing major requirements and four credits will count toward the degree as general elective credits. An additional 60 liberal arts credits from the community college setting are transferrable, bringing the maximum number of transfer credits accepted to 84 credits. There is no limit on the number of liberal arts transfer credits from four-year colleges and universities. Residency requirements of the University of at least 7 1/2 courses (30 credits) will be met by taking the 32 credits of required coursework in the nursing major. The 30 credits in residence must be the last courses taken toward the degree, unless students petition the Educational Policies Committee and obtain, in advance, an exception to this rule.

The Decker School may require comprehensive examinations, such as selected nursing

Regents College Examinations for registered nurse students for whom coursework was taken more than 10 years ago. Registered nurse students may choose to present evidence of professional experience, continuing education in nursing, specialty certification, etc., to extend the time frame for direct transfer of nursing and required prerequisite courses.

Graduates of hospital diploma programs may be granted up to 24 college credits for nursing coursework with an acceptable level of achievement on selected Regents College Examinations in nursing. Diploma graduates who obtain 24 credits via the above process may transfer up to 60 liberal arts credits from community colleges. An unlimited number of credits may be transferred from other four-year colleges and universities. Residency requirements are as described earlier in this section.

A complete program plan for the registered nurse student is developed in consultation with the faculty adviser to meet individual needs.

### Applicants with Baccalaureate Degrees in Other Fields

Applicants with a baccalaureate or higher degree in another field wishing to earn the bachelor of science degree in nursing are required to complete the prerequisite courses listed in the Decker School of Nursing section and required nursing coursework. Applicants may be eligible for admission to the accelerated baccalaureate track. Please see "Program Options" in the Decker School of Nursing section or contact the Decker School for more information.

## SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT

The School of Education and Human Development considers for possible transfer credit all courses taken at any unit of the State University of New York or credits granted by other accredited institutions. When individual courses are considered, credits are not granted for courses in which the student earned a grade below C-. In cases in which the student earned grades of Pass on a Pass/Fail system, a grade of Pass is interpreted as a grade of not less than C- in the evaluation of credits earned. Depending on the courses presented for transfer and the program selected, students may need to take more than 124 credits to complete degree requirements.

Transfer students to the bachelor of science program in human development are automatically granted 60 credits for their associate degree. Students transferring into the BA program receive 60 credits in transfer if at least 30 credits of their associate degree work are in liberal arts and sciences courses. Transfers to the BA program without 30 credits in liberal arts and sciences have their transcripts reviewed on a course-by-course basis.

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The school also considers for possible academic credit or advanced placement, or both, any college-level work offered through approved off-campus programs such as the University of the Air, the Independent Study Program, RCEP, CLEP and DANTES, and through certain educational programs of private or public institutions, such as hospital nursing programs, or formal training programs conducted by governmental agencies. A maximum of 30 credit hours is accepted from such sources, and each case is decided on its own merits. No credit or advanced standing is granted for general or equivalency examinations.

Questions concerning the transfer of academic and advanced-standing credit should be addressed to the academic adviser of the School of Education and Human Development. Official transcripts and certificates of completion submitted by applicants for transfer credit are evaluated by the academic adviser. The final decision to deny or grant academic credit or advanced standing in each instance rests with the dean.

## **SCHOOL OF MANAGEMENT**

Students who have taken two years of work at another college or university, and who wish to transfer into the School of Management for their junior and senior years, should have concentrated their first two years of academic work in arts and sciences courses, attaining at least 30 hours of credit in such subjects with grades of C or better. The student's first two years of education should therefore consist of work in the following areas: English and literature (including at least one course in compositional techniques); economics (including one course each in microeconomic and macroeconomic theory); mathematics (including at least one course in calculus); elective coursework in the humanities, social sciences and natural sciences. Students may also choose to further supplement their first two years of undergraduate education with courses in principles of accounting, statistics and business law. Such courses are an important foundation for the professional coursework that composes the School of Management student's final two years of study.

Students may be able to transfer some courses and/or credit in the management and accounting areas, in accordance with the school's transfer credit policy. However, it is strongly recommended that students wishing to transfer concentrate their efforts on satisfying the liberal arts and foundation course requirements. Transfer credit for upper-level professional coursework is not granted without ample evidence of its basic equivalency to analogous coursework taught in the School of Management. Thus, students must formally "validate" all such courses for which transfer credit is requested. Normally this requires (at a minimum) completion of a detailed proficiency examination in each course area for

which transfer credit is requested. The coverage of such examinations is based on the appropriate coursework as it is taught in the School of Management.

Although most transfer students have completed two years of college work, students can be accepted for transfer at any time during their college careers, if space permits. Admission is usually not granted to students whose overall average for previous studies at other institutions is less than 3.0 on a 4.0 scale. Advanced-standing credit is generally granted for all work comparable to that offered by Binghamton University. In addition, up to 16 hours of elective credit may be granted for courses not comparable to any offered by Binghamton, provided that the work was analytical rather than descriptive in nature. Courses falling within this category cannot include business or accounting courses. Advanced standing is not granted for courses completed with a grade lower than C.

## **WATSON SCHOOL OF ENGINEERING AND APPLIED SCIENCE**

### **Bachelor of Science in Engineering**

Students transferring into the Division of Engineering Design (freshman and sophomore years of engineering) will have their credits transferred on a course-by-course basis. Any courses in which they receive a grade of C- or better and which apply to their major requirements will transfer. The first two years of the engineering programs are the same for all engineering majors. Students transferring into the junior year of electrical engineering, computer engineering, mechanical engineering, or industrial and systems engineering normally hold the degree of Associate of Science in Engineering Science, as defined by the SUNY Two-Year Engineering Science Association (TYESA). Members of TYESA have designed associate of science programs that closely match that of the Watson School so that transfer into the Watson School program is facilitated. Members of the Two-Year Engineering Science Association are Adirondack Community College, Broome Community College, Cayuga County Community College, College of Technology at Alfred, College of Technology at Canton, College of Technology at Delhi, College of Technology at Farmingdale, College of Technology at Morrisville, Columbia-Greene Community College, Corning Community College, Dutchess Community College, Erie Community College, Finger Lakes Community College, Fulton-Montgomery Community College, Genesee Community College, Herkimer County Community College, Hudson Valley Community College, Jamestown Community College, Jefferson Community College, Manhattan Community College, Mohawk Valley Community College, Nassau Community College, Onondaga Community College, Orange County Community College, Rockland Community College, Suffolk County

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Community College, Tompkins-Cortland Community College and Ulster Community College. Students from other programs should have equivalent transferable credit in the following subjects:

- Calculus I, II, III and differential equations
- Three courses in calculus-based physics
- One course in chemistry
- One course in materials science or modern physics, or a second course in chemistry
- One course in English composition or technical writing
- Two courses in engineering mechanics (statics and dynamics)
- A first course in electrical circuits
- Eight semester-credits in humanities and/or social sciences
- Proficiency in engineering graphics and in a computer language (FORTRAN, Pascal or C ).

Students transferring as juniors into the computer, electrical, mechanical, or industrial and systems engineering programs with an associate in engineering science degree will usually receive 60 credits (junior standing) for the associate degree. Those who transfer into mechanical engineering having completed courses in thermodynamics and/or strength of materials from a New York state community college will have the course(s) waived, substituting free elective credits to replace those junior year courses.

Those who do not have the associate degree are awarded credit on a course-by-course basis, up to 60 credits. Any credits completed in addition to the usual associate degree requirements are reviewed separately by the department of major. Upper-division credits earned, with a grade of C- or better, at any ABET-accredited four-year institution are usually transferred whenever applicable to major requirements.

### **BS in Computer Science**

Students transferring to the BS program in Computer Science have their transcripts evaluated course by-course. Those who have completed the following courses with no less than a C- in each may finish the program with four full-time semesters of study:

- Calculus I and II, and discrete mathematics
- Physics I and II, or a two-course sequence in another science
- A two-course sequence in C++ and data structures
- Eight credits of English or communications
- Sixteen credits of social science or humanities
- Entry-level courses in logic design and in computer organization and assembly language programming

## **Nondegree Students**

Students admitted under nondegree status may not matriculate for a degree until they have been admitted to a specific program. Applications and information on deadlines are available from the Undergraduate Admissions office.

Nondegree students may take a part-time or full-time course load each semester. However, with the exception of applicants for summer sessions, students may not enroll as nondegree students unless at least one year has passed since their last secondary school coursework. Students who wish to obtain a baccalaureate degree at some future time should consult with an academic adviser. Applicants who wish to take courses for credit, but not toward a degree, may enroll as nonmatriculated students, provided they have been out of high school at least one year and give evidence of the ability to do satisfactory work. Applicants 21 years or older without a high school diploma or its equivalent may apply only as nonmatriculated students. Upon earning 24 credits, acceptable toward any degree program, such students may apply for a high school equivalency diploma and, upon receiving it, seek admission as matriculated students.

## **VISITING STUDENTS**

Students attending and in good standing at other colleges or universities who wish to enroll in a division of the University for one or two semesters may apply as visiting (nondegree) students. This status is generally available only for Harpur College and the School of Education and Human Development, but inquiries about spaces in the Decker School, the School of Management and the Watson School should be directed to the Admissions office. Admission as a visiting student or for one of the study-abroad programs does not imply admission to a degree program at Binghamton University. Visiting students who become interested in pursuing a degree at Binghamton must apply for admission with the SUNY application.

## **CONCURRENT ENROLLMENT**

This program is available to students enrolled in Binghamton area high schools who wish to take coursework in Harpur College during their junior or senior year. These courses are for credit, but students are not matriculated for a degree. Specific information concerning procedures and academic standards is available in the Admissions office.

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## Auditors

Students may audit—that is, participate in but not receive credit for—a course with the consent of the instructor. Before auditing a course, full-time students must also obtain the approval of the academic advising office of the college or school in which they are enrolled. The instructor determines the regulations for participation by auditors. When students audit a course, the word “audit” appears on the schedule card in place of the grade and grade points. Students who audit a course may not receive credit for it later without retaking the course. Information on application procedures may be obtained from the Admissions office.

## OLDER ADULTS AS AUDITORS

New York residents 60 years of age or older may audit courses free of charge when space is available. Courses may not be taken for credit. Permission of the instructor is required. Persons interested in auditing courses are encouraged to contact the Harpur College academic advising office in SW-110, 607-777-6305.

## ACADEMIC INTEGRITY

Binghamton University values honesty and integrity. Students applying for admission or readmission must provide full and accurate information on the appropriate application. Students falsifying information by any method may be suspended or dismissed from the University or have their admission rescinded if the violation is discovered before enrollment.

## GRADUATE ADMISSION Requirements for Matriculation

1. A bachelor's degree from any college or university of recognized standing, or the equivalent.
2. Two official transcripts of all previous college work (submitted in a sealed envelope with the application).
3. At least two letters of recommendation from people acquainted with the applicant's academic achievements at the institution most recently attended. Letters are submitted in sealed envelopes with the application. Applicants who have been out of school for more than five years may use other references.
4. Graduate Record Examination (GRE) scores (verbal, quantitative and analytical). Test scores for the GRE advanced examination should also be submitted in those disciplines in which GRE advanced tests are given. Applicants for admission to programs in the School of Management should submit Graduate Management Admissions Test

(GMAT) scores in lieu of GRE scores. Please submit a photocopy of your test scores, if possible, and order the results sent officially by ETS to the Graduate School.

5. A personal statement, a completed application form and the application fee (\$50 in 1999) and payment form. These and all other required documents are submitted together, as the instructions on the application explain.

6. Recommendation by the department for admission, and approval by the vice provost for graduate studies and teaching.

The vice provost may waive the admission requirement for GRE or GMAT scores in individual cases, on the recommendation of the department's director of graduate studies. Students who do not submit GRE or GMAT scores may also be admitted provisionally and required to submit test scores before they can achieve regular matriculated status.

Admission to graduate study in any discipline does not imply admission to candidacy for a doctoral degree. Such candidacy is subject to specific requirements as defined by the several departments and schools. Students must have the approval of the department or school in which they wish to major before they can become candidates for the degree in a specific subject.

## Procedures

Application materials may be obtained by writing to the Graduate School, Binghamton University, PO Box 6000, Binghamton, New York 13902-6000.

Applicants should read the detailed instructions on the application with care. These instructions direct applicants to enclose all application materials together; completed applications, including transcripts and letters of recommendation in sealed envelopes, are processed more quickly and efficiently by the Graduate School. When the completed application is matched with appropriate test scores, sent at the applicant's request by Educational Testing Service, the application is forwarded to the department or program for review.

Individual graduate programs have their own criteria for evaluation. Some programs require credentials beyond those required by the Graduate School. Applicants should read carefully the materials sent by the program and should contact the program office if they have questions.

Like other highly competitive graduate institutions, Binghamton University has deadlines for receipt of completed applications. Decisions on admission and funding are made early in the spring for the following year. To be considered for financial aid, students must submit completed applications to the Graduate School by February 15; some programs, including clinical psychology, require completed applications by February 1. For

fall admission without aid, completed applications should arrive by April 15. For spring admission, completed applications should arrive by November 1. Some programs have different deadlines; applicants should consult the materials sent by their program. International applicants on F or J visas should apply one month before these deadlines.

Applicants wishing to be considered for fellowships or assistantships may apply by completing the appropriate section of the regular application. No separate application for funding is required by Binghamton, though successful applicants are required to apply for the New York State Tuition Assistance Program, and graduate students who apply for loans are required to fill out other forms.

Applicants admitted as matriculated students may be placed in one of the following categories:

*Degree status:* Students are admitted as fully qualified to undertake a program toward a graduate degree.

*Conditional admission:* Students who do not meet academic requirements for admission, as determined by their programs, may be admitted conditionally. It is expected that specific conditions for admission to regular status, and a timetable for fulfilling those conditions, will be identified by the program at the time of conditional admission. Each semester, the program will review the student's progress toward satisfying those conditions and recommend appropriate action by the vice provost.

## Nonmatriculated Admission

Admission to the Graduate School as a nonmatriculated (nondegree) student is granted to applicants who present appropriate evidence of having completed undergraduate and/or graduate work in a satisfactory manner and who have received a bachelor's or higher degree from an accredited institution.

Applicants admitted as nonmatriculated graduate students may register for approved undergraduate or graduate courses.

Applications for nonmatriculated admission may be obtained from the Graduate School. A transcript from the college granting the bachelor's or higher degree must be submitted to the Graduate School no later than six weeks after the beginning of the semester.

If at a later date a student decides to apply to the Graduate School for admission to a degree program, a regular admissions packet may be obtained from the Graduate School. If the student is admitted to a degree program, an evaluation of the graduate courses that have been taken on a nonmatriculated basis should be requested from the department. Through this evaluation, those

courses that are found appropriate may be officially credited toward the student's degree.

## International Student Admission

Applicants to the Graduate School who are citizens of other countries, whether they are enrolled in a school in the United States or abroad, are required to meet academic standards for admission, show proficiency in English on the college level and certify that they will have the required amount of money needed for each year of study. When applicants accept offers of admission and acknowledge that they plan to attend the University, they are sent an I-20, Certificate of Eligibility for Non-Immigrant Student Status (F-1).

Although special circumstances may allow an individual to be admitted as a nonmatriculated student for one term, international students (F-1 visa) generally are not eligible for admission in nonmatriculated status.

To certify English proficiency, international applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL). However, international students who have received a degree in the United States are not required to submit TOEFL scores.

Normally, a minimum TOEFL score of 550 on the "old" TOEFL, or a score of 213 on the new computerized version, is required for admission. Some graduate programs require TOEFL scores above the minimum. Instruction in English as a second language may be required as a condition of admission; students are expected to complete such instruction satisfactorily within two semesters.

International applicants must guarantee a minimum of \$19,600 per year to cover expenses. This figure includes living expenses, tuition, fees, and insurance expenses. An additional \$3,500 is needed for a spouse accompanying the student to the United States, and \$2,000 for the first child. An additional \$1,000 for each additional child must be guaranteed. The University can provide financial assistance only to a limited number of international students, who must apply for it in advance. The Immigration and Naturalization Service rarely grants permission for international students to seek employment while in the United States. The minimum resources of \$19,600 refer only to the 1998-99 academic year at the time of publication. Prospective students will be notified of any cost increases.

## Readmission

All graduate students admitted to a degree program must register for each semester, excluding summer, until all degree requirements have been

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completed. Students who fail to maintain continuous registration, unless granted a formal leave of absence, are ineligible to resume graduate study until readmission has been approved. Students applying for readmission to a graduate program are subject to the rules, procedures, curriculum and standards in effect at the time of readmission. Readmission is not automatic and may be subject to additional conditions set by the

department or school or by the vice provost for graduate studies and teaching.

Nonmatriculated students who fail to register for more than two consecutive semesters, excluding summer, are not permitted to register for courses until they have been readmitted.

Applications for readmission may be obtained from the Graduate School. A fee of \$50 is assessed for all applications for readmission to Binghamton University graduate degree programs.