

Application and Admission

DEGREE AND NON-DEGREE STUDENTS

Students may register for graduate classes as degree seeking students or as non-degree seeking students. All students registering for graduate courses must hold a baccalaureate degree or the equivalent from a college or university accredited by the appropriate regional accrediting agency and show promise of ability to pursue graduate study in the area.

Non-matriculated graduate students must apply to a program before completing nine credits. Graduate programs have the right to exclude non-degree students from courses offered for degree seeking students in their degree program.

No applicant is accepted or rejected because of race, color, sex, age, creed, national origin, or disability, and it is expected that the student body will reflect a wide range of cultural values and backgrounds.

MINIMUM ACCEPTANCE STANDARDS

Master's Degree Program

For applicants to a master's degree program, minimum standards for acceptance to Graduate School include a bachelor's degree from a regionally accredited college or university with an undergraduate cumulative grade point average of at least 2.5 (scale A = 4.0) and the recommendation of the graduate program coordinator. Initial teacher certification programs require an overall undergraduate grade point average of 2.7. Students who have done previous graduate work that did not culminate in a degree must have a minimum graduate grade point average of 3.0 to be considered for admission to a graduate program.

Sixth Year Program

For applicants to a sixth year program, minimum standards include a master's degree from a regionally accredited college or university, a grade point average of at least 3.0, and the recommendation of the graduate program coordinator. Most graduate programs have requirements that go beyond minimum School of Graduate Studies requirements. Students who have done previous graduate work that did not culminate in a degree must have a minimum graduate grade point average of 3.0 to be considered for admission to a graduate program.

Doctoral Program

For applicants to the doctoral program in Educational Leadership, minimum standards

for admission are outlined in the section entitled "Educational Leadership" under "Programs, Courses and Faculty" in this catalog.

RECORDSRETENTIONANDDISPOSAL

All application materials become part of the permanent records of Southern Connecticut State University and will not be returned. Access to this material is limited under the Family Rights and Privacy Act of 1974. Applicants who are not admitted, or who are admitted and do not register, do not have access to their application files. Materials received from applicants who do not complete their application or are not admitted are held for one year before being destroyed.

APPLICATIONPROCEDURES

Application materials may be requested from the School of Graduate Studies, Southern Connecticut State University, 501 Crescent Street, New Haven, Connecticut 06515-1355. Those who seek admission to a graduate degree program must submit a formal written application for admission or apply on-line at the School of Graduate Studies Web site: www.southernct.edu/grad/. On-line applications are not processed until the signature verification page and application fee have been received.

Applicants should read the introductory portions of this catalog and the pages describing the program in which they are interested. Questions about general admissions procedures should be directed to the School of Graduate Studies. Questions about specific program content or requirements should be directed to the Graduate Program Coordinator or Department Chairperson identified in the catalog. Students who are planning to apply for financial aid should pay particular attention to deadlines for submission of financial aid forms and deadlines for matriculation.

Applicants are urged to submit the completed application and credentials well in advance of the semester for which they seek admission. There is no guarantee that any application received after August 1 for the fall term and January 1 for the spring term will be processed in time for the term for which the applicant seeks admission, even though the file may be complete. Although the School of Graduate Studies has a rolling admissions process for the fall and spring terms, a number of departments have established application deadlines. (Refer to section on Programs, Courses, and Faculty.) Some programs require departmental applications in addition to the Graduate School application. Those who are applying for programs that include teacher certification should allow a minimum of six months from receipt of application to admission. All applicants for admission must:

1. Complete and submit to the School of Graduate Studies an official application form or on-line application form. The written form should be typed neatly or printed in ink. If any of the requested information is omitted, the form will be returned or held until the information is submitted.
 2. Submit a \$50 non-refundable application fee with the official application form. Make check or money order payable to SCSU. An On-line Application Verification Letter and the \$50 non-refundable application fee must be mailed to the Graduate Studies Office to complete the on-line application process.
 3. Request (in writing) that official transcripts from each college or university attended be sent to the School of Graduate Studies. (SCSU graduates must request that the SCSU Registrar's Office forward official transcript to the Graduate Studies Office). Transcripts received from the student will not be considered official. Transcripts must be re-
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submitted when an applicant applies for subsequent graduate programs. Transcripts received in application to previously earned degrees at SCSU are not kept on file indefinitely. Official transcripts from each college or university attended are required.

Transcripts from outside the United States must be evaluated (course by course) by an accredited evaluating agency at the student's expense. A list of acceptable, certified evaluating agencies is available in the Graduate Studies Office and on its web site: www.southernct.edu/grad/ and at www.naces.org/members.

4. Request an appointment with the Graduate Program Coordinator of the graduate program to which you have applied after you have been notified that your application and transcripts have been received.

5. Letters of recommendation should be sent directly to the academic department requesting the letters.

6. Resident aliens must provide a copy of their alien registration cards to the Graduate Studies Office.

After fulfilling all Graduate School, Graduate Program, and other requirements for admission, meet with the Graduate Program Coordinator to develop and sign your Planned Program of Graduate Studies.

Although many graduate programs send departmental letters of acceptance to applicants, no student is officially accepted into the School of Graduate Studies until he or she receives a letter of acceptance and a signed planned program of study from the Dean or the Associate Dean of the School of Graduate Studies.

Admission requirements for any particular graduate degree program may exceed the minimum admission standards of the School of Graduate Studies. Requirements for admission to each program are listed in the program section of this catalog. Applicants may apply to only one specific program at a time. Submit any additional material required by individual graduate programs to the office or person indicated in the specific program description. Only the application, official transcripts, test scores, and the \$50 application fee should be sent to the Graduate Studies Office.

The applicant is responsible for ensuring that all materials and documentation for the application file are complete. Applicants may view the status of their applications by accessing the SCSU website: www.southernct.edu and logging into "Web Services". Application files that are incomplete at the end of the first week of classes will be considered for the following semester. Applicants who, by the end of the first week of the fall or spring semester, are not formally admitted but are still considered pending by the academic department will be considered for the upcoming semester.

Students who are admitted to the School of Graduate Studies and who do not register for courses within one year of acceptance are automatically withdrawn from the University. Students who wish to maintain matriculated status for more than one year while not registering for courses must petition the Graduate Studies Dean in writing and pay the Continuous Enrollment Fee of \$40.

Students who seek financial aid must be considered matriculated by the end of the first week of classes in the semester for which they are applying to qualify for financial aid.

Immunization Requirements

Matriculated students in Connecticut universities who were born after January 1, 1957,

must provide proof of immunization against measles and rubella (German measles) before they will be permitted to register. Proper measles immunization requires two (2) injections: the first must have been given after 12 months of age and after January 1, 1969, and the second must have been given after January 1, 1980. Proper rubella immunization consists of one injection given after 12 months of age. The only exceptions are those students who provide laboratory documentation of immunity to measles and rubella, those who provide a physician's statement that immunization should not be done, or those who provide a statement that the immunization is against their religious beliefs, or those graduated from a Connecticut high school in 1999 or later. Documentation of immunization must be submitted to the Granoff Student Health Center prior to registration.

ADMISSION OF INTERNATIONAL STUDENTS

International students are subject to all requirements for admission to the School of Graduate Studies and all program requirements. In addition, to be considered for admission, each international applicant must submit a completed "Application for Admission to Graduate Study" form and the "International Student Profile" form and meet the following requirements:

1. Hold the foreign equivalent of a United States bachelor's degree from an internationally recognized institution of higher education with an undergraduate grade point average of at least "B." (On various grading scales this would be at least 3.0 on a 4.0 scale, 14 on a 20 point scale, 80.0 from Chinese institutions, 1st Class or Division from Indian institutions, and upper 2nd Class Honors from British systems. Other grading systems will be evaluated on receipt of transcripts and certified evaluation of those transcripts.)
 2. Present certified copies and certified English translations of all academic achievements in each college or university attended. A diploma is not sufficient. The complete record of courses and marks earned and/or record of subjects and examination results must be received. Documents presented by applicants must detail the award of either a bachelor's degree or equivalent or a graduate degree.
 3. Provide a certified evaluation of foreign transcripts and credentials (course by course with grades) from an independent evaluation service recognized by the National Association of Credential Evaluation Services (NACES). Applicants are responsible for payment of fees charged by the evaluation service. A list of these agencies is available from the School of Graduate Studies Web site: www.southernct.edu/grad/ and at www.naces.org/members.
 4. File documentation (official bank statement) verifying that financial resources are available or guaranteed for the first calendar year at SCSU.
 5. Applicants whose native language is not English must present a score of at least 550 written/213 computer on the Test of English as a Foreign Language (TOEFL). Each student should request that his or her score be sent directly to the SCSU School of Graduate Studies (Code 3662). TOEFL scores are valid only for two years. In place of the TOEFL score, English as a Second Language Certificate ELS 109 may be used. All students whose native language is not English must take an English proficiency examination after arrival at SCSU.
 6. Submit official Graduate Record Examination (GRE), GMAT, or any other test scores required by the department to which application is made.
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7. F-1 visa students transferring from a college or university in the United States must submit copies of all previous I-20 forms and transfer form from the student's current international adviser.
8. Applicants who wish to begin graduate studies must submit all credentials required by the International Student Office by June 15 for the fall semester and November 15 for the spring semester.
9. Resident aliens must provide a copy of their alien registration cards.
10. The Internal Revenue Service requires the University to apply U.S. withholding and reporting rules consistent with the U.S. tax status of resident and non-resident aliens. Resident aliens are taxed as U.S. citizens, while non-resident aliens are taxed under different withholding and reporting rules. Therefore, as part of the application process, the University requires additional information from international students. Once an application has been submitted, the School of Graduate Studies will email each international applicant with a website, login, and password to complete the additional information required by the United States federal government. ***Please provide a valid email address on your application. Your application cannot be processed until you have completed this requirement.***

To hold an "F-1 Student" visa, prospective graduate students must first be accepted for full-time study and present documentary proof that sufficient funds are available for tuition. A minimum of nine credits or equivalent each semester is a government requirement to maintain full-time status. "F-1" students must obtain Immigration's permission before working off campus. (This is never granted during the first year of study in the U.S.).

ADMISSION TO TEACHER CERTIFICATION PROGRAMS

The School of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE). The School offers programs that lead to teacher and administrator certification in the state of Connecticut. Students who are applying for programs that include Connecticut teacher certification should allow a minimum of six months from receipt of application to admission.

Students planning to enter any professional teacher education program must meet the following requirements established by the School of Education, which are consistent with certification requirements of the State of Connecticut. No student may be admitted to the School of Graduate Studies without first meeting these requirements:

1. Pass the state-mandated skills examination (PRAXIS I) in mathematics, reading, and writing, or present a PRAXIS I Waiver from Educational Testing Services. Applications for Praxis I Waivers can be obtained from the School of Education in Davis Hall, room 103. To be eligible for the waiver, the applicant must have earned a combined score of 1000 on the SAT with at least a score of 400 on both the verbal and the mathematics sections respectively from any test administration prior to March 31, 1995; or, present a combined score of 1,100 on the SAT with at least a score of 450 on both the verbal and the mathematics sections respectively from any test administration on or after April 1, 1995; or, present a composite score of 24 or more on the American College Testing Program Assessment (ACT), with no less than 22 on the English subtest and no less than 19 on the mathematics subtest from test administrations on or after October 1989;
 2. Achieve a minimum of 2.7 QPR for all undergraduate courses; if the preponderance of work toward the certification area was not completed at SCSU and within the past
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six years, a passing score on the appropriate PRAXIS II examination is required for admission to the certification program.

3. Complete all or the majority of an undergraduate program, which includes an educational background in the arts and humanities, mathematics, science, social and behavioral sciences, health, physical education, and world language;
4. Submit an essay demonstrating a proficiency in English, setting forth the reasons for wanting to enroll in a teacher preparation program, and emphasizing experiences relevant to teaching;
5. Submit a letter of recommendation from each of two persons able to testify to the student's suitability as a teacher;
6. Be interviewed by a departmental admissions committee, which will assess the student's personal attributes that will affect the student's performance as a teacher. This should include the presentation of a student portfolio. Refer to department guidelines for the development of the student portfolio.

Any of the requirements 2-6 above may be waived by the Dean of the School of Education if justified by unusual circumstances and recommended by the respective academic department. These requirements apply to all students seeking admission to teacher certification programs in counseling and school psychology, communication disorders, early childhood, elementary, middle school, any secondary education program (English, history/social sciences, mathematics, biology, chemistry, physics, earth science, foreign languages), art education, school health, physical education, special education, and library science media specialist. Since undergraduate courses required for certification may vary depending upon the area in which the student seeks endorsement, applicants to certification programs must satisfy any deficiencies found upon review of official transcripts as designated by the graduate program adviser.

No student is accepted into a certification program until requirements 1-6 are met or waived. Failure to meet all of the requirements in a timely manner will preclude registration for course work. Applicants to certification programs should allow a minimum of six months from receipt of application to admission.

Passing PRAXIS II is a critical part of the certification process. The PRAXIS II examination is designed to ensure that prospective teachers are knowledgeable in their field of study prior to initiating professional teaching. A passing score on PRAXIS II (or ACTFL if receiving certification in foreign languages) is required for completion of the program at Southern. Passing the ACTFL OPI and WPT with a minimum score of Intermediate High is required prior to the admission of student teaching. Every attempt to pass PRAXIS II before initiating student teaching should be made. In any case, students must pass PRAXIS II prior to the completion of student teaching. In the case of those applying for a Durational Shortage Area Permit (DSAP), PRAXIS II must be completed before the DSAP can be issued. Under no circumstances will anyone be recommended for certification until they pass PRAXIS II.

A passing score on PRAXIS II is required for approval of a waiver of student teaching for students working under a DSAP.

Students applying for certification programs may not register for more than two courses in professional education before they have met all requirements specified in

the six standards established by the Connecticut Board of Education and have received official notification of admission to the certification program by the School of Education and the School of Graduate Studies.

The School of Education requires graduate certification students to maintain a 3.0 (B) grade point average or higher in all graduate/undergraduate work. A student who, after acceptance to a teacher education program, obtains a grade point average of less than 3.0 will be placed on probation by both the School of Education and the School of Graduate Studies and will be ineligible for student teaching. The student will have one semester to raise the grade point average to 3.0 or higher. Failure to do so will result in dismissal from the certification program.

Students must maintain good standing the program in order to qualify for student teaching and a recommendation from SCSU for State of Connecticut certification.

Students in any School of Education program including all certification programs must pass through four program specific gates related to the School of Education Conceptual Framework—SAILS (Scholarship, Attitudes and Dispositions, Integrity, Leadership, Service). To pass each gate, students complete specific tasks as designated by the program which are directly related to SAILS. Students in the certification programs must provide evidence of meeting their Specialty Program Area Standards, School of Education expectations (SAILS) and State of Connecticut requirements.

Graduate students are responsible for familiarizing themselves with Connecticut's teacher certification regulations and keeping abreast of changes to those regulations. **As of July 2006, students will be required to take an additional 3 credits in Literacy and English Language Learners. Please consult with your academic department for course specifics.** If state regulations change before completion of a certification program, students must meet the new requirements for recommendation to the State Department of Education by SCSU.

Secondary Education

Dr. Martin Hartog, Coordinator. Telephone (203) 392-5595

In addition to the School of Graduate Studies application form, prospective certification students must submit a separate application to the School of Education. This application is available from the School of Education Office, Davis Hall, Room 103.

The successful completion of a certification program fulfills the course requirements for the Initial Teaching Certificate in Connecticut for the individual to teach in a subject area in grades 7-12. The subject area may be in the fields of biology, chemistry, physics, earth science, general science, English, French, German, Italian, Spanish, mathematics, and history/social sciences (economics, geography, history, political science, or sociology).

The minimum professional course requirements as mandated by the State Department of Education can be met by taking the following professional courses:

PSY 370 — Educational Psychology

HIS 110 or 112 — United States History

SED 482 — Teaching Exceptional Students in Secondary Education

EDF 520-526 — Educational Foundations (Choose one course.)

EDU 452 — Secondary School Student Teaching

EDU 453 — Student Teaching Seminar

SHE 203 — School Health

and one of the following:

EDU 490 — English (Secondary School)

EDU 491 — Foreign Language (Secondary School)

EDU 492 — Mathematics (Secondary School)

EDU 493 — Science (Secondary School)

EDU 494 — Social Science (Secondary School)

Additional requirements may be specified by the individual departments. Questions about specific program content or requirements should be directed to the graduate program adviser in the department or to the Director of Student Teaching.

As noted above, applicants for secondary certification who have taken the preponderance of subject matter course work at another institution or have taken that course work more than six years ago must pass PRAXIS II in their content area prior to acceptance. Students who complete subject matter course work at Southern Connecticut State University must pass PRAXIS II in their content area prior to the completion of student teaching.

To enroll in student teaching for any subject area, a student must first be accepted into a certification program by the academic department. Deadlines for enrolling in student teaching are as follow: fall semester deadline: previous March 1; spring semester deadline: previous October 1.

A statutory requirement for teacher preparation programs mandates training of personnel on the effects of alcohol, nicotine, or tobacco and drugs. This requirement may be met by completing SHE 203.

Cross Endorsements

Cross endorsement is an additional certification for individuals who already hold initial or professional certification to teach in Connecticut's public schools. Although faculty in academic departments may informally advise students, it is the responsibility of the student to determine the requirements of the Connecticut State Department of Education for a cross endorsement and to follow the state prescribed requirements. In some programs, students have the option of pursuing these courses as non-matriculated students. Those seeking cross endorsement must apply directly to the Connecticut State Department of Education in Hartford.

Those already certified who are applying for endorsements in the areas of school psychology, school counseling, speech pathology, reading, collaborative early childhood, intermediate administrator, and superintendency must be admitted to formal programs offered by the School of Graduate Studies, since certification in these areas is considered an initial certification and must be recommended by Southern Connecticut State University to the Connecticut State Department of Education. If state regulations change before completion of a certification or cross endorsement program, students must meet the new requirements. Upon completion of course work

for certification, the student must obtain a recommendation from Southern's Certification Officer to receive initial certification from the state.

Performance Assessment

Students must maintain good standing in the program in order to qualify for student teaching and a recommendation from Southern Connecticut State University for State of Connecticut teacher certification. They also must demonstrate the following:

- personal attitudes and attributes that affect her or his performance as a teacher;
- professional behavior appropriate to the context which shows realization that actions reflect directly upon the status and substance of the profession;
- confidentiality of all information concerning colleagues and students obtained in the educational process; and
- integrity and honesty in written and verbal communication, documentations, and coursework related to the professional program for teacher certification.

Revocation of Admission to the Professional Program

Students may be dismissed from the professional program for the following:

- demonstrated unprofessional behavior or an inability to respond appropriately in various contexts which affects her or his performance as a teacher;
- falsified or misrepresented any documentation or information provided for programmatic, academic, or professional qualification/competency purposes;
- does not achieve an acceptable standard on the performance assessments required by the School of Education;
- been convicted in a court of law of a crime involving moral turpitude or of any crime of such nature that in the opinion of the University would impair the standing of the School of Education professional program; or
- other due and sufficient cause.

Title II Report

A copy of the University's Title II report with data on state assessments, standards for teacher certification and licensure, and the performance of teacher preparation programs is available in the School of Education Office in Davis Hall, Room 103 and on the School of Education's website: www.education.southernct.edu.

CATEGORIES OF GRADUATE STUDENTS

Students pursuing work in the School of Graduate Studies are classified as Matriculated, Conditionally Matriculated, Granted Early Acceptance, or Non-Matriculated.

Matriculated Students

Matriculated students have met all requirements of the School of Graduate Studies and the academic program and have received a letter of acceptance from the Dean or Associate Dean of Graduate Studies with a copy of their planned program attached.

Conditionally Matriculated Students

A conditionally matriculated student is one who is recommended by a Graduate Program Coordinator for conditional admission under the provisions of the Graduate Council's "Policy and Procedure for Recommending Conditional Acceptance" and has been granted conditional admission. The conditions of admission and the time frame for meeting the conditions are stated in the letter of acceptance sent to the student. Conditional acceptance is not granted for teacher certification programs unless approved by the Dean of the School of Education.

A student who fails to meet any or all terms of conditional acceptance will be dismissed. Following dismissal, the student may continue to register for up to nine credits as a part-time, non-matriculant. After completing these additional nine credits as a non-matriculant, the student may reapply to the School of Graduate Studies if an overall grade point average of 3.0 or higher has been achieved with no individual grade lower than "B" (3.0). Readmission is not guaranteed. A readmitted student must achieve a minimum grade point average of 3.5 in the next 12 credits of coursework taken. Should the student fail to achieve the required 3.5 grade point average, he or she will be dismissed from the School of Graduate Studies with no option for readmission.

Students Granted Early Acceptance

A limited number of graduating seniors may be granted early acceptance to the School of Graduate Studies. Early acceptance requires an overall quality point ratio of 3.0 (B) or higher, the written recommendation of the faculty adviser in the department to which the student is applying, and a completed application file, including the planned program of study. Early admission is conditional. A final transcript noting the degree and date awarded must be received by the School of Graduate Studies prior to the beginning of the first semester of graduate enrollment.

Non-Matriculated Students

Students who take graduate courses at SCSU and are not in one of the categories above are classified as non-matriculated students. Non-matriculated students should have verification of having been awarded a bachelor's degree on file and must meet any program and course requirements to register. Non-matriculated students may earn no more than nine credits toward a degree program.

PLANNED PROGRAM OF GRADUATE STUDIES

Every matriculated graduate student will have an official Planned Program of Graduate Studies on file in the Registrar's Office. The student and the graduate adviser will also have a copy of the official planned program. To be official, a planned program must have at least the signatures of the student, the graduate program adviser, and the Dean or the Associate Dean of Graduate Studies.

To graduate, a student must fulfill the requirements specified on the planned program. At times it is necessary or desirable to make a revision in a planned program. This must be accomplished through a Change in Planned Program Form. A change in planned program requires the signatures of the student and the graduate program adviser. It will become a codicil to the planned program unless it is returned by the Dean of Graduate Studies.

If a program is being revised from one academic department to another, the student

must file a new application and pay the \$50 application fee. If a program is being revised within the same department, a new application is not required. Transcripts may also need to be resubmitted if required by the department to which the student is transferring.

GRADUATE COURSE SCHEDULING

Graduate courses and programs at Southern Connecticut State University are almost exclusively evening offerings. Courses, laboratory sessions, and other pertinent activities are scheduled in the late afternoon and evening during the fall and spring semesters. During summer sessions, graduate courses are offered in the morning and in the evening. A growing number of courses are offered on-line. Undergraduate courses are numbered 100 through 400. Graduate level courses are numbered 500 and higher.

In many graduate programs it is possible for those who wish to enroll on a full-time basis to plan a program of studies that can be completed in one academic year and two summer sessions. However, most graduate programs are planned for part-time study over two, three, or four years.

Matriculated graduate students are encouraged to register from early April through May for the fall term and early November through December for the spring term for optimal course selection.

The University reserves the right to cancel courses having insufficient registration and to make changes in the schedule of classes when necessary. The University also reserves the right to change instructors when necessary.

NEW GRADUATE STUDENT ORIENTATION

The School of Graduate Studies hosts an annual orientation session for newly admitted graduate students the week before classes begin for the fall semester. New students are invited to learn about the various university services available to them. Each student also has the opportunity to have a photo taken for the university identification card, obtain a parking permit, and purchase textbooks. A welcoming reception is held after the program so that new students can meet with members of the graduate faculty as well as other new graduate students.
