

Changes since Fall 2008 in red



## Admission to Graduate Study



## Requirements for Admission

Admission to the Graduate School requires that the applicant have the preparation and ability that—in the judgment of the program and the Graduate School—are sufficient to enable satisfactory progress in the degree program. A U.S. bachelor's degree or the equivalent is required (for example, a four-year/120-credit-hour accredited program) with a minimum overall grade point average of 3.0 on a 4.0 scale; the student must present evidence that such a degree will be awarded by the time graduate work is to begin.

Application for admission to the Graduate School is made to a specific program for a designated degree. Additional admission requirements are listed in each program's section of this publication. To be considered for admission, all students must submit a complete application online as well as the following documentation to the graduate program:

- Two official copies of all previous transcripts for all colleges and universities attended, including junior and senior college and graduate transcripts (if transcripts are in a foreign language, certified English translations are required in addition to the original documents);
- Three letters of recommendation;
- Scores for the Graduate Record Examination (GRE) General Test sent directly from ETS (photocopies are not acceptable);
- Documented proficiency in English for international students (see the English Proficiency Requirements for Non-Native Speakers of English below for details).

To fill out an application, students must go to [www.grad.sunysb.edu](http://www.grad.sunysb.edu) and create an online account. A nonrefundable application of \$70 must be charged via credit card when submitting the online application.

Early application is suggested for students seeking financial support. To receive full consideration for admission with financial support, complete admission and financial aid applications should be filed by *January 15* for the fall semester and *October 1* for the spring semester. Admission decisions are made by programs. Late applications will be accepted, but will be considered only by the programs where openings still exist.

An offer of admission to graduate study at Stony Brook is for a specific semester. An applicant who is accepted to a program and is unable to enroll for the semester specified should request a deferment of admission from the primary department or program. If the request is granted, the student will be sent a new offer of admission for the subsequent semester and the Graduate School will be notified accordingly. Students who do not enroll within 12 months of the original offer of admission must submit a new application and fee. International students must submit a new "Request for Certificate of Eligibility and Declaration and Certification of Finances" form to request an updated Form I-20 or IAP-66 valid for the updated semester of admission. Unused Forms I-20 or IAP-66 must first be returned.

### Graduate Record Examination

The GRE General Test is required of all prospective graduate students. Several programs also require an Advanced Area Test. Please refer to the admission requirements of the specific program of interest. Applicants who have taken the GRE should request that Educational Testing Service forward scores directly to the Graduate School (the Stony Brook code is 2548). Failure to submit GRE scores with the completed application will prevent the review of student applications by the program. Photocopies are not acceptable.

To register for the GRE, please see the following Web site: [www.ets.org](http://www.ets.org)

### English Proficiency Requirements for Non-Native Speakers of English

Students are expected to read, write, and speak English. They are also expected to comprehend the spoken language. Applicants whose first or primary language is not English must demonstrate proficiency prior to matriculation. To be considered for admission, an applicant must present a passing score for either the TOEFL or IELTS tests. Students who fail to meet this requirement cannot be admitted and must enroll in a course at the Intensive English Center (IEC) and achieve satisfactory grades before admission to graduate study. Students who have taken either of these tests more than two years ago must retake the test.

A minimum score of 550 (paper) or 213 (computer) is considered passing for TOEFL. For the iBT (internet) the score is 80 for general admission and 90

for admission to a doctoral program and to be eligible for consideration for TA/GA support, although candidates with lower scores may be considered in special circumstances.

All doctoral students and master's students who are awarded a teaching assistantship will be exempt from ESL courses with a TSE of 55, an IELTS speak subscore of 7, or an iBT speak subscore of 28. All other doctoral and TA/GA students will be required to take the SPEAK test on arrival. The TSE and TOEFL iBT are administered at centers throughout the world several times each year; applicants should forward their scores directly to the Graduate School (the Stony Brook code is 2548). The SPEAK test is administered at Stony Brook University during Orientation for all students who have not taken these particular language proficiency exams. Further information is available by contacting the Education Testing Service, Princeton, New Jersey 08540, USA, or at [www.toefl.org](http://www.toefl.org). Students who take the International English Language Testing System (IELTS) tests instead of the TOEFL are not required to take the TSE. A score of 7 will be considered passing. Further information is available by visiting the IELTS Web site at [www.ielts.org](http://www.ielts.org)

Performance in the IEC and on the SPEAK test will determine whether a student will be cleared or assigned to an ESL (English as a Second Language) course.

### Health Records

All accepted students are required by New York State law to file a completed health history and physical examination with the Student Health Service. Transfer students may submit copies of their health forms from their former schools provided they contain the information required by the Student Health Service and are less than two years old.

## International Students

### Financial Verification

Applicants who are not citizens or permanent residents of the United States must provide the University with verification that the necessary funds are available to finance their education at Stony Brook and for living expenses. The University form SUSB103R2 must be submitted for this purpose before immigration documents

will be sent to the admitted students. (The form SUSB103R2 may also be downloaded at [www.grad.sunysb.edu](http://www.grad.sunysb.edu) under the heading “International Students.”)

### I-20 Documentation

Government regulations require that every international student attend the institution that issued the I-20 used for entry into the United States. Transfers between institutions may be possible if a student can show that he or she reported to the original institution with the appropriate clearance.

### Non-Matriculated Status (GSP)

Any person holding a bachelor’s degree, its equivalent, or an advanced degree from an accredited institution of higher learning is eligible to be considered for admission to the University as a non-matriculated graduate student. Such students may enroll in graduate courses through the School for Professional Development (SPD) as non-degree students after submitting a completed application form to SPD. Contact SPD for additional information at (631) 632-7050 or at <http://ws.cc.sunysb.edu/spd/>. Non-degree students who later wish to pursue a graduate degree will need to make a formal application for admission to the Graduate School and a degree program and may transfer a maximum of 12 credits taken in non-matriculated status to the graduate degree program.

### Transfer of Credit

A maximum of 12 credits may be transferred to a master’s program at Stony Brook with the approval of the program and the Graduate School provided that they have not been used toward the satisfaction of any degree requirements here or at another institution. A candidate for the doctoral degree may transfer those graduate credits that are allowed by the appropriate departmental or program committee.

### Transfer from Non-Matriculated Status

Students transferring from non-matriculated status are limited to a maximum of 12 graduate credits for master’s degrees. Students must be formally matriculated into a degree program before the petition to transfer is submitted. All graduate courses completed in non-matriculated status will be counted as part of the total graduate grade point average (GPA).

### Transfer from Other Institutions

A candidate for the master’s degree may petition to transfer a maximum of 12 graduate credits from another institution toward their master’s degree requirements. These credits must be from an institution authorized to grant graduate degrees by recognized accredited commissions and meet the following guidelines:

- Credits must not have been used to fulfill the requirements for either a baccalaureate or another advanced degree or certificate.
- Credits must not be more than five years old at the time the student is admitted to graduate study at Stony Brook. Courses older than five years will be accepted only in rare circumstances.
- A course listed as both graduate and/or undergraduate level will not be considered for transfer.
- Credits must carry the grades of A or B. “Pass” or “Satisfactory” grades are not transferable unless these grades can be substantiated by the former institution as B (3.0) or better.
- Grades earned in transferred courses are not counted as part of the overall GPA at Stony Brook.
- Work from one master’s degree is not transferable to a second one.

### Transfer Between Primary and Secondary Programs

A maximum of 12 graduate credits from Stony Brook, which were earned in a primary program prior to a student being accepted into a secondary program, can be applied to the secondary program. Credits applied to the degree requirements of a primary program cannot be applied toward the degree requirements of a secondary program.

### Special Circumstances

#### Waiver of Application Fee

All applicants are required to pay the application fee. Exceptions include:

- Students who reapply for admission within one academic year;
- Students who are U.S. citizens and have current documentation from a financial aid administrator of an appropriate college or university official substantiating that they are currently enrolled and that the payment of the application would create a financial hardship (*complete financial information for the current academic*

*year must be provided, including total cost of education and amount and types of financial aid received*);

- Currently enrolled undergraduate students in a U.S. institution who hold a cumulative GPA of 3.75 or better. A current transcript is required for this to be approved
- Students who have a fellowship/scholarship through McNair, Project 1000, SEEK, and AGEF.

To qualify, students must request a waiver from the program they are applying to when they apply for admission, and should include any necessary documentation listed above. The department will then make a formal request to the Graduate School using the “Waiver Requests Form” provided by the Graduate School.

### Readmission

Graduate students who have interrupted their attendance at Stony Brook by withdrawing from the University or by taking a Leave of Absence must be readmitted to reactivate their graduate career. The student initiates the process by submitting a completed “Readmission” form to their program. The form can be downloaded at [www.gradsunysb.edu](http://www.gradsunysb.edu)

- Students returning from a currently approved Leave of Absence are generally guaranteed readmission.
- Students not on an official Leave of Absence must pay a \$500 readmission fee.
- International students must also submit a new financial affidavit and be cleared by an international student advisor before the readmission process can be concluded.

If the program approves the request, the readmission form is submitted to the Graduate School for final approval. The program or the Graduate School may set specific requirements to be fulfilled by the readmitted student during the first year of their readmission.

### Conditional Admission

In exceptional cases where certain admission requirements are not met or the undergraduate preparation is inadequate, an applicant may be admitted conditionally. Such applicants will be considered on probation during the first semester. Program recommendation and Graduate School approval are required for conditional admission.



- Students admitted conditionally for a low cumulative GPA must earn an overall graduate average of at least a B (3.0) during the first semester of enrollment to be permitted to continue. In this case, the student is considered to have achieved regular status.
- A student admitted conditionally because of a low cumulative GPA who fails to earn a B (3.0) average in the first semester will not be permitted to reenroll. Both the student's program and the Graduate School may set conditions that the student must satisfy during the early period of graduate work.
- G1: First-year master's student. G1 students must register for 12 credits per semester.
- G2: Advanced master's student who has completed 24 or more graduate credits or a master's degree in a closely related graduate degree program at Stony Brook University are coded as G2. G2 students must register for nine credits per semester.
- G3: First-year doctoral student. G3 students must register for 12 credits per semester.
- G4: Advanced doctoral student who has completed 24 or more graduate credits or a master's degree in a closely related graduate degree program at Stony Brook University are coded as G4. G4 students must register for nine credits per semester.
- G5: Advanced graduate student enrolled in a doctoral degree program that has been advanced to candidacy for the doctoral degree by the tenth day of a semester or term. G5 students must register for nine credits unless instructed otherwise.

### **Change of Graduate Program and/or Academic Level**

Should a student wish to change programs or academic levels following admission and matriculation, a "Change of Graduate Program and/or Academic Level" form must be submitted to the Graduate School with original signatures by both prior and new department or program chairs and advisors. The form can be downloaded at [www.grad.sunysb.edu](http://www.grad.sunysb.edu). In addition, international students who seek to change their program must obtain approval of an international student advisor.

### **Secondary Program**

Should a student wish to add a secondary program to his or her primary program of study, a "Permission to Enroll in a Secondary Degree or Certificate Program" form must be submitted to the Graduate School with original signatures by both the primary and new department or program chairs. Final approval rests with the Graduate School. International students are required to obtain approval of an international student advisor.

### **Academic Level**

#### **Full-Time Students**

Students admitted for full-time study to the Graduate School will usually register for either 12 or nine credit hours per semester based on their academic level. Responsibility for certifying the full-time status of graduate students rests with the Office of the Registrar.

Incoming full-time graduate students are classified as G1, G2, G3, or G4 depending on the program to which they have been admitted and their previous graduate training.

between two departments or colleges. Students are allowed to take a specified number of graduate credits that will count towards the undergraduate and graduate requirements, subsequently reducing the total time for completion of the master's degree. For more information, please contact the specific department or program of interest.

A G1 will be automatically converted to a G2 when the student has completed 24 or more graduate credits at Stony Brook; a G3 will be automatically converted to a G4 when the student has completed 24 or more graduate credits at Stony Brook; Incompletes are not completed credits. The conversion of G4 to G5 is an administrative change that is done by the program and the Graduate School upon advancement to candidacy.

#### **Part-Time Students**

Incoming part-time students admitted to the Graduate School will register for no more than 11 credit hours per semester. Programs may, in consultation with the Dean of the Graduate School, regulate the proportion of part-time students in their graduate program.

Part-time students are classified as G1, G2, G3, or G4 depending on the program to which they have been admitted and their previous graduate training.

- The academic level of a G1 or G3 student who has completed 24 credits of coursework at Stony Brook is changed to G2 or G4, respectively.

### **Combined Bachelor's/Master's Programs**

Five-year bachelor's/master's programs are available in several academic departments. Some are joint programs