

# University at Albany

STATE UNIVERSITY OF NEW YORK

## General Information

### Officers

**Interim President:** John R. Ryan

**Vice Presidents:** Jeryl L. Mumpower, Interim Provost and Vice President for Academic Affairs; Jeryl L. Mumpower, Vice President for Research; Kathryn K. Lowery, Vice President for Finance and Business; James P. Doellefeld, Vice President for Student Affairs; David H. Gilbert, Vice President for Outreach; John T. Wolff, Chief Advancement Officer.

**University Council:** Pierre L. Alric, Albany; Kevin M. Bronner, Loudonville; John R. Fallon, Jr., Esq., New York City; Frank T. Gargano, Jr., Esq., Melville; Dr. Thomas J. Malesky, Schuylerville; Michael A. Montario, Howes Cave; George M. Philip, Esq., (Chair), Albany; Daniel C. Tomson, Esq., New York City; Daniel Fingerman (undergraduate student representative); Brian M. Levine (graduate student representative); Professor Steven F. Messner (faculty representative); Anthony Giardina, Esq. (alumnae/i representative).

### Undergraduate Education:

Dr. Sue R. Faerman, *Dean of Undergraduate Studies*

Dr. Carson Carr, Jr., *Associate Dean of Academic Support Services and Associate Vice President for Academic Affairs*

Dr. Judith E. Johnson, *Associate Dean of Undergraduate Studies and Director of Honors Programs*

Dr. Anne Hildreth, *Associate Dean of Undergraduate Studies and Director of the General Education Program*

Mr. Richard L. Collier, *Assistant Dean of Undergraduate Studies and Editor,*  
UNDERGRADUATE BULLETIN

The University at Albany, State University of New York, is the senior campus of the SUNY system. One of SUNY's four university centers, UAlbany offers undergraduate and graduate education in a broad range of academic fields at the bachelor's, master's, and doctoral degree levels.

Three traditional responsibilities guide UAlbany: teaching, research, and service.

Instructional excellence is assured through the quality of the faculty and a design of academic programs that affords students the greatest opportunity for intellectual growth. A challenging curriculum also provides students with thorough training for meeting career objectives. Students are encouraged to challenge themselves, to explore the world about them, and then to accept the responsibility that comes with scholarship and freedom.

An active research program reflects awareness of the responsibility of contributing to the expansion of knowledge and understanding, and to enhancing the economic vitality of the state and region. The University assists and encourages undergraduate students as well as faculty to participate in scholarly and creative research and to make their results widely available. UAlbany enjoys a Carnegie Research Extensive University rating. Last year, the campus received approximately \$193 million in external funding through its Research Foundation and Health Research, Inc.

The University also understands its special role as an intellectual, economic and cultural resource for the region. Faculty and student scholars are encouraged to share their intellectual expertise as speakers and consultants, and the University regularly invites the community to use its resources and facilities, and to attend the many seminars, exhibits and events that fill the UAlbany calendar.

To meet each of these responsibilities, UAlbany maintains a wholehearted commitment to excellence.

The University is ranked 17th in research and scholarship among the nation's top public universities. (Source: *The Rise of American Research Universities*.)

Nationally ranked programs include:

Information Technology — # 4 (*US News*)  
Public Finance — # 9 (*US News*)  
Public Administration — # 6 (*US News*)  
Public Affairs — # 10 (*US News*)  
Public Policy — # 25 (*US News*)  
Clinical Psychology — # 38 (*US News*)  
Social Welfare — # 19 (*US News*)  
Sociology — # 24 (*US News*)  
Education — # 36 (*US News*)  
Library Science — # 15 (*US News*)

Additionally, the National Research Council (NRC) ranks the following programs in the first quartile on objective measures, such as publications and citations per faculty, percentage of program faculty publishing, or in percentage of faculty supported by external funding:

Anthropology  
Psychology  
Sociology  
Cell and developmental biology  
Geology and evolutionary behavior  
Genetics  
Functional genomics

**Location:** Located in the state capital, UAlbany is within minutes of the State Legislature, the courts, and headquarters for all service agencies of the largest state government in the nation. The city itself is a vibrant center for culture and entertainment. Its centerpiece is the Nelson A. Rockefeller Empire State Plaza, a governmental center that includes the New York State Museum and Library and major performing arts and convention facilities. Albany is also home to the Pepsi Arena, a 15,000-seat venue for major entertainment and sporting events.

The Capital Region (Albany, Schenectady, and Troy), with a population of 750,000, is near Saratoga, the Berkshires, the Catskills, and the Adirondack Mountains, areas famed for recreational and cultural opportunities.

The University is 150 miles from New York City, 165 miles from Boston, and 242 miles from Montreal. The main campus is located near the intersection of the New York State Thruway, the Adirondack Northway, and Interstate 90. Within five miles of the campus are an AMTRAK rail station, the Greyhound and Trailways bus depots, and Albany International Airport, served by several major airlines.

**Unless otherwise noted, the information provided in this bulletin should be utilized in the following manner:**

Academic regulations are in effect for all students during 2004-2005. Courses are described as they will be offered during 2004-2005.

The general degree requirements, requirements for majors and minors are effective for students who matriculate during 2004-2005.

The University at Albany does not discriminate on the basis of age, color, creed, disability, marital status, national origin, race, or sex. Inquiries concerning this policy should be directed to the Affirmative Action Office.

The calendars, curricula, and fees described in this bulletin are subject to change at any time by official action of the University at Albany.

**Description:** The University at Albany, the

largest of 15 colleges in the Capital Region, enrolls approximately 17,000 students, including more than 5,200 graduate students. More than two-thirds of the University's undergraduate students pursue post-baccalaureate study. The University now awards more than 150 doctorates a year in disciplines in the arts and sciences and professions.

Nationally and internationally renowned scholars are among the more than 920 faculty members who are committed to maintaining the high academic standards which have characterized Albany since its founding in 1844. A large number of our faculty have earned the rank of Distinguished Professor, the highest academic honor for a faculty member in the State University of New York System. Additionally, many of the academic departments have gained national prominence. Finally, many of the faculty are integrally involved in meaningful community service efforts in the Capital Region and throughout the state.

**Accreditation:** The University is chartered by the Board of Regents of New York State, which has registered all of its degrees and programs and fully approved its professional programs through the State Education Department. Albany is also a member of the Council of Graduate Schools in the United States. It is fully accredited by:

The Middle States Association of Colleges  
and Secondary Schools  
American Psychological Association  
Council on Rehabilitation Education  
The Council on Social Work Education  
The American Chemical Society  
The American Library Association  
The American Assembly of Collegiate  
Schools of Business  
The American Board on Counseling Services,  
Inc.  
Its graduates are recognized by the American  
Association of University Women.

**Organization:** The University enrolls students in nine degree-granting schools and colleges. The College Arts and Sciences and the Schools of Business, Criminal Justice, Education, Information Science and Policy, Public Affairs, and Social Welfare offer undergraduate and graduate programs. The School of Public Health offers graduate programs only. Several opportunities exist for joint degrees between schools and with other graduate programs. In 2004 Albany established its new College of Nanoscale Sciences and Engineering, which will begin offering graduate degree programs in Fall 2004.

The Office of the Provost and Vice President for Academic Affairs and the Office of the Vice President for Research jointly work with the academic units in curricular and research areas.

On the undergraduate level, the Office of the Dean of Undergraduate Studies is responsible for the coordination of the academic experience of undergraduate students and works closely

with the deans and faculty of the individual schools and colleges in developing, coordinating, and implementing undergraduate academic policy and curricula. Nondegree study at the undergraduate level is coordinated by the Office of General Studies.

**The Campus:** The Uptown Campus, designed by noted architect Edward Durell Stone and completed in the mid 1960s, is located on the western side of the city. The setting is highlighted by the "Academic Podium:" 13 academic buildings on a common platform, all connected by a continuous roof and a lower-level corridor. In recent years, an aggressive program of new construction has expanded the Uptown Campus. An additional library and new buildings for environmental science and technology management, the life sciences, and sculpture, as well as residence halls have recently been completed or are under construction.

Several schools and departments are located on the Downtown Campus, a classic Georgian-style complex, recently renovated, that served from 1909-66 as the main campus. In 1996, Albany expanded to Rensselaer County with the opening of the 58-acre East Campus. It is home to the School of Public Health, the Center for Comparative Functional Genomics, and a burgeoning business incubator program.

In addition to the Uptown Campus's classrooms and laboratories, there are two University Libraries and the Performing Arts Center — boasting several theatres, recital halls, and rehearsal instructional space. The Fine Arts Building houses one of the finest museums in the Northeast. The new sculpture building opened in 2002.

Five residence quadrangles on the Uptown Campus, each housing approximately 1,200 students, include eight three-story halls and a 23-story tower. Each quadrangle has lounges, recreation areas, and dining facilities. Nearby Freedom Quadrangle has apartment-style living, and Empire Commons provides single-room apartment-style living for 1,200 students. Housing is also available on Alumni Quadrangle, located near the Downtown Campus.

Other special facilities on the campus include a National Weather Service meteorological laboratory, a Computing Center, and a linear accelerator for physics research.

The hub of student activity is the Campus Center and its new extension, opened in September 1994. It includes lounges, meeting and dining rooms, a ballroom, a cafeteria, a barbershop, banking facilities, a convenience store, a Barnes & Noble bookstore, a computer store, and a variety of fast-food eateries.

Outdoor recreation facilities include 24 tennis courts (12 with lights), 4 basketball and 6 volleyball courts, an all-weather running track, and several multipurpose playing areas.

Indoor athletic facilities are dominated by the Recreation and Convocation Center (RACC). With an arena seating capacity of nearly 4,800,

the facility is home to NCAA Division I Great Dane basketball, and also houses a running track, a modern fitness center, a fully equipped athletic training complex with whirlpools and other rehabilitative equipment, four handball/racquetball courts, four squash courts, two main locker rooms, and ten smaller team locker rooms. All facilities are handicapped accessible and have designated seating areas for handicapped spectators. In the Physical Education Center are a pool, locker rooms, and several basketball, handball and squash courts.

**Libraries:** The University maintains three libraries. Two located on the Uptown Campus, the University Library and the New Library Building, and on the Downtown Campus, the Dewey Graduate Library. All three libraries offer orientations, instruction, study carrels and study rooms. The libraries subscribe to numerous electronic and hard copy journals and texts, and have more than two million book volumes. Access to electronic resources and services, the book collection, and general information is through the Libraries web page <http://library.albany.edu/>.

The University Library contains the largest collection of circulating volumes, the Interactive Media Center, a collection of computer hardware and software that support the curriculum, and the Government Documents Collection, a selective depository for U.S. documents.

The New Library Building houses the M. E. Grenander Department of Special Collections and Archives and the Science Library.

The Dewey Graduate Library on the Downtown Campus supports graduate research in the fields of public affairs, public administration and policy, criminal justice, political science, social welfare and information science and policy.

**Information Technology Services:** Information Technology Services: ITS provides technology systems and support for the University community. ITS is composed of 6 units which report to the Chief Information Officer: Client Support Services, Extended Learning, Research IT, Systems Management and Operations, Telecommunications and University Applications Development.

ITS provides an extensive array of information technology tools and support. Visit the ITS website at [www.albany.edu/its](http://www.albany.edu/its) for an overview of products and services available for students, faculty and staff. This site contains extensive information about email and LAN services, ITS accounts, technology-equipped facilities, training opportunities, ITS policies and additional technology services available to the University community. Alerts and notices of service interruptions, as well as items of special interest are provided on the web. There is also more information about the individual units that make up the ITS organization and the services they provide.

To learn more about our student, faculty and

staff self-service web site MyUAlbany go to [www.albany.edu/myualbany](http://www.albany.edu/myualbany). This is the 'portal' through which students and faculty access information in the student records database. Students use MyUAlbany to enroll in courses, add or drop classes, view their academic record and update personal information. Faculty can use MyUAlbany to generate class rosters, enter grades and view advisee information. All Staff can update their demographic information, and professional staff can submit leave information to Time Records online.

The HelpDesk located in LC-27 is available to assist with specific questions about technology. The HelpDesk can be contacted by phone at 442-3700. Faculty and staff can direct email questions to [ihelp@albany.edu](mailto:ihelp@albany.edu); students can send email to Student HelpDesk at [theshed@albany.edu](mailto:theshed@albany.edu)

## ***"JUST COMMUNITY"***

### ***PRINCIPLES:***

"The University at Albany, State University of New York, is an academic community dedicated to the ideals of justice. A university is above all a place where intellectual life is central and where faculty, staff, and students strive together for excellence in the pursuit of knowledge. It is a particular kind of community with special purposes. Moreover, this academic community, if it is to support our broader ideals, must also be just.

"There is no definitive theory of justice. The differences in these theories are to be respected. However, among all democratic theories of justice, the principles of equality and liberty are basic. These principles are no less central to a free university.

"In a just community, the dignity of the individual and respect for diversity are fundamental. Members of a just community are committed to raising awareness of common ground and to the principles of respect, integrity, innovation, openness, justice and responsibility.

"Equality is a necessary part of any university that claims to be a democratic institution. Distinctions based on irrelevant differences are ruled out. Ascriptive characteristics including but not limited to race, religion, gender, class, disability, ethnic background, sexual orientation, age or disability determine neither the value of individuals nor the legitimacy of their views. Only the merit of the individual as a participant in the life of the academic community is worthy of consideration.

Bigotry in any form is antithetical to the University's ideals on intellectual political, and moral grounds and must be challenged and rejected.

"Liberty is an equally precious academic principle because the free expression of ideas is the central part of university life. To sustain the advancement and dissemination of knowledge and understanding, the University must allow the free expression of ideas, no matter how outrageous. Protecting speech in all its forms, however, does not mean condoning all ideas or actions. The University sets high standards for itself and denounces the violation of these standards in unequivocal terms. Harassment and other behavior that intrudes upon the rights of others are unacceptable and subject to action under the guidelines of the institution.

"There is no guarantee that the principles of justice, once stated, are realized. The University must constantly remind itself that its mission and ethos must evolve within the context of justice. A just community is always on guard against injustice, always struggling to move closer to the ideals of justice, always asserting its dedication to justice. The assertion of justice takes place in every part of the community: in the classroom, the lecture hall, the library, the residence hall, wherever members of the University come together. It is the responsibility of all faculty, staff and students to keep the ideals of justice uppermost in the minds of the members of the University so that they may be achieved." (Approved 1990; revised April 3, 2001 – University Senate)

## ***KEY DATES***

- 1844 Founded as the New York State Normal School
- 1909 Downtown campus opened
- 1935 First residence halls opened, Pierce and Sayles
- 1962 Designated SUNY University Center
- 1967 Uptown campus opened
- 1976 Renamed University at Albany
- 1983 NYS Writers Institute established
- 1992 Recreation and Convocation Center opened
- 1996 University Foundation acquires new East Campus for School of Public Health, biotechnology and high-tech start-up

businesses

For more information concerning the rich history, traditions and achievements of the University at Albany, please visit the University's web page:

[www.albany.edu](http://www.albany.edu)

# UNDERGRADUATE ADMISSIONS

Admission to the University is based on evidence of high school graduation or the equivalent, quality of high school program, record of achievement, and desirable personal characteristics without regard to age, sex, race, color, creed, disability, marital status, or national origin. The University welcomes inquiries from qualified high school students, students interested in transferring from another college or university, and adults who wish to begin or resume their undergraduate program.

Students who wish to obtain additional information about the University or the admission processes and policies described below should call 518-442-5435 or write the Undergraduate Admissions Office, Administration Building, Room 101, University at Albany, State University of New York, 1400 Washington Avenue, Albany, New York 12222 or e-mail at [UGADMISSIONS@ALBANY.edu](mailto:UGADMISSIONS@ALBANY.edu).

Group information sessions and tours are available 7 days a week when classes are in session. Please call (or e-mail) the Admissions Office to make arrangements.

Interviews: A personal interview is not required as part of the admissions process. In exceptional cases, those for whom the interview is required will be notified by letter.

Application Procedure: Admission to most programs is granted for the fall, spring, and summer terms. Application materials are available in the fall preceding any of these admission dates and can be received by contacting the Admissions Office.

Application forms are also available in all New York State high schools and State University of New York two- and four-year colleges. Candidates may also apply on-line at [www.albany.edu/admissions](http://www.albany.edu/admissions). The University at Albany's application is a two-part process. Once a candidate submits a completed Part I the Admissions office will send a supplemental form (Part II) to be completed by the applicant. The Part II requests subjective information and an essay which provides the admissions committee with additional information about the candidate.

## Freshman Admission

The undergraduate program is designed for students with well-defined interests or career objectives, as well as for those who wish to explore a variety of fields before deciding on a major. All accepted students are admitted to the University and are enrolled in an open major, (undeclared), or they can declare a business major.

### *High School Preparation:*

Candidates for admission to all undergraduate programs must present a minimum of 18 units from high school, acceptable to the University, in a college preparatory program. Within that background, freshman applicants are generally expected to demonstrate the following to be competitive for admission: four units of English or the equivalent; completion of the Course B curriculum in Math (for students graduating from New York State high schools) or the equivalent (for students from high schools in other states or nations); at least two units of laboratory science; three units of social science, including one of U.S. History; at least one year of foreign language; two years or more of foreign language is strongly recommended. In addition students should show electives that offer enrichment (e.g., fine or performing arts) or advanced study in a particular discipline.

Admission Decision: The decision on an application for admission will be based on the following:

*High School Record* Since academic performance in high school is considered to be the best predictor of academic success, the high school record will be examined in light of one's overall high school average as reported by the secondary school, courses taken, end-of-course Regents Examination grades and average (for New York State residents), and rank in class. Acceptance is granted upon satisfactory completion of three years of high school. An acceptance is conditional upon continued success in the fourth year, proof of graduation, and the submission of a complete and satisfactory medical form to the Student Health Service.

*Standardized Test Scores.* In addition to an evaluation of an applicant's high school record, the University also uses the SAT or ACT standardized test results. (Special tests are available for handicapped applicants. Also, Albany has alternate admissions criteria for handicapped applicants who are unable to take the required tests.) All students graduating from high school in 2006 and thereafter are required to submit the results of a national writing component as part of their standardized tests.

Standardized Test Policy: In all categories of

admission, standardized test scores are considered as merely one of several academic variables used in the decision making process. Standardized test scores are used in concert with high school average, the quality of the academic program, and the student's rank in class.

The University at Albany will use the highest verbal and mathematics score from the SAT to insure that these scores, in most cases, will benefit the applicant in the admissions process. The University realizes that standardized test scores represent the results of a test battery taken on a single day, while the high school record of an applicant represents academic commitment and achievement over a period of three years. The Office of Undergraduate Admissions is aware of this difference and incorporates it into the decision making process. Questions about the use of standardized tests at the University may be directed to the Office of Undergraduate Admissions at 518-442-5435.

The University generally receives these scores on computer tapes directly from the exam sponsors, and matches them to other application data. Each applicant is encouraged, therefore, to have the results released to us by the exam sponsors. These are to be received in the admissions office generally by mid February.

*Recommendations* of the applicant's counselor, teacher, and/or employer are welcome, but generally are not required. However, counselor comments that will assist the Admissions Office in its review of the academic credentials should, of course, be submitted.

Note: A decision as to admissibility cannot be made until all required materials are submitted. Although it is the responsibility of the applicant to see that all required credentials are submitted on time, the Admissions Office will send periodic reminders concerning missing credentials.

### **Non-Binding Early Action Policy:**

The University at Albany no longer offers the traditional Early Decision program, but rather a much more equitable early notification option referred to as the non-binding Early Action program.

The University at Albany's non-binding Early Action option allows students to apply to as many institutions as they wish and students admitted under this program need not finalize their enrollment decision until May 1<sup>st</sup>. The non-binding Early Action program has an application deadline of December 1<sup>st</sup> and candidates meeting this deadline may expect an admission decision before the first of the year.

Candidates who wish to receive an early notification from the University at Albany must submit a completed application along with their \$40.00 fee to the Application Services Center and indicate on the application their intent to participate in the Early Action program at Albany. They must submit an official high school transcript and their SAT or

ACT test scores. Further, it is recommended they complete and return to the Admissions Office the Part II- Supplemental Form as soon as possible.

This new option allows students to hear from all the schools to which they apply as well as receive their financial aid notices before having to make a decision on which institution to select for their undergraduate program.

### **The University Scholars Programs:**

The University Scholars Programs, including Presidential Scholars, Frederick Douglass Scholars (for underrepresented minority groups), and College Scholars, are designed to recognize and nurture outstanding students and offer participants the chance to study with other highly qualified high achieving undergraduates. Scholars are eligible for merit scholarships and honors housing, and may participate in the Honors Tutorials of the General Education Honors Program during their freshman and sophomore years.

To be considered for these programs, students must first apply for admission to the University at Albany. Students with the strongest academic credentials are then invited to participate in the University Scholars Programs. Invitations are based on the applicants' high school performances and combined SAT scores. For further information regarding the program, contact the Director of Undergraduate Admissions at 518-442-5435.

### **Educational Opportunities Program (EOP):**

Freshman and transfer applicants judged to have high capabilities and motivation for college study, yet whose financial, cultural, and social backgrounds have not allowed them to compete effectively for regular admission to the University, may be admitted into the EOP program. All students must have earned a high school diploma or its equivalent. Admission to the program is based on high school performance, recommendations, and a formal assessment of financial eligibility according to legislated guidelines.

Support services available to accepted EOP students include developmental courses in the basic skills areas, such as reading, study skills, English, mathematics, and developmental science; academic and personal counseling; tutoring; and financial assistance. Students carry a full load of regular and/or basic skill courses and are considered full-time University students.

The application procedure should begin as early as possible so that academic and financial evaluations, recommendations, and other arrangements can be completed well before the student wishes to begin study. Transfers are eligible for EOP admission only if they have been enrolled previously in an EOP, HEOP, College Discovery, SEEK, or EOP-type program elsewhere and meet all other transfer requirements.

### **Early Admission (Admission Prior to High School Graduation)**

The University is willing to enroll a limited number of early admission students. The guidelines for admission require the following:

Each applicant will be required to present a minimum of 18 units of high school course work acceptable to the University, including laboratory science, mathematics, and foreign language study. It is expected that these students will have pursued both an enriched and accelerated secondary school program and will present courses in keeping with their expressed goals in the college program.

Each applicant must have achieved an outstanding level, generally considered to be in the area of a 90 percent or better high school average, with a corresponding rank in class within the top 10 percent. Those applicants who do not meet these qualitative guidelines must present convincing evidence that they possess a special talent and/or extraordinary ability in their chosen field of study.

Each applicant must present standardized admissions test results at or above the 90<sup>th</sup> percentile.

The high school guidance counselor must support the applicant's request for "early admission" and must certify to the school's willingness to grant the high school diploma upon successful completion of the freshman year. Courses necessary for fulfilling high school graduation requirements must be so designated by that counselor, and the student must agree to pursue such course work during the freshman year.

### **Transfer Admission**

A sizable number of undergraduates transfer into the University from other colleges and universities each year. The University welcomes applications from all students who are completing work at other two- and four-year colleges. To be favorably considered one should have at least an overall C+ (2.5) average for all college work attempted. The cumulative average necessary for admission will vary, depending on the program and the quantitative background of the applicant. Admission to certain programs (majors) is competitive and is based not only on a required grade point average (GPA) but also on completion of a certain set of prerequisite core courses. The required GPA varies from year to year but generally a B is required for applicants to the accounting, business administration, criminal justice, and social welfare programs. GPAs are computed using grades earned in all courses attempted. Applicants who lack in the high school program described in the section entitled

"High School Preparation" may present an academic experience as a transfer student which is comparable in its totality, demonstrating breadth and achievement and the potential to compete successfully at the University at Albany.

Students enrolled in EOP or EOP-type programs at other colleges are encouraged to apply for transfer admission to our EOP program.

In addition to submitting the basic application and supplement form, transfer applicants must also submit official transcripts of all work taken at any college or university since high school graduation, whether or not they expect to receive transfer credit. Where only one transcript is offered, such a transcript should include at least one year's grades. Transfers may be admitted also on the basis of one semester of college course work, provided their high school preparation meets the quantitative and qualitative requirements for freshman admission. The transfer applicant is not expected to take an admissions examination. A decision as to admissibility cannot be made until the previously noted items are received. If there are gaps in an applicant's educational sequence, the applicant will be asked to provide a brief list of activities during that period.

An estimate of the total number of credits accepted for transfer will be made when admission is granted. When the student registers for the first time, he or she will be provided with a tentative evaluation of course credits. The tentative evaluation is subject to final approval and modification following the initial advisement and programming session. Transfer students are strongly urged to take advantage of the Planning Conference where a review of the evaluation of course work is offered.

**TRANSFER GRADES:** Courses are accepted for transfer credit provided that a grade of C- or higher has been achieved.

- a) *For students who matriculated before Fall 2000*, credit earned with a grade of D or the lowest passing grade will transfer only if such credit is balanced by a B or A at the same institution. D grades earned in courses within the major/minor must be balanced by grades of B or A earned within the major/minor at the same institution.
- b) *For students who matriculated Fall 2000 through Summer 2001*, prematriculation credit earned with a grade of D or the lowest passing grade will transfer only if such credit is balanced by a B or A at the same institution. D grades earned in courses within the major/minor must be balanced by grades of B or A earned within the major/minor at the same institution. Postmatriculation credit graded D will not transfer.\*
- c) *For students who matriculate Fall 2001 and thereafter*, no credit graded D from another

institution will transfer.\*

\* Except for the University's writing requirements, for which a grade of *C* or higher or *S* is required, transfer work graded *D+*, *D* or *D-* in a course that applies to one or more of the University's General Education requirements may be applied toward fulfilling the requirements, even if the student receives no graduation credit for the course.

All transfer applicants are strongly encouraged to indicate the major they plan to pursue once admitted to the University. Since Albany students, with few exceptions, are required to declare a major by the time they have accumulated 42 graduation credits, and may declare a major after accumulating 24 graduation credits, incoming transfer students with 24 or more credits are usually assigned to major departmental advisers for their initial programming. The prospective transfer student should consult the section of this bulletin entitled "*Declaration of Major*" for a list of those majors that have specific restrictions, and then consult the departmental description of the admission requirements for that program.

The transfer student's designated class standing (class year) is determined by the number of credits accepted for transfer (see the "Class Standing" section of this bulletin). However, for many majors (combined major/minors in the sciences, for example) overall class standing should not be construed to mean that the student is necessarily on schedule within the major/minor sequence. This is especially true for students who transfer to the University from technical and applied programs, or for those who change major interest and/or career goals at the time of transfer, as well as for those who will apply to a Teacher Education Program.

The prospective transfer student should examine closely those sections of this bulletin which deal with minor requirements, residence requirements, the General Education Requirements and with the Writing Requirement. These are graduation requirements in addition to those stipulated by the major.

For the B.A. and B.S. degrees, a maximum of 64 transfer credits from two-year colleges or schools may be applied toward the baccalaureate degree requirements. The maximum number of transfer credits from a four-year school or from a combination of two- and four-year schools is 90.

## TRANSFER ARTICULATION AGREEMENTS

The University at Albany has transfer articulation agreements with a number of New York State community colleges. Those articulated programs provide the best possible vehicle for transferring to the University because they were designed to provide transfer students with a course-specific four semester outline of courses, which not only best

prepares them for study on this campus, but also serves to maximize their transferable credits. Students attending the community colleges where these agreements exist should make early contact with their Transfer Counseling Office for information and guidance.

Please note that the University offers prospective students the opportunity for joint admissions with several SUNY community colleges. Please see section on Joint Admissions.

## JOINT ADMISSIONS

Under the Joint Admissions Program, students are admitted to the SUNY community college and acknowledged by the University as first year matriculants, with conditional acceptance to the University after completion of their Associate's in Arts or Associate's in Science degree. Students are assured that if they achieve the stipulated academic proficiency and distribution requirements as detailed in the Transfer Guide of the student's first institution, it will be possible to complete their baccalaureate degree at the University at Albany in four additional semesters (or equivalent for part-time students). Candidates selected for the program will receive a letter of acknowledgement from the Director of Admissions at the University at Albany. Students accepted through the Joint Admissions Program should work closely with a transfer counselor at their community college. The students in the Joint Admissions Program are expected to enroll at the University at Albany in the semester following completion of the associate degree. Students must confirm their intent to enroll at the University by submitting a Joint Admissions Supplemental Application and official transcript to the transfer counselor at their community college early in the semester immediately prior to transfer to the University at Albany. Students who enroll at a third institution lose their automatic transfer and must have their total academic record reviewed for transfer consideration.

Requirements for the bachelor's degree will be those in effect at the time the student transfers to the University.

## Second Bachelor's Degree:

The University encourages students who have already earned a bachelor's degree and/or an advanced degree to pursue graduate studies in virtually all instances. Occasionally, when reasons can be demonstrated as to why a second bachelor's degree is preferred and educationally sound, individuals could be admitted as matriculated students to an undergraduate program. In these limited cases, such requests will be reviewed by the Admissions Office in accordance with regulations of the *Undergraduate Policy Manual*.

Students who have been approved to obtain a

second bachelor's degree from the University at Albany must be admitted as a matriculated student by the Office of Undergraduate Admissions and must complete a minimum of 30 credit hours as a matriculated student in residence at the University at Albany.

## Admission as a Nonmatriculated Student

The University at Albany may enroll individuals who are not seeking admission into an undergraduate degree program as nonmatriculated. The minimum requirement for non-degree admission is a high school diploma. Visiting students from other colleges as well as high school seniors may also apply for non-degree study. All admissions falling within this category are on a term-by-term basis. Please refer to the *Office of General Studies* section of this Bulletin for details.

College and University Students: see next section, Office of General Studies.

## Admission of International Students

The University at Albany seeks to enroll international students with the academic and personal background to benefit from and contribute to its academic and co-curricular programs. Admission of undergraduate international students is available for all academic terms. Applicants will be required to provide evidence of academic preparation at a level comparable to domestic applicants and proof of English language competency (for students whose native language is other than English.)

Students who desire admission to the undergraduate programs and are citizens of other countries should begin the application procedure as early as possible so that all necessary arrangements can be completed before the term begins. Contact the Admissions Office to receive the special application materials required for those applying as international students.

Candidates must demonstrate successful completion of high school in the United States or the equivalent in the native country of the applicant. Academic preparation must include the equivalent of the core academic subjects described in the section entitled "High School Preparation". SAT or ACT exams will be required of graduates of U.S. high schools.

Students whose native language is other than English are required to submit proof



of English language competency through submission of the scores of the Test of English as a Foreign Language (TOEFL) Exam administered by the Educational Testing Service, Princeton, New Jersey 08540.

Early in the preparation for admission, a careful investigation of the financial requirements should be made with the Admissions Office. All undergraduate international applicants must provide documentation demonstrating the ability to support themselves financially. Required amounts of support will be determined by the University each year, and students must provide original financial documents from a financial institution. Satisfaction of the financial requirement will allow for an I-20 to be issued to the student.

It may be necessary to rescind an acceptance if the University finds that a student is no longer financially independent to the extent certified on the formal application.

## Medical Record

After acceptance and prior to registration, each candidate will be required to file with the Student Health Service a complete and satisfactory medical record.

## Credit by Examination

Students may be granted advanced placement and/or credit at any time that they can demonstrate the requisite proficiency. The programs described here represent a variety of opportunities for receiving credit for college courses by examination prior to or while enrolled at the University. Some of the testing programs offer examinations in the same or similar academic areas. Duplicating examinations, like duplicating courses, should be avoided. Credit for a course by examination will be awarded only once, regardless of how many different exams for the same course are taken. As a matter of policy, the first examination pursued takes precedence over subsequent tests.

**Advanced Placement Tests:** The University grants advanced placement and/or credit to qualified participants in the College Entrance Examination Board's Advanced Placement (AP) Examination Program. Current University policy is to award advanced placement with credit to those students who submit an official AP score report with a score of 5, 4, or 3 on the AP examination. Information about AP can be obtained from a student's high school guidance counselor or by writing to the Director, Advanced Placement Program, College Entrance Examination Board, 45 Columbus Avenue, New York, New York 10023.

**College-Level Examination Program:** The College Entrance Examination Board has developed a program containing Subject

Examinations and General Examinations known as the College-Level Examination Program (CLEP). This program enables individuals who have acquired their education in nontraditional ways to demonstrate their academic achievement.

The University at Albany participates in the CLEP program and currently will award credit and/or placement for Subject Examinations and General Examinations

- i. that are equivalent to courses currently acceptable for transfer to the University at Albany, and
- ii. on which the student has scored at or above the 50<sup>th</sup> percentile (i.e., equivalent to the grade of C.)

Students seeking to gain CLEP credit should be aware that the following three (3) restrictions apply:

First, CLEP credit will *not* be awarded to students who have satisfactorily completed a course and then pass a CLEP examination covering substantially the same material.

Second, CLEP credit will *not* be awarded for CLEP examinations if the student has satisfactorily completed more advanced courses in the same field.

Third, since the General Examinations and Subject Examinations are designed to test lower-division study, *students who have completed either their sophomore year and/or 56 credits of undergraduate study cannot earn credits* from either the General Examinations or the Subject Examinations.

**EXCEPTIONS:** A student seeking an exception to this policy must petition the Dean of Undergraduate Studies. In that petition, the student must include an explicit recommendation from the academic department that grants the credits. In addition, the student must provide a compelling educational rationale detailing the reasons why an exception should be considered.

**NOTE:** This policy applies to all students who matriculate at the University at Albany in Fall 1999 and thereafter.

Further information concerning CLEP can be obtained either from the Admissions Office at this University or by contacting the Program Director, College-Level Examination Program, Box 6600, Princeton, NJ 08541-6600.

## The International Baccalaureate

A secondary education program with origins in Europe, the International Baccalaureate Program now being offered in some American high schools is an upper-secondary-level program with a core curriculum and distribution requirements leading to a diploma or one or more certificates of examination.

Similar to the British "A Level" examinations

and the French Baccalaureate, the IB program is a system of syllabuses, or course descriptions, and examinations based on the concept that general education at the upper-secondary-level should encompass the development of all the main powers of the mind through which a person interprets, modifies, and enjoys the environment.

With these principles in mind, an international group of educators has designed a program which requires that each student become proficient in language and mathematics, the two most important tools of communication and analysis; become familiar with at least one subject that exemplifies the study of human behavior and with another that involves scientific inquiry; develop an acquaintance with aesthetic and moral values; engage in creative, aesthetic, social service, or physical activities; and participate in a common course that reflects upon the truth, criteria, values, and inter-relations of the subjects under study.

The six areas studied at the eleventh- and twelfth-grade level in the American high schools which employ the program are

- (1) Language A (first language);
- (2) Language B (second language);
- (3) Study of Man;
- (4) Experimental Science;
- (5) Mathematics;
- (6) Art, Music, Classical Language.

A seventh course known as Theory of Knowledge is also included, and through it each student engages in creative, aesthetic, or social activities.

Three of the six subjects have to be offered at the Higher Level and three at the Subsidiary Level. Courses are graded on a scale from 0 to 7. The University at Albany will consider for credit and/or placement on a course-by-course evaluation those IB subjects completed at the Higher Level in which a score from 4 (satisfactory) to 7 (excellent) is earned.

Because of the comprehensive nature of the courses in the IB program, and since it has been the University's experience that exact course equivalents are difficult to identify, credit is generally awarded on an elective basis.

## United States Armed Forces Institute/Defense Activity for Nontraditional Education Support

The United States Armed Forces Institute (USAFI), an educational division of the Department of Defense, once provided educational opportunities at various levels for personnel on active duty with all branches of the military. College-level courses culminated in USAFI Subject Standardized Tests and End-of-Course Tests.

In 1974, in an administrative move, the Department of Defense discontinued the USAFI program and created the DANTES program, which is very similar in nature and purpose to USAFI. The guidelines used for USAFI courses are also used for the DANTES

program.

The University will award appropriate credit for Subject Standardized Tests on which a percentile score of 50 or higher was earned and for End-of-Course Tests for which a rating of *S* (Satisfactory) or *D* (with Distinction) was assigned, provided the courses are considered equivalent to courses currently acceptable for transfer to this University. Information on acceptable courses, score levels, and amounts of credit can be obtained from the Admissions Office.

### **Credit for Work Done at Noncollegiate Institutions**

In 1974, the New York State Education Department (SED) began a systematic evaluation of the formal learning experiences sponsored by noncollegiate institutions; that is, organizations whose primary focus is not education. They include private industry, professional associations, labor unions, voluntary associations, and government agencies. The publication *A Guide to Educational Programs in Noncollegiate Organizations* describes the available courses offered by each organization and includes SED's credit recommendation.

The University will award transfer credit for work done through noncollegiate institutions if:

1. The course is listed in *A Guide to Educational Programs in Noncollegiate Organizations*
2. The course meets all present criteria and standards for transferability, is comparable to a University at Albany offering, and is collegiate in nature
3. The course is approved by the appropriate University academic department, school, or college

Requests for transfer credit should be made initially to the Office of Undergraduate Admissions. The student making the request must provide the Admissions Office with a course syllabus, an extended course outline, and any other supplementary material on the course that might be required by the academic department, school, or college. If a course receives departmental approval, it will generally be eligible for transfer credit in the future, but will be subject to periodic review by the approving department, college, or school.

### **Readmission Procedure**

A former student who wishes to be readmitted as an undergraduate should refer to the section on readmission policies and procedures under "Undergraduate Academic Regulations."

# **OFFICE OF GENERAL STUDIES**

## **Non-degree Status**

The Office of General Studies offers extraordinary educational value by allowing admission into almost all undergraduate courses offered at the University for academic credit. General Studies applicants must be high school graduates or hold a high school equivalency diploma and must be in good academic standing for any college work done during the 12 months prior to registration. General Studies applicants can also be degree-seeking students from a college or university other than Albany. Finally, General Studies applicants may be high school seniors who excel in their high school coursework.

Any student who was formerly matriculated at the University at Albany who has not received a baccalaureate degree is not permitted to register through General Studies and should refer to the section in this bulletin on Readmission Procedures.

Individuals who already have a baccalaureate or higher degree may also register in undergraduate credit courses as a non-degree student through the Office of General Studies. However, those wishing to obtain a second bachelor's degree must be admitted as a matriculated student by Undergraduate Admissions in order to comply with the 30 credit hour in-residence policy. Credit hours earned in General Studies may not apply towards this requirement.

## **Admission Information**

The Office of General Studies normally requires a campus visit to complete a simple application and registration process each term. Since non-degree applicants may be American citizens, permanent residents or nonresident aliens, this office requires that nonresident aliens visit the Office of International Education to obtain written authorization to be admitted and registered prior to visiting our office.

## **General Studies Students:**

Those wishing to register for undergraduate courses but who are not currently attending school (high school or college) may apply for admission through the Office of General Studies. The applicant must possess at least a high school diploma or the equivalent in order to be admitted.



## Visiting Students:

College students wishing to register for undergraduate coursework and that are from an institution other than the University at Albany may apply for admission through the Office of General Studies as a visiting student. Visiting students are expected to return to their home college or university to complete their degree program. It is the visiting students' responsibility to ensure that the coursework taken at Albany will transfer back to their home institution and be credited to their degree program at their home school. The Registrar's Office will provide verification of visitor status to officials at the students' home institution in order to assist them in the credit approval and/or financial aid certification.

## High School Students:

Students attending high school and in good standing can undertake University course work on a part-time, nonmatriculated basis concurrent with their grade 12 secondary school program. Summer coursework between grades 11 and 12 is also allowable. High school students should apply for non-degree study through the Office of General Studies.

### To apply, the visiting high school student must:

- obtain a Visiting High School Student Application from the Office of General Studies.
- attach to the application a current high school transcript.
- attach written support from the guidance counselor, who will be expected to:
  - ?attest to the student's emotional and intellectual readiness for college coursework
  - ?state rank within the student's class
  - ?report standardized test results (preferably PSAT or SAT scores, but Regents grades and other testing results will suffice) which indicate that the student can reasonably be expected to compete academically with university students.
- Meet any and all stated prerequisites for the course(s) in question.
- Home-schooled students are bound by the same guidelines as visiting high school students.

## Registration Information

Upon admission, non-degree students can review course selections with an academic adviser who is available in the Office of General Studies. The non-degree adviser may guide students through general inquiries. However, program specific questions or those regarding possible matriculation criteria should be directed to the appropriate offices.

All course prerequisites and any other special criteria or restrictions for course registration apply to General Studies students. Evidence of previous college coursework may be required for registration.

Upon completion of initial admission or readmission, the University's web-based student service (MyUAlbany) system will become available for use for all non-degree students. This system will enable students to register or perform any schedule adjustments they may require. Prior to using MyUAlbany, students must obtain an Advisement Verification Number (AVN) from the Office of General Studies.

There are two academic semesters (fall and spring) each year, and a summer session. Students are encouraged to early register for the coming term, which can occur as early as March for the summer and fall terms and October for the spring semester. Admission and registration is done on a first-come, first-served basis and enrollment is limited to part-time study.

A General Studies student who fails to complete the courses in which he/she is enrolled and to maintain a 2.0 cumulative grade point average each semester may be subject to dismissal. After a student has accrued or attempted three terms as a General Studies student, the University reserves the right to rescind continued enrollment privileges for failure to maintain sufficient academic progress which shall be defined as falling below a 2.0 cumulative grade point average or not completing coursework enrolled for. Continued enrollment may be considered on the basis of submission of an academic plan provided by the student and approved by either the Director of General Studies or the Dean of Undergraduate Studies.

## Matriculation to Degree Status

Each year, many General Studies students apply for admission to degree programs and are accepted by the Undergraduate Admissions Office. Credits earned as a nonmatriculated student may be applied toward graduation requirements for specific majors. Requirements for admission to specific majors vary from department to department (see appropriate academic department listings in this bulletin).

Applicants must apply to the University formally through the Office of Undergraduate Admissions in accordance with procedures outlined in the Admissions section of this bulletin. Applicants must submit official transcripts from all other colleges previously attended. Standardized admission test scores are not required. Minimum requirements for admission include a high school or equivalency diploma and at least two units of academic

mathematics (see Transfer Admissions section in this bulletin).

## Services

The Office of General Studies staff admits and registers students falling in the non-degree status, offers basic advisement information, assists students with withdrawals, conveys and interprets University policies, regulations and procedures, encourages and works with nonmatriculated students in applying for degree status and refers students to other University offices and services. The General Studies staff is strongly committed to the needs and concerns of traditional as well as nontraditional students and are available for phone and in-person consultation at convenient times throughout the year. Hours and services are announced in the General Studies newsletters and publications as well as on the University website.

All General Studies students may obtain a University identification card and are entitled to many of the same privileges as other University students, including use of the libraries, athletic facilities and campus services.

## Location

The Office of General Studies is joined with Summer Sessions and is called the Office of General Studies and Summer Sessions. This office is located on the University's main campus in LI 85. The office can be accessed via the stairway between the Library and the Business Administration Building or the stairway in front of the Library's main entrance.

For more information on non-degree study, visit, write or call the Office of General Studies and Summer Sessions, LI 85, 1400 Washington Avenue, Albany, NY 12222; phone: (518) 442-5140; fax: (518) 442-5149; e-mail: [Continue@UAMail.Albany.Edu](mailto:Continue@UAMail.Albany.Edu).

# FINANCIAL AID

The University at Albany is committed to the concept of helping students obtain the resources necessary to meet their educational expenses. A variety of grants, loans, and student employment opportunities are available from various sources. The application procedures and descriptions of the various types of financial aid included in this section were accurate at the time of publication. It should be kept in mind that financial aid programs are frequently modified by legislation.

Most student financial assistance is awarded on the basis of financial need. Simply stated, financial need is:

Estimated Cost of Education (Student Expense Budget)

-Expected Family Contribution (EFC)

=Financial Need

The total cost of attendance is called a student expense budget, and is an estimate of the student's direct and indirect educational expenses for an academic year. Direct expenses are tuition, fees, room and meals for students who live on campus and only tuition for students living off campus. The budgets also include allowances for estimated expenses for books and supplies, personal items, transportation, and living expenses for off-campus students. Several different budgets are used to take differences among students into consideration. The following are examples of two budgets used to determine eligibility during the 2004-2005 academic year:

## Student Expense Budgets 2004-2005

Student	Dependent Student		Independent Student	
	Living On campus		Living Off campus	
Tuition and Fees*	\$ 5,770		\$ 5,770	
Room and Board*	\$ 7,234	NA		NA
Living Expenses	NA	\$10,530		
Books	\$800		\$800	
Personal/Travel	1,596	NA		
Total	\$15,400	\$17,100		

\*Institutional charges subject to change every year.

Out-of-state tuition is an additional \$4900 for full-time undergraduate students.

The Expected Family Contribution (EFC) towards educational expenses is computed from the information students and, if applicable, their families provided on the Free Application for Federal Student Aid (FAFSA). The EFC is shown on the Student Aid Report (SAR) sent to applicants after the FAFSA has been processed by the federal processor.

## APPLICATION PROCEDURE

### DEADLINES

The University has established February 1, 2005, as the final deadline for the submission of the 2004-2005 FAFSA information to the federal processor for the 2004-2005 academic year. In addition, the Office of Financial Aid must receive a valid Student Aid Report by March 15, 2005. The Office of Financial Aid will not process FAFSA information received after these deadlines.

### NEW STUDENTS

New students must be accepted for admission to the University prior to being considered for financial aid. In order to receive priority consideration for assistance administered by the University, all information required by the Admissions Office should be submitted on a timely basis. In addition, students wishing to apply for financial aid should submit the following forms:

1. The FAFSA is the only form that initially must be submitted to be considered for financial assistance at the University. Students who file the FAFSA online will be able to apply for a New York State Tuition Assistance Program (TAP) award at the same time. The FAFSA should be completed as soon as possible after January 1 regardless of whether or not the applicant has heard from the Admissions Office. The Office of Financial Aid will begin making awards to new students accepted for admission beginning in February or March. Awards are made on a rolling basis throughout the spring and summer as financial aid files become complete.

2. New York State residents will receive an Express TAP Application (ETA) from the New York State Higher Education Services Corporation about one month after submitting the paper FAFSA if a New York State institution was listed on the form. The ETA should be submitted after the student has determined the institution he or she plans to attend in the fall.

3. New students who have been awarded a Federal Stafford Loan and not informed the Office of Financial Aid that they wish to decline the loan will receive information in the mail in late May about how to file the required Master Promissory Note (MPN) online. This form must be completed before borrowers can receive the proceeds of the loan.

### RETURNING STUDENTS

The FAFSA or Renewal FAFSA must be filed on paper or online each year a student wishes to be considered for financial assistance. The Renewal FAFSA will be sent in December or January each year to any student who applied for aid the prior year. The deadline for submitting the form in order to receive priority consideration for aid is usually in late April each year. New York State residents who receive TAP may be required to submit an ETA each year.

## SUMMER STUDY

Students who plan to attend summer sessions at the University at Albany are eligible to receive financial aid. In order to be considered for aid students must have filed the FAFSA for the upcoming academic year and the University at Albany Summer Information Sheet, which is available from the Office of Financial Aid around April 15 every year.

## STUDY ABROAD

Students who plan to participate in a SUNY Study Abroad program are eligible to receive financial aid. No special application is required, but students are required to submit a letter of acceptance into a Study Abroad program along with an estimate of program costs. Students who plan to participate in a program at an institution outside the SUNY system will be required to submit, in addition, a consortium agreement (available from the Office of Financial Aid) and a transfer credit permission form (available from academic advisers). These students will be eligible to receive federal financial aid and may be eligible to receive State of New York assistance.

## VISITING STUDENTS

Visiting students not matriculated at the University are not eligible for financial aid from this institution.

## CONDITION OF FINANCIAL AIDS AWARDS

1. You should complete and return the original of the award notice only if you plan to decline any of the student financial aid offered to you.
2. Financial aid is awarded on an annual basis and students must reapply each year by submitting the Free Application for Federal Student Aid (FAFSA) or renewal FAFSA or by filing online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The renewal form will be sent during the winter to the address you put on last year's form. Regular FAFSA forms are available in this office in January. The total amount of aid offered may vary each year in relation to the student's financial need and available funds.

3. If requested, students, and, if dependent, their families, should be prepared to submit income and other documentation that may be requested by the Office of Financial Aid. Federal financial aid will not be credited to your account until we receive the required verification information. Do not send any documentation unless it has been requested by this office.

4. Typically, one-half of any financial aid received by a student is credited to the student's account ten days prior to the beginning of each semester or when funds become available.

5. Students must make Satisfactory Academic Progress towards their degrees in order to continue receiving financial aid. Under certain circumstances, students may be granted a waiver of the progress requirements.

6. Amounts of aid from sources outside the University are *estimates*, and are based on the best information available to us. They do not represent a guarantee of these funds by the University.

7. Students must inform the University of any student financial aid received from outside sources that is not listed on the award letter. This may result in an adjustment being made to the financial aid package.

8. All students planning to receive Federal Perkins Loans or Federal Stafford Loans must have an entrance interview prior to the first disbursement of loan proceeds. Stafford Loan entrance interviews can be completed on the Mapping Your Future website. Perkins Loan recipients will be contacted by the Office of Financial Aid or the Office of Student Accounts regarding entrance interview schedules.

9. Students whose family financial circumstances are adversely affected after being awarded student financial aid should visit with a financial aid counselor about the situation. Depending on the circumstances, it may be possible to increase the financial aid award.

10. Students who wish to question a decision made by the Office of Financial Aid should send a letter of appeal to the Director of Financial Aid.

## INSTITUTIONAL AID

University at Albany Scholarships-The Office of Financial Aid does not award scholarships. However, the University offers a number of merit scholarships to undergraduate students. They are called Presidential, Achievement and College Scholarships and are awarded to new students by the Admissions Office and renewed by the Office of the Undergraduate Dean. Eligibility requirements and award amounts vary. Undergraduate students who have been awarded merit scholarships will have received information about the awards from the Office of Admissions. Athletic Scholarships are awarded by the Department of Athletics and Recreation.

## STATE FINANCIAL AID

### *Academic Criteria for State Awards*

1. You must be matriculated in an eligible degree program at the beginning of your course of study. In addition, to be considered matriculated for State financial aid purposes, the New York State Education Department requires that the student declare a major no later than the beginning of the junior year if enrolled in a baccalaureate program.

2. You must be enrolled full-time (twelve or more credits) by the TAP certification date, which is one day after the 100% tuition liability date each semester. Courses added after the certification date do not count towards full-time status.

3. If students repeat courses for which they received passing grades and the course schedule does not indicate that the course can be re-taken for credit, the courses will not count towards satisfactory academic progress or pursuit of program.

### *Satisfactory Academic Progress:*

In order to retain eligibility for New York State scholarship and grant awards, students must be in "good academic standing", which is comprised of two components: "satisfactory academic progress" and "pursuit of program".

In order to make satisfactory progress towards a degree, students must accrue graduation credits each semester and have the cumulative grade point average shown on the academic progress chart in this section. Although the academic progress standards allow ten semesters for completion of a bachelor's degree, the maximum award period at the undergraduate level is four years, except for students enrolled in approved five-year degree programs or the Educational Opportunity Program.

### *Satisfactory Academic Progress Chart*

#### *New York State Grant and Scholarship Programs*

*Before being certified for a semester's payment,* a student must have accrued a certain number of credits and have a minimum grade point average at the end of the semester, as shown in the following chart.

Payment	Credits	Minimum GPA
First	0	0.00
Second	3	0.50
Third	9	0.75
Fourth	18	1.20
Fifth	30	2.00
Sixth	45	2.00
Seventh	60	2.00
Eighth	75	2.00
Ninth	90	2.00
Tenth	105	2.00

### *Program Pursuit:*

In addition to meeting the criteria outlined on the academic progress chart, State regulations require students who receive New York State awards to be enrolled on a full-time basis and complete a minimum number of credits each semester with grades of A, B, C, D, E, S, U, or I. Students receiving a New York State award for the first time must complete six credits each semester the first year of receipt of an award, nine credits each semester of the second year, and a minimum of twelve credits in semester of the third and fourth years.

Students who do not complete the minimum number of credits in a given semester are ineligible for New York State financial aid for the following term or until additional credits are completed to reach the minimum level. Grades of "I" must be completed within one semester to have the credits counted for New York State grant and scholarship purposes.

### *Waivers of the Progress Standards:*

Students who fall below the minimum criteria stated previously may be eligible to receive one waiver of the satisfactory academic progress or pursuit of program criteria during their undergraduate career. In addition, students who lose TAP eligibility because they do not have a "C" average after receiving four TAP payments may request a waiver of the satisfactory academic progress standards. Sufficient and documented reasons must be presented for the student's inability to meet the minimum standards. Procedures for granting waivers will follow University policies relating to the appeals procedure for *academic dismissal* from

the University. If granted, the waiver becomes part of the student's financial aid record and the student is expected to make minimum progress thereafter.

### *New York State Grant and Scholarship Programs*

#### 1. Tuition Assistance Program (TAP)

This grant program for New York State residents who are full-time undergraduate students currently provides for annual awards ranging from \$500 to \$5,000 or tuition, whichever is less. Awards are based on the family's New York State net taxable income. If more than one member of the family is attending an approved post secondary educational institution on a full-time basis, the net taxable income figure is reduced by \$3,000 for the second person when the applicant's TAP award is computed and \$2,000 for each additional student.

Undergraduate students may receive TAP for four years of full-time study. Students enrolled in approved five-year programs or in State sponsored opportunity programs may receive undergraduate aid for five years. Graduate students may receive awards for four years, but no student may receive awards for more than a total of eight years of undergraduate and graduate study.

#### 2. Vietnam Veterans/Persian Gulf Veterans Tuition Awards

In order to be eligible for this award, a student must have served in the United States armed forces in Indochina between December 22, 1961 and May 7, 1975 or in the Persian Gulf from August 2, 1990 to the end of such hostilities as evidenced by the receipt of the Southwest Asia Service Medal, been discharged from the service under other than dishonorable conditions, and be a New York State residents. In addition, the recipient must complete the appropriate award supplement, which is available from the Office of Financial Aid or the New York State Higher Education Services Corporation, and apply for a Tuition Assistance Program (TAP) award if a full-time student or a Federal Pell Grant if a part-time student. Full-time awards are \$1,000 per semester, and part-time awards are \$500 per semester or tuition, whichever is less. The total of all awards received cannot exceed \$10,000.

#### 3. Regents Awards for Children of Deceased and Disabled Veterans

New York State residents who are children of certain deceased or disabled veterans will receive \$450 per year, regardless of need, to attend institutions within New York State. Applications are available from high schools or the New York State Higher Education Services Corporation. Questions should be referred to your high school guidance counselor.

#### 4. Memorial Scholarships for Children and Spouses of Deceased Police Officers and Firefighters

This award provides financial assistance to the children and spouses of deceased police officers, firefighters, and volunteer firefighters who served in New York State and died of injuries sustained in the line of duty.

Recipients must be full-time undergraduate students. Those attending SUNY institutions will receive scholarships that equal actual tuition and room and board costs plus an allowance for books, supplies and transportation. The scholarship is reduced by any federal Pell grant or other federal or state-funded scholarships or grants. Applications and more information are available from the New York State Higher Education Services Corporation.

#### 5. State Aid to Native Americans:

Applications and additional information about this program are available from the Native American Education Unit, New York State Education Department, Albany, New York 12234. Applicants must be a member or the child of a member of one of the Native American Tribes in New York State, be a State resident attending an institution within the State, and have graduated from high school or earned a General Equivalency Diploma. The award is \$1750 per year for up to five years of full-time study. Students registered for less than full-time study will receive approximately \$75 for each credit hour.

#### 6. Educational Opportunity Program (EOP) Grant

New York State students who are educationally and economically disadvantaged are admitted to the University's Educational Opportunity Program (EOP) on the basis of their prospects for academic success. The University's program enrolls more than 650 new and continuing students each year. An applicant must be: (1) a New York State resident; and (2) academically disadvantaged according to definitions promulgated by the State University; and (3) economically disadvantaged according to guidelines approved by the Board of Regents and the Director of the Budget. Selection of eligible applicants is made by University at Albany personnel in accordance with the New York State regulations that govern the program. The amount of financial assistance provided to eligible EOP participants is dependent on financial need as determined by the University and availability of funds.

#### 7. Regents Professional Opportunity Scholarships

These scholarships provide up to \$5,000 to New York State residents studying in certain fields leading to licensure in a profession approved by the Regents of the State of New York. Recipients must agree to practice their profession in New York State for at least one year. Preference is given to economically disadvantaged students belonging to a minority group underrepresented in the professions. More information is available from the New York State Education Department, Bureau of Higher Education Testing.

#### 8. Aid for Part-Time Study (APTS)

This program provides tuition assistance to undergraduate New York State residents matriculated in a degree program and enrolled for between three to eleven credits per semester. The family New York State taxable income cannot exceed \$50,550 in the case of dependent students and \$34,250 if the student

is independent. Award amounts are determined by the Office of Financial Aid and cannot exceed tuition charges. Applications and additional information are available from the Office of Financial Aid.

#### 9. New York National Guard Educational Incentive Program

Members in good standing of the New York State Army or Air National Guards or New York State Naval Militia may receive scholarships of up to the average SUNY tuition rate to attend any SUNY or CUNY institutions, any New York community colleges or designated independent colleges. The recipients must also be New York State residents who are matriculated students in good standing enrolled on at least a half-time basis. All recipients must apply for Tuition Assistance Program awards and federal Pell grants. Additional information about the program is available from National Guard unit commanders.

#### 10. Robert C. Byrd Honors Scholarship

This competitive federal honors program provides for scholarships of up to \$1,500 per year to academically talented high school students who are New York residents. It is renewable for up to four years. Minimum eligibility criteria are a high school average of 95 and combined SAT scores of 1250 from the same test administration.

#### 11. New York State Scholarships for Academic Excellence

This program provides renewable scholarship assistance in the amount of \$500 or \$1,500 to New York residents attending an institution within the State. Awards are based on student grades in certain Regents examinations.

#### 12. Americorps Education Award

New York residents participating in an Americorps program on a full-time basis (1700 hours of community service) will receive an education award of \$4,725 and may be eligible to receive a living allowance, health insurance, and child care. Part-time members who complete 900 hours of service earn an education award of \$2,623 and in some cases may receive a living allowance.

#### 13. Leaders of Tomorrow Scholarship

This scholarship is sponsored by the New York State Lottery and is applicable only to tuition charges. It provides awards of \$1,000 per year for four years of undergraduate study. Potential recipients are nominated by their high schools on the basis of academic performance, participation in extracurricular and community activities, and leadership skills.

#### 14. World Trade Center Scholarship

This award provides financial assistance to the children, spouses, and financial dependents of deceased or severely and permanently disabled victims of the September 11, 2001 terrorist attacks or the subsequent rescue and recovery operations. Undergraduates who are full-time matriculated students enrolled in an approved program in New York and meet requirements for New York State grants and scholarships are eligible. Recipients need not be New York

State residents or U.S. citizens to receive the scholarship. The award covers up to four years of full time undergraduate study and will pay SUNY tuition and mandatory fees, actual room and board charged to students living on campus or an allowance for these items for commuter students, and allowances for books, supplies, and transportation. The scholarship is reduced by any federal, state, or private assistance awarded to the student to pay educational expenses. Applications are available at [www.hesc.com](http://www.hesc.com).

#### FEDERAL FINANCIAL AID

##### *Academic Eligibility Criteria for Federal Awards*

Federal regulations require students to make satisfactory progress towards a degree in order to receive any federal student aid, including Federal Stafford Loans. Students may attempt up to 150% of the credits normally required to complete a baccalaureate degree and retain eligibility for federal student aid. At the University at Albany students must have earned 120 graduation credits to receive a Bachelor of Arts or Bachelor of Science degree. Thus, students may attempt up to 180 credits and retain eligibility for federal student aid; however, students must also complete a percentage of credits attempted each year as shown on the academic progress chart. Transfer credits accepted by the University are considered to be attempted credits for this purpose. Transfer students, regardless of the number of transfer credits accepted by the University, must complete a minimum of 50% of credits attempted during their first year at the university.

In addition, students must maintain a satisfactory cumulative grade point average. Academic retention standards are described in the Undergraduate Academic Regulations section of this bulletin. Students on probation may be eligible to receive financial aid, but are subject to the University's policy regarding review and dismissal for academic reasons. Aid recipients on probation and those with less than a "C" average at the end of their second year of study or the equivalent will retain eligibility for aid if they meet the requirements shown on the academic progress chart and are allowed to continue their studies at the University.

Students who do not make satisfactory progress will lose their eligibility for federal student aid, but may appeal to the University for a waiver if they feel there are special circumstances that affected their ability to make academic progress. Students receiving waivers continue to be eligible for federal financial aid for an additional semester or one academic year, depending on individual circumstances. Questions regarding academic progress should be directed to the Office of Financial Aid and/or the Office of the Dean of Undergraduate Studies.

## ACADEMIC PROGRESS CHART FOR FEDERAL FINANCIAL AID

### Title IV Programs

If credits attempted are between:	Then the following percentage of graduation credits must be completed:
3 - 30	30%
31 - 60	50%
61 - 90	60%
91 - 120	65%
120 - 150	70%
151 - 180	80%

Quantitative progress towards the degree will be measured once each year, usually at the end of the academic year. Students may restore eligibility for federal aid when they meet the standards shown on the chart.

### FEDERAL PROGRAMS

#### 1. Federal Pell Grant

This federal grant program provides assistance to matriculated students attending college at least half-time (6 credits) and is designed to help those from lower and certain middle-income families. Eligibility is determined from the information provided on the FAFSA. Award amounts will range up to \$4,050 for the 2004-2005 academic year.

#### 2. Federal Stafford Loan

Any matriculated student aid applicant enrolled at least half-time may obtain this loan. Students with need may obtain the loan on a *subsidized* basis, which means no interest accrues on the loan while the borrower is in school. Students who do not demonstrate financial need may obtain the loan on an *unsubsidized* basis, which means they must pay interest while they are in school as well as during repayment. This loan is made by banks, credit unions, and other lending organizations. First-year students may borrow up to \$2,625, sophomores up to \$3,500 and junior and seniors up to \$5,500 each year. Independent students who are first-year students or sophomores may borrow an additional \$4,000 each year on an unsubsidized basis, and an additional \$5,000 each year as juniors or seniors. The maximum that may be borrowed for undergraduate study is \$46,000. At the time the loan is disbursed, an insurance fee and origination fee (usually 3.0%) will have been deducted by the lender from the face amount of the loan. The interest rate is variable on an annual basis and may range from about 3% to 8.25%.

Students who plan to borrow for the first time must have master promissory note (MPN) on file with the New York State Higher Education Services Corporation and may complete it online. . Students with an MPN on file do not need to file another.

#### 3. Federal PLUS Loan

PLUS loans allow parents of dependent students to borrow from participating banks or other lenders up to the difference between the student's cost of education (the budget referred to earlier) and any financial aid awarded to the student. The loan is not automatic; a credit check is required. Repayment of principal and interest begins within 60 days of receipt of the loan. The interest rate is variable on an annual basis and may range from about 4% to 9.0%. A 3.0% origination fee is deducted from the loan proceeds. Applications are available from your lender.

#### 4. Federal Supplemental Educational Opportunity Grant (FSEOG)

Students receiving this type of assistance must have exceptional financial need. At the University at Albany, this grant normally ranges from \$200 to \$1,000 each year.

#### 5. Federal Perkins Loans

This loan is awarded to students with substantial financial need. Undergraduate students may borrow up to \$4,000 each year depending on availability of funds, and a total of \$20,000 for undergraduate studies. Interest does not accrue and payments are not due on the loan during the in-school period. Repayment begins nine months after the student leaves school, and 5% simple interest is charged on the unpaid balance of the loan. Under certain conditions, all or part of amount borrowed may be canceled.

#### 6. Federal Work Study Program

A work study award offers the recipient the opportunity to work on campus. The standard hourly rate varies from \$5.50 to \$6.00, but may be higher depending on the type of work performed and experience. Students are paid by check every two weeks.

#### 7. Bureau of Indian Affairs to Native Americans Higher Education Assistance Program

Eligibility is restricted to students with financial need who are pursuing a four-year degree, are at least one-fourth American Indian, Eskimo, or Aleut and are enrolled members of a tribe, band or group recognized by the Bureau of Indian Affairs Office. Application must be made each year. In addition, first-time applicants must obtain tribal certification from the appropriate bureau agency or tribal office which records enrollment for the tribe.

#### 8. Veterans Education Assistance Program (VEAP)

The Post-Vietnam Veteran's Educational Program (VEAP) is a benefit for veterans who paid into VEAP while they were in the service. In order to be eligible, veterans must have been discharged under conditions other than dishonorable, entered active duty after December 31, 1976 but before July 1, 1985, and completed twenty-four continuous months of active duty. There are some exceptions to

the last requirement. Benefits are paid monthly and are based on the veteran's contributions and Veteran's Administration matching amounts in relation to the number of months contributions were made by the veteran, type of education being pursued, and the length of the educational program. Contact the Veterans Administration for additional information.

#### 9. Montgomery GI Bill-Active Duty

This program provides for up to thirty-six months of educational benefits to eligible veterans.

Basic eligibility criteria are an honorable discharge and a high school diploma or GED. In addition, the veteran must meet the criteria set forth in one of three categories. These criteria are based on dates of active duty, length of service, and special requirements specific to each particular category. Detailed information is available from the Veterans Administration.

#### 10. Montgomery GI Bill-Selected Reserve

Selected Reserve educational benefits are available to members of the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves as well as the Army National Guard and the Air Guard. It is the first Veteran's Administration program that makes educational benefits available to reservists who have never served on active duty. Additional information about eligibility criteria and monthly benefit amounts is available from your Reserve or Guard unit.

#### Veteran's Administration Survivor's and Dependents' Educational Assistance

This education benefit is available to certain veterans' children who are at least eighteen years old, veterans' spouses, and surviving spouses who have not remarried. The veteran must be totally and permanently disabled from a service-related disability or died because of a service-related disability. Eligible persons can receive benefits for up to forty-five months. Additional information is available from the Veterans Administration.

# 2004-2005 ESTIMATED COSTS

The following is a schedule of estimated expenses for full-time undergraduate students for the 2004-2005 academic year. Tuition and fees are prorated for part time students. *Please note that tuition and fee charges are subject to change by official action of the State University of New York.* Questions concerning these charges should be referred to the Student Accounts Office.

The amounts include direct expenses billed by the Student Accounts Office (e.g., Tuition, Fees, Room, Board) and also indirect expenses that are not billed by Student Accounts (e.g., Books, Travel). Although indirect costs do not appear on the Student Accounts invoice, both direct and indirect costs are used by the Financial Aid Office in developing a student's budget and in making financial aid commitments. The total cost (direct and indirect) for one semester of full-time undergraduate study for a typical New York State Resident student living on campus is approximately \$7,900 of which approximately \$6,700 will be billed by the University.

## Payment Policies

Following registration, students are billed by mail at their permanent addresses. To avoid late payment fees, payment should be made by return mail at least five business days prior to the due date printed on the invoice. Students must have proof of approved aid, waivers, or scholarships in order to defer payment. Without satisfactory evidence to defer, students are expected to pay charges up front and wait for reimbursement when the aid, waiver or scholarship funds are actually received.

Students with unpaid financial obligations will have a "hold" placed on their records, and will be unable to receive grades or transcripts, register for future terms, or receive diplomas. In addition, the University assesses a Late Payment Fee of up to \$50 each time an invoice is issued and not paid or not covered by approved financial aid by the invoice due date. Invoices are issued on a monthly basis to students with outstanding balances. Students with outstanding charges from any SUNY unit are not permitted to register at the University at Albany.

Delinquent accounts are transferred to private collection agencies and/or the New York State Attorney General's Office for collection. Delinquent accounts are subject to interest and collection fee charges.

## Residency for Tuition Rate Purposes

Students are charged in-state or out-of-state tuition rates based on their residency status. The Student Accounts Office follows SUNY Board of Trustees policies in determining residency for tuition rate purposes. Generally, students are not considered in-state until they have completed 12 months of residency in New York. Please note, however, that the domicile (permanent home) of an unemancipated student is considered to be

that of the parent or other legal guardian regardless of the length of the student's residency in New York.

Students who wish to appeal their out-of-state designation should contact the Student Accounts Office for an application and copy of the Board of Trustees Guidelines. Applications for New York State residency status for tuition billing purposes must be received in the Office of Student Accounts no later than the close of business on the midterm date of a semester in order to be considered for residency status for that semester.

*Failure to submit an application by the midterm date will result in full liability for tuition at the out-of-state tuition rate.*

## Estimated Cost Information\*

	Fall 2004	Spring 2005
Tuition N.Y.S. Residents	\$2,175.00	\$2,175.00
Out-of-State Residents	5,150.00	5,150.00
Mandatory Fees		
University Fee	12.50	12.50
Student Activity Fee	80.00	80.00
Intercollegiate Athletic Fee	150.00	150.00
Comprehensive Service Fee	467.50	467.50
International Student Insurance	286.25	401.00
(mandatory for international students only)		
*Room Rental	2,280.00	2,280.00
*Board	1,490.00	1,490.00
(19 meals/week non Kosher)		
Other Expenses		
Class Dues	3.00	3.00
(optional)		
Alumni Assoc.	40.00	40.00
Member (opt.)		
Five Quad	5.00	5.00
Contribution (opt.)		
Accident/Sickness Insurance	489.00	668.00
(opt.)		
Late Registration Fee	40.00	40.00
Late Payment	50.00	50.00
Fee (per invoice)		
Books	400.00	400.00
Personal,		
Travel, etc.	798.00	798.00

*\*Tuition and Fee Charges are Subject to Change by Official Action of the State University of New York.*

## Tuition Charge Adjustments/Refunds

Students who officially depart from the University or reduce the number of credits for which they are registered may be entitled to a proportionate refund of tuition paid or proportionate adjustment of tuition charges according to the schedule below. Refunds or adjustments of charges are based on the date *the departure form is officially received by the Office of the Dean of Undergraduate Studies (LC 30)*

*or the date the drop is officially processed by the Registrar's Office, not on the date of the last class attended.*

Students who register for courses and who do not file the appropriate form or do not drop before the end of the fourth week of classes are liable for their full charges. Please refer to the "Withdrawing from the University" and "Dropping Courses" sections of this bulletin for additional information.

For refund purposes, the first week of classes shall be deemed to have ended when seven calendar days, including the first day of scheduled classes, have elapsed. The first day of classes as scheduled by the campus shall be deemed to be the first day that any classes are offered. Refund schedules are subject to change by official action of State University of New York.

Official Withdrawal or Drop	Percent of Tuition Adjustment/Refund
First Week	100%
Second Week	70%
Third Week	50%
Fourth Week	30%
Fifth Week	0%

Example of refund to a student whose program drops below 12 credits:

Tuition charge for student taking 13 credits \$2,175.00

Student drops a 3-credit course during fourth week:

Tuition charge as a part-time student for the remaining 10 credits (10 cr. at \$181.00) \$1,810.00

Difference between amount originally charged as a full-time student and reevaluated charges as a part-time student \$365.00

Adjustment/Refund percentage as provided by schedule of tuition during fourth week 30%

Adjustment/Refund \$109.50

A student who believes the unpaid balance on her/his account as a result of the adjustment for dropping or withdrawing from classes is incorrect, has the right to file an appeal with the Tuition Adjustment/Refund Appeals Committee.

Appeals **must** be filed no later than 30 days after the last day of classes for the semester.

## Refund Policy for Recipients of Title IV Financial Aid

Eligibility for aid earned is based on the date of the student's withdrawal from the University. Withdrawing students with federal Title IV aid may have a portion of their aid returned to the individual aid program, thus reducing the original amount of aid awarded. Federal regulations determine the amount to be refunded and the order in which the programs are repaid. As of the date of this publication, federal regulations require that refunds be made in the following order: Unsubsidized Stafford, Subsidized Stafford, PLUS, Perkins, Pell, and SEOG.



# STUDENT AFFAIRS

## The Division of Student Affairs

The Division of Student Affairs provides a critical component to the mission of the University at Albany by providing the leadership and direction to ensure a healthy, safe and quality learning environment for all of our students. The major programming areas within the Division of Student Affairs include: Residential Life; Financial Aid; Health Services; Counseling Services; Career Development; Student Life; Athletics and Recreation; University Police; and Judicial Affairs.

## Office of the Vice President for Student Affairs

The Vice President for Student Affairs has the responsibility for the leadership and administration of all the departments within the Division of Student Affairs. The Office of the Vice President oversees all services, activities and programs designed to promote a positive total educational experience for every student. In addition, the Vice President assists students and parents with the resolution of matters of concern. The Office of the Vice President is located in the University Administration Building 419 and staff in this office can be reached at (518) 437-4949.

## Financial Aid

The Office of Financial Aid administers federal, state, and certain institutional student financial assistance programs for undergraduate and graduate students. In addition to overall college financing and financial aid advisement, the office manages a variety of funds, including the Federal Stafford and other federal loan programs, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work-Study employment, the New York State Tuition Assistance Program and Educational Opportunity Program, and University at Albany Benevolent Association Scholarships. It also coordinates the Emergency Loan Fund. Advisement services are available to all members of the University Community. The Office of Financial Aid is located in the basement of the Campus Center, Room B52, (518/442-5757, 442-5480).

## Residential Life

The Department of Residential Life seeks to fulfill two primary missions: to provide reasonably priced, well-maintained, safe housing and to develop a positive living environment that promotes the intellectual and academic growth of students.

Students in the University's Residence Halls have access to a wide variety of services and programs. Trained professional and paraprofessional staff members live in the Halls and provide services to help promote a secure and positive environment. Security Assistants provide evening safety patrols on every quadrangle. Additionally, each quad has a faculty member participating in the Faculty-In-

Residence program. This program offers students the opportunity to be actively involved outside the classroom with a member of the faculty living in a Residence Hall.

Over 700 different types of programs, workshops and seminars are offered in the Residence Halls annually — study groups, movie nights, safety seminars, resume writing, and language tables — to list just a few. There are also several different “special interest” living options offered to students who wish to live with other students with similar interests. All freshmen are assigned to areas designed to enhance their first year experience, for building a solid foundation is a critical element for students to achieve in their first year of college study. These living areas offer an environment for first year students that encourages community responsibility, positive social interaction, solid academic preparation, and support.

All students residing on campus have their own phone jack, number and voice mail system. This phone service also offers individualized billing. All residence halls have been wired for cable television, with student access to a wide variety of cable programming, as well as 7 movie channels. All residence halls are networked and have the highest level of connectivity through an ethernet connection. Students can explore and take full advantage of global information via the Internet. Additionally, the quads have a variety of other amenities, including weight and fitness rooms, recreation areas and movie rooms. Freedom Quad, an apartment-style complex, offers a quiet, convenient environment for graduate and upper division students. Empire Commons, our newest complex for graduate and upper division students, offers apartment style living with private bedrooms, central air conditioning and washers and dryers in each apartment. The community center offers private meeting rooms, home theater, lounge space and state of the art fitness center.

The Department of Residential Life is located in the basement of Eastman Tower on State Quadrangle, (518/442-5875.)

## New Student Orientation:

Orientation programs introduce new freshmen, transfers, and their parents to the University and assist students in making a smooth transition to life at the University. Students entering the University as newly matriculated freshmen or transfers for the fall semester are invited to participate in a Summer Planning Conference. Transfers attend a one-day program, while entering freshmen attend a two-day program that includes a one-night stay in a Residence Hall. Summer Planning Conference programs include presentations by University administrators, small group discussions, academic advisement and registration for fall semester classes. Information sessions for parents of new students are offered concurrently with freshman programs and transfer programs. Students who are unable to attend a Summer Planning Conference attend an orientation program prior to the start of classes in the fall. All freshmen also attend the *Fall Orientation for Frosh Program* in the fall prior to the beginning of classes. For new students enrolling in the spring semester, an orientation program also occurs prior to the start of that semester.

The Orientation Office is located in the

Department of Residential Life in the basement of Eastman Tower on State Quadrangle, (518/442-5875, or 1-800/4RESLIFE).

Parent Services: Parent services are offered through the Department of Residential Life. Parent involvement is fostered through the coordination of parent programs and services. These programs include individual parent advisement and liaison services as well as Parents Weekend. Parent Services is located in the Department of Residential Life in the basement of Eastman Tower on State Quadrangle, (518/442-5875, or 1-800/4RESLIFE).

## University Health Center

The University Health Center is the primary health care facility for registered students. Services include General Medical Clinic, Women's Health Clinic, Allergy Clinic, Self-Help Cold Clinic, psychiatric services, and a pharmacy. Staff members provide health education workshops and, in coordination with the Albany County Health Department, they provide public health services to the campus community. The center also offers clinical rotations to senior medical students and Residents from the Albany Medical College. Located in the Health Services Building, the University Health Center telephone number is 518/442-5454.

## Five Quad Volunteer Ambulance Service:

Five-Quad Volunteer Ambulance Service is a student-operated, Student Association-funded service consisting of more than 75 highly trained volunteers who provide state-certified campus ambulance service on a seven days a week, 24 hours a day basis, as well as coverage at major campus programming and athletic events. In addition, it sponsors extensive training and educational programs in CPR, advanced First Aid, and a variety of other topics. The phone number is 518/442-5555.

## University Counseling Center

The University Counseling Center provides a range of education, prevention, and clinical services to assist students in adjusting to university life and in meeting their educational and personal goals. Services include psychological counseling and short-term psychotherapy for emotional, social and academic concerns as well as psychological testing of academically underachieving students. Prevention education programs addressing a broad range of health and mental health issues are offered to the University community. University personnel, parents, and students may also contact psychologists by telephone or in person to consult about issues or problems that are negatively affecting University students. In addition, the psychologists provide supervised training for doctoral students in the University's Clinical and Counseling Psychology programs. The Counseling Center, staffed by psychologists and a health promotion specialist, is located on the second floor of the Health and Counseling Building, (518/442-5800). Office hours are 8:30 AM to 5:00 PM, Monday through Friday. Please call with questions and/or to make an appointment. There is no charge for Counseling

Center services.

**MIDDLE EARTH PEER ASSISTANCE PROGRAM:** A service of the Counseling Center is Middle Earth. This peer assistance program trains student volunteers to help other students. Middle Earth peers lend a listening ear, assist with problem solving, and provide information or referrals. Middle Earth is open from noon to midnight, Monday through Thursday, and 24 hours a day from noon on Friday until midnight on Sunday. Middle Earth also provides training with the option of receiving course credits. Students interested in volunteering can pick up an application at Middle Earth, or call the business line at 442-5890.

**PROJECT SHAPE (Sexual Health and Peer Education):** Project SHAPE is comprised of student volunteers who assist the University's Coordinator for Health Promotion in facilitating AIDS/HIV prevention programs for the campus community. Project SHAPE members complete an extensive training program. Those interested in volunteering or learning more about Project SHAPE should call 442-5800.

## Department of Student Life

The Department of Student Life serves students through an array of programs and services designed to provide assistance and support and to enrich the quality of student life. The department and its personnel are involved in organizing and facilitating a variety of educational programs, providing counseling and advice to students and student group leaders, conducting special events, sponsoring and co-sponsoring recreational and social activities and providing clean, safe and comfortable Campus Center facilities. Below are brief descriptions of the individual Student Life units. For more detailed information visit our web site at [www.albany.edu/studentlife](http://www.albany.edu/studentlife) or stop by our Campus Center offices in Room 130 and 137.

### Student Activities:

The Office of Student Activities supports the University community's programmatic, educational, recreational and social needs by sponsoring major events and programs while also enhancing the efforts of all student groups and Greek organizations by providing quality advisement, assistance and effective leadership development programs.

The primary responsibilities of the office include:

- Advisement for recognized student groups including the Student Association
- Management of on-campus student events
- Oversight for Greek Affairs including 39 fraternities and sororities
- Offering effective student-leadership development programs
- Planning and coordinating major University events including Opening Weekend, Homecoming, Fountain Day, The President's Award for Undergraduate Leadership, Who's Who and Torch Night
- Maintaining an up-to-date student events

calendar

Sponsoring Purple and Gold and the Class Councils

The Office of Student Activities is dedicated to student growth and development while diligently working to ensure the success of each student leader, organization and event. For more information stop by Campus Center 130, call (518) 442-5566 or visit the Student Life website at [www.albany.edu/studentlife/studentactivities](http://www.albany.edu/studentlife/studentactivities)

## Campus Center

This facility is a hub of university activity. Student service offices, meeting facilities, plus the varied dining and retail operations make the **Campus Center** a popular destination for most members of the university community and is a center of daily campus life. The Campus Center also hosts and facilitates an extensive schedule of meetings, programs and special events involving both the university and local communities.

For more information, stop by Campus Center Room 137, call 442-5490 or visit the Student Life web site:  
<http://www.albany.edu/studentlife/CC/index.html>.

## Disabled Student Services

Disabled Student Services provides a broad range of personalized services to people with disabilities, including pre-admission information, orientation, assistance with registration, personal attendant referral, assistance with alternative testing, lending of tape recorders and adaptive equipment, advocacy, and personal counseling. The office also maintains a large multimedia library of disability resources and organizes learning strategy groups.

Disabled Student Services provides information and referrals for disability-related questions and issues. In addition, the office makes recommendations to offices and departments regarding reasonable accommodations. Particular emphasis is placed on assisting students in developing their talents and abilities in preparation for professional and graduate training and for employment. Disabled Student Services also interacts with local, state and federal agencies concerned with disability issues. The office is located in the Campus Center, Room 137, (518/442-5490) (518-442-3366-TDD)

## Learning Disabled Student Services

The Learning Disability Specialist is available to work with students who have been diagnosed as having a learning disability (LD) or attention deficit/hyperactivity disorder (AD/HD). Students may schedule appointments for assistance with developing various study skills, receive coaching in time management and setting goals, or test taking skills. The Learning Disability Specialist is also responsible for reviewing documentation of the disability, insuring that it is complete and current. Other services include assistance in developing self-advocacy skills, presenting workshops in various classroom and study skills and campus outreach and education programs about learning disabilities and attention deficit /hyperactivity disorder. The Learning Disability Specialist is also available to meet with prospective students and their families who may

be considering attending the University at Albany. The Office is located in Campus Center 110. For more information call (518) 442-5566. Visit our web page at <http://www.albany.edu/studentlife/LD/> or by email: [cmalloch@uamail.albany.edu](mailto:cmalloch@uamail.albany.edu).

## Multicultural Student Affairs

This office provides special assistance and support for students of African American, Latino, Asian American and Native American descent. The office also provides advice and guidance to multicultural student groups, and sponsors and cosponsors a number of cultural programs and special events. Some of these include the Annual Martin Luther King Jr./Black History Month Luncheon, the National Latino Collegiate Conference, Asian Occasion, Pan-Caribbean Fashion Show and the Spellman Achievement Awards. For more information stop by the Campus Center room 137, call 442-5490 or visit our website:  
<http://www.albany.edu/studentlife/multicultural/>

## Career Development Center (CDC)

The Career Development Center (CDC) is not just a place to go to get a job after graduation. The CDC exists to help undergraduate students of all majors and class levels explore majors and career options, make decisions about graduate study, and identify internship and full-time employment opportunities. CDC staff members are available to assist students in specifying career goals and expanding their knowledge of career alternatives through individual consultation sessions. Working closely with academic departments, student organizations, and other student affairs departments, the CDC provides educational opportunities and workshops related to career planning. Housed within the CDC is a library containing numerous resources for students to research major and career information and graduate school programs, as well as review part-time and full-time employment and internship vacancies. The CDC also offers an extensive internet-based on-campus recruiting program for internships and full-time employment. For more information, stop by or contact the office at ULB 69, (518) 442-5515, or visit [www.albany.edu/cdc](http://www.albany.edu/cdc)

## University Police (UPD)

UPD is responsible for providing a safe and secure campus environment, one in which students, faculty and staff can pursue their educational and career goals with a minimum of distraction and disruption from crime. It works closely with the departments of Residential Life, Health and Counseling, Physical Plant, and Campus Life to achieve the highest levels of personal safety possible. UPD is staffed around the clock with professional law enforcement officers. They provide an extensive array of law enforcement and security services to the University community, including mobile and foot patrols, crime prevention education, traffic enforcement, crime reporting, and follow-up criminal investigations. UPD is located in the University Police Building, (518/442-3132).

## Department of Athletics & Recreation

This department focuses on academic and

student development in a program that features Division I intercollegiate athletics, club sports, intramural and recreational opportunities for students, faculty and staff.

The University has a long-standing reputation of excellence in the athletic realm, producing competitive varsity teams, successful coaches and outstanding student-athletes recognized for their accomplishments both on the field and in the classroom. Nineteen intercollegiate sports are offered for men and women. The list includes basketball, football, baseball, track and field, cross country, softball, field hockey, golf, soccer, tennis, volleyball and lacrosse.

For information on intercollegiate, club sports and intramurals, one may contact the UAlbany Sportsline at 442-DANE or the Intramural Office at -442-5640.

The indoor and outdoor physical education design is among the most comprehensive in the Northeast. The Recreation and Convocation Center, a state-of-the-art facility; the Physical Education Building, which houses University Gym; an air-supported bubble ("Dane Dome"); and several athletic fields, which have been fenced and undergone surface reconditioning, are utilized for sporting and cultural activities. In addition, there are 24 tennis courts (12 with lighting), an in-line skating rink, racquetball/squash/handball courts, a swimming pool, a dance studio, and a comprehensive fitness and weight training center.

The University began competing at the NCAA Division I level in the 1999-2000 academic year. UAlbany is affiliated with the America East Conference and the football program competes in the Northeast Conference.

The Department is located in both the Recreation and Convocation Center and the Physical Education Building, (518-442-DANE).

#### **Men's Sports**

Baseball  
Basketball  
Cross Country  
Football  
Indoor Track and Field  
Lacrosse  
Outdoor Track and Field  
Soccer

#### **Head Coach**

Jon Mueller  
Will Brown  
Craig McVey  
Bob Ford  
Roberto Vives  
Scott Marr  
Roberto Vives  
Johan Aarnio

#### **Women's Sports**

Basketball  
Cross Country  
Field Hockey  
Golf  
Indoor Track and Field  
Lacrosse  
Outdoor Track and Field  
Soccer  
Softball  
Tennis  
Volleyball

#### **Head Coach**

Trina Patterson  
Craig McVey  
Phil Sykes  
Richard Sauers  
Roberto Vives  
Dennis Short  
Roberto Vives  
Kalekeni Banda  
Chris Cannata  
Chrissy Short  
Kelly Sheffield

## **INTENSIVE ENGLISH LANGUAGE PROGRAM**

Linda Leary, Coordinator

The Intensive English Language Program (IELP) is designed for students who wish to use more fluent English in their academic professional lives. Classes are communicative, integrating all language skills, and are taught at the beginning, intermediate and advanced levels.

In addition to a full-time intensive program, elective classes are offered one day per week and include TOEFL preparation, accent reduction, computer instruction, idiomatic English, and technical writing.

#### **ESL 001 Oral Communication for International Students.**

For those who wish to improve their speaking and pronunciation skills.

#### **ESL 002 Academic Writing for International Students.**

Will provide students with essential skills needed to develop greater fluency in classroom writing.

#### **ESL 003 Oral Communication for International Students of Business**

A course designed for advanced international students that focuses on oral and listening skills necessary for the business classroom. [This course is for matriculated international MBA students.]

#### **ESL 004 Oral Communication for International Teaching/Research/Graduate Assistants**

A course designed to improve functional spoken English and communication skills necessary for effective classroom teaching.

These classes are intended for University at Albany matriculated undergraduate and graduate international students. Off-campus students may also participate if their spoken English is at least at an intermediate level. The offering of these courses is contingent upon sufficient enrollment. All courses are non-credit, but offer 3-hour load equivalency for F-1 status.

The IELP runs year round, concurrent with the University's fall and spring semesters, and there is an 8-week summer session. Cultural activities expand each student's ability to use English in a variety of situations.

For further information, contact the IELP by phone at 518-442-3870 or by e-mail at [ielp@uamail.albany.edu](mailto:ielp@uamail.albany.edu). The Internet address is <http://www.albany.edu/ielp>

## **INTERNATIONAL STUDENT SERVICES (ISS)**

Donna LaHue, Academic Adviser

The Office of International Student Services (ISS) provides a broad range of advising and referral services to over 1000 international students from nearly 100 countries. One of the first contacts that undergraduate students have with the University at Albany is receiving pre-arrival materials from ISS and participating in its thorough orientation program.

ISS, in LI-84, is the primary contact office for assistance regarding such issues as:

- Non-immigrant status
- Federal and State regulations
- Visa programs
- E-mail, web, listserv connection
- Workshops on special topics
- Health insurance and health care
- Host Family opportunities
- Social activities and trips
- Improving English proficiency
- Personal finances
- Income tax preparation
- Access to other agencies supporting international studies

For further information, contact ISS by phone at 518-442-5495 or by e-mail at: [iss@uamail.albany.edu](mailto:iss@uamail.albany.edu) (Web: <http://www.albany.edu/intled/iss>)



