

# Alfred University

## Application for Graduate Admission

Alfred University graduate students are enrolled in five distinct degree programs with numerous areas of specialization. Admission is selective, ensuring all graduate students are intellectually and academically outstanding. Student quality and the intimate size of each program create an intellectually stimulating and challenging academic environment on a personal scale.

Alfred is known for the quality and diversity of its academic and professional programs – usually expected only of large universities – within a personalized, intimate setting, normally found in small colleges.

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### Have questions?

**Don't hesitate to call us at (800) 541-9229 or  
e-mail us at [gradinquiry@alfred.edu](mailto:gradinquiry@alfred.edu).**

## INSTRUCTIONS FOR APPLICANTS

Thank you for your interest in the Graduate School at Alfred University. The following instructions will help guide you through the application process. If you have any questions about the process, you can contact the Office of Graduate Admissions anytime.

You can also apply to Alfred University using our online application at [www.alfred.edu/gradschool](http://www.alfred.edu/gradschool).

## ADMISSIONS POLICY

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

Each successful applicant is admitted into a program leading to an advanced degree, and expected to follow a planned course of study (within the degree of flexibility set forth in Alfred University program descriptions). On occasion, otherwise well-qualified students are admitted provisionally to degree programs for which their undergraduate careers have prepared them inadequately. Such students must take the requisite undergraduate courses, without graduate credit, before being admitted to full graduate standing.

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

## NON-DEGREE STUDENTS

The Graduate School recognizes the desire or need of college graduates to enroll for a limited number of graduate courses without any wish to attain an advanced degree. A maximum of nine credit hours is permitted on this basis. Students who wish to take courses “non-degree” need not apply for Admission, but should contact the Student Service Center in Seidlin Hall for information about registration.

Credit hours earned “non-degree” before admission to an Alfred University graduate degree program may or may not be applicable toward the degree sought. If denied admission, the applicant may not register for further non-degree graduate work. During the Fall and Spring semesters, non-degree study is not permitted in graduate Art or Art History courses, but is permitted in Summer Sessions.

Those who already possess an advanced degree may earn more than nine credit hours on a non-degree basis.

## APPLICATION DEADLINES FOR FALL

Psy.D. in School Psychology – January 15

M.F.A. – February 1

M.A./C.A.S. in School Psychology – February 15

All other programs admit students on a rolling basis.

*CITE and international applicants should contact the Graduate Admissions Office for deadlines.*

## ADMISSION PROCEDURE CHECKLIST

All forms should be sent to:

**Alfred University**  
**Office of Admissions**  
**One Saxon Drive**  
**Alfred, NY 14802**  
**800-541-9229 or 607-871-2141**  
**FAX: 607-871-2198**

- Complete the enclosed Application for Graduate Admission. Return the application along with a \$50 nonrefundable application fee. Your check or money order should be made payable to Alfred University. Or, you may also complete our online application at [www.alfred.edu/gradschool](http://www.alfred.edu/gradschool).
- Provide official transcripts of all previous work at the college level, including proof you hold a four-year baccalaureate degree.
- Request two letters of recommendation addressing your ability to succeed in the program at AU to which you are applying. If you are applying to the School of Psychology program (M.A./C.A.S or Psy.D. degrees), you must submit an additional letter of recommendation for a total of three letters. Please use the enclosed Reference Report form to make the necessary number of copies.
- If applying to the Ph.D. or Psy.D. programs, include a statement of research interest in addition to the personal statement.
- If applying to the M.F.A. program, submit a portfolio of at least 15 to 20 samples of work. The portfolio should reflect abilities and passion. At least four of the pieces must be drawings from direct observation. All work should demonstrate a command of elements of visual language including composition, line, form and color. The portfolio should also demonstrate a student’s conceptual skills, willingness to experiment, respect for craftsmanship as well as a commitment to visual expression and communication. Not everything in the portfolio must be finished work. Sketches can provide valuable information about how students see, work and think.

Portfolios may be submitted as 35-mm color slides or digital images on a CD-R or DVD-R. Submit digital documentation as JPEG files. Organize all digital images into a single digital folder. Video, animation and audio work may be submitted on a CD-R or DVR-R in current file formats. All slides and discs must be labeled with the applicants full name. For slides, include image information such as size and media. Indicate the top of the slide with the word “top”. Edit, arrange and number each slide. Use a Sharpie permanent marker for labeling discs. Include a list of disc contents including image information such as size and media in the CD or DVD case. Please edit video, animation and/or audio clips to no more than 5 minutes. Send all material in a crush proof container. Please do not send the only copy of your portfolio.

Include a self-addressed stamped mailer with sufficient postage to have the portfolio returned. The portfolio may be submitted with the application or separately.

*Portfolios should be mailed to:*

**Alfred University**  
**Office of Graduate Admissions**  
**One Saxon Drive**  
**Alfred, NY 14802**

## APPLICATION PROCEDURES

### Test of English as a Foreign Language

For international student applicants whose native language is not English, the official results of the Test of English as a Foreign Language (TOEFL) must be submitted to the Graduate Admissions Office. The Test of Written English (TWE) is optional and the Test of Spoken English (TSE) is recommended but not required.

### Graduate Record of Examination

Applicants to M.A./C.A.S. or Doctor of Psychology (Psy.D.) degree program in School Psychology must submit official scores of the general section of the Graduate Record Examination (GRE). Students applying to graduate programs in engineering are encouraged to submit their scores.

### Graduate Management Admissions Test

Applicants to the M.B.A. degree program must submit an official GMAT score report.

### Interview

Applicants to the Counseling and School Psychology programs are expected to have an on-campus interview. Interviews are also required of students applying to the MEd degree programs. Interviews are recommended for applicants to the M.F.A. program.

### Transfer Credit

Due consideration will be given to graduate work done at other accredited institutions and some transfer of credits may be permitted in most programs. Such credits must be in courses that were clearly at the graduate level with a grade of B or better, and appropriate to the student's Alfred University program of study. Additionally, transfer credits must fit within the six consecutive calendar years of a student's academic program. The student's advisor and program department chairperson or program director must approve each credit transfer. The maximum number of credits that may be transferred is six semester credit hours in any of the programs leading to a master's degree (other than the M.F.A.), and twenty credit hours in any doctoral program. No transfer of credit is permitted in the M.F.A. program. Furthermore, no more than six credits used to satisfy the requirements of one graduate degree program may be used toward the satisfaction of any other Alfred University graduate program. Grades earned in courses transferred from other institutions do not affect the Alfred University grade point average.

For further details on application procedures, see our website at <http://www.alfred.edu/admissions/graduate/requirements.html>.

## FINANCIAL ASSISTANCE

Alfred University provides substantial financial support for graduate study. Most of the University funded assistance is provided in the form of assistantships and fellowships.

In addition to its own resources, the University participates in federal and state aid programs that are applicable to its degree programs. The majority of this funding is in the form of low interest student loans.

*For assistance and questions pertaining to financial aid, please contact:*  
**Alfred University**  
**Financial Aid Office**  
**One Saxon Drive**  
**Alfred, NY 14802**  
**800-541-9229 or 607-871-2159**  
**[www.alfred.edu/finaid/graduate/cost](http://www.alfred.edu/finaid/graduate/cost)**

## POLICY AGAINST DISCRIMINATION

Whether considering candidates for admission or financial aid, applicants for employment or the management of its policies and school-administered programs, Alfred University does not discriminate on the basis of gender, sexual preference, age, race, color, national or ethnic origin, religion or disability. Alfred University is an affirmative action, equal opportunity employer.

## GRADUATE DEGREE PROGRAMS

### Master of Science in Education

Literacy Teacher  
Counseling  
Certificate of Advanced Study-Counseling

### Master of Arts/Certificate of Advanced Study

School of Psychology

### Doctor of Psychology

School of Psychology

### Master of Science

Biomedical Materials Engineering Science  
Ceramic Engineering  
Electrical Engineering  
Glass Science  
Materials Science and Engineering  
Mechanical Engineering

### Doctor of Philosophy

Ceramics  
Glass Science  
Materials Science and Engineering

### Master of Fine Arts

Ceramic Art  
Electronic Integrated Arts  
Sculpture/Dimensional Studies

### Master of Business Administration

Business Administration

# Alfred University

## Application for Graduate Admission

Graduate Office of Admissions  
One Saxon Drive  
Alfred, NY 14802  
PHONE – 800-541-9229 FAX – 607-871-2198  
EMAIL – gradinquiry@alfred.edu  
WEBSITE – www.alfred.edu

• A \$50 non-refundable Application Fee must accompany this application.

Please type or print clearly in ink.

Date \_\_\_\_\_

Name \_\_\_\_\_ Sex:  Male  Female  
Last First Middle/Maiden Name

Correspondence Address \_\_\_\_\_ Address until when \_\_\_\_\_  
Number and Street City State/Country Zip

Permanent Mailing Address \_\_\_\_\_  
Number and Street City State/Country Zip

Telephone Numbers ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Day Evening Permanent

FAX Number \_\_\_\_\_ U.S. Social Security Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Type of Visa \_\_\_\_\_

If you are not a U.S. Citizen, are you a permanent resident of the U.S.?  Yes  No

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
Month Day Year

### Optional Information

**Ethnic Origin.** This data is solely voluntary. The information will be kept confidential and refusal to provide this information will not subject the applicant to any adverse treatment.

- American Indian or Alaskan Native
- Asian or Pacific Islander
- Black (non-Hispanic)
- Hispanic
- White, Caucasian
- Other, specify \_\_\_\_\_

First language, if not English \_\_\_\_\_

## Degree Objective

Enrollment Year \_\_\_\_\_  Fall  Spring  Summer

Are you planning to study:  Full time  Part Time

Location:  Alfred University  CITE

**To which degree program are you applying? (please check BOTH the degree and program)**

Separate applications are required for EACH program you are applying.

### DEGREE

### PROGRAM

**Ph.D**

Ceramics

Materials Science and Engineering

Glass Science

**M.S.**

Ceramic Engineering

Ceramic Engineering (12 month program)  Glass Science

Materials Science & Engineering  Biomedical Materials Engineering Science

Electrical Engineering

Mechanical Engineering

**M.F.A.\***

Ceramic Art

Electronic Integrated Arts

Glass Art

Sculpture

**Psy.D. \***

School Psychology

**M.A./C.A.S.\***

School Psychology

**M.B.A.**

Business Administration

**M.S.–Education**  Counseling-C.A.S. \*\*

Literacy

Provisional Teacher Certification (non-degree)

\* These programs admit students for fall semester only.

\*\* Part time students may begin in the fall or spring. Full time students can begin in the spring only at the program director's discretion.

## Education

Colleges & Universities attended	Dates (from/to)	Degrees*	Major	GPA/Class rank

\* Include any degree expected by the end of the year

**Official Transcripts of all previous educational work at the college level must be sent directly to the Office of Graduate Admissions.**

What type of undergraduate degree do you have?  BS  BA  BFA If not, will you have a degree before entering AU?  Yes  No

## Testing

Applicants to the **Literacy** program must pass all three sections of the New York State Teacher Certification Examination (listed below) with a score of 220 or better. Please include copies of each certification, and record the results of these standardized tests, indicating when they will or have been taken.

LAST (Liberal Arts & Sciences Test)      ATS-W (Assessment of Teaching Skills-Written)      CST (Content Specialty Test)  
 Score: \_\_\_\_\_ date taken: \_\_\_\_\_      Score: \_\_\_\_\_ date taken: \_\_\_\_\_      Score: \_\_\_\_\_ date taken: \_\_\_\_\_

- Applicants to the **School Psychology** and **Counseling** Programs must submit official GRE general test scores. They are optional for all other programs.
- Applicants to the **M.B.A.** Program must submit an official GMAT score.
- All applicants receiving a degree from an institution outside the U.S. must submit an official TOEFL score.
- Please record the results of these standardized tests below, as appropriate, or indicate when they will be taken.
- Applications will not be considered until official test results have been received by the Office of Graduate Admissions.

### GRE SCORE

General V \_\_\_\_\_ Q \_\_\_\_\_ AN \_\_\_\_\_  
Score      Score      Score      Date Taken

Advanced \_\_\_\_\_  
Subject/Score      Date Taken

### GMAT SCORE

General V \_\_\_\_\_ Q \_\_\_\_\_ AN \_\_\_\_\_  
Score      Score      Score      Date Taken

### TOEFL

General \_\_\_\_\_  
Score      Date Taken

## Employment

Indicate present employer, if any, plus positions you have held in your proposed field, relevant summer work or part-time work.

Employer	Position/Title	Dates from/to

**Honors and awards** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Recommendations

All applicants must submit at least two letters of recommendation from present or former instructors or employers who have knowledge of your academic potential. Applicants to any of the School Psychology programs (M.A./C.A.S. or Psy.D.) must submit an additional letter of recommendation. A Reference Report form is provided on the following page. Please feel free to make the necessary number of copies. Please provide the names, titles, and phone number of the individuals you will be requesting to submit letters on your behalf.

Name	Position/Title	Phone Number

## Additional Information

Have you applied for admission to the Graduate School at Alfred University before?  Yes  No If so, when? \_\_\_\_\_

If you are applying for admission to other universities or colleges, please list them: \_\_\_\_\_

Have you ever been convicted of, or entered a plea for, or do you have charges pending against you, for a crime other than a minor traffic violation?  Yes  No If yes, please attach a statement of explanation.

## Personal Statement

Please attach separate sheets of paper that provide information about yourself, your aims and plans for the future, reasons for graduate study in your chosen field, special interests in that field, and experience (other than academic) in the field.

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**I certify that all information provided by me in this application is correct and accurate to the best of my knowledge. Failure to do so can result in separation from the University.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Application Review Authorization

I authorize the following individuals to check on the status of my application on my behalf. This section may be left blank.





# The Graduate School

In 1938, the Board of Trustees of Alfred University established the Graduate Division of the College of Liberal Arts. This action was motivated by both a desire to implement and encourage research and a concern for the improved training of secondary school teachers. In time it became apparent that the growing needs for advanced work in the geographic area served by Alfred University demanded an organization educationally and administratively more functional than the graduate division. Therefore, in 1947, the Board of Trustees established the Graduate School of Alfred University.

Today, the Graduate Council administers and guides all graduate programs throughout the University, providing unity and direction for graduate study.

Alfred University graduate students are enrolled in five master's and two doctoral degree programs with numerous areas of specialization. Admission is selective, ensuring all graduate students are intellectually and academically outstanding. Student quality and the intimate size of each program create an intellectually stimulating and challenging academic environment on a personal scale.

Alfred is known for the quality and diversity of its academic and professional programs – usually expected only of large universities – within a personalized, intimate setting, normally found in small colleges.

## **IMMUNIZATION REQUIREMENTS**

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

## **HOUSING**

On-campus housing for graduate students is limited. Students who are interested in on-campus accommodations, or who desire help in locating off-campus housing, should contact the Office of Residence Life at 607-871-2186.

## **DINING**

The University operates four dining facilities on campus. Two of the four facilities, Ade Hall and the Powell Campus Center Dining Hall, serve breakfast, lunch and dinner. These two dining halls primarily serve Alfred University students on a University meal plan, but may be used on a cash basis for single meals.

The other two dining facilities, the Li'l Alf CyberFresh Café, located in the Powell Campus Center, and MidKnight Express, located on the ground floor of Ade Hall, feature fast-food, a la carte entrees and daily lunch specials. The Cafés are open for both early morning and late night customers and operate on a cash or dining dollars basis.