

APPLYING FOR ADMISSION

Students are encouraged to visit the Admissions (<https://www.medaille.edu/admissions/>) homepage for more information.

Admission Policy

Admission Policy with Full Standing

Individual graduate programs have specific admission requirements. Prospective applicants should consult the Adult and Graduate Office of Admissions and individual program policies directly to learn about program-specific requirements.

All applicants should keep in mind that the admission decisions are based on the merit of each individual applicant, taking into account each applicant's motivation, maturity, and ability as well as the academic record. Consideration is given to academic background, as well as life and work experience as it pertains to the program that the student is applying to. In conformance with Title IX, 1972 Education Amendments (<https://www.medaille.edu/student-services/title-ix/>), the College does not discriminate on the basis of sex, race, color, handicap, national and ethnic origin or age in the administration of its educational policies, admissions policies, scholarship and local programs, and athletic and other institutionally administered programs.

Medaille College has a rolling admissions policy and students may be admitted for the Fall Semester, Spring Semester, or, for some programs, March, May, and October. However, to ensure adequate time to apply for Financial Aid and to secure space within their program of study, students are encouraged to apply at least 3 months prior to the start of a semester.

See the College's Academic Calendar to find out when each semester begins. Contact the Adult and Graduate Office of Admissions to find out the priority deadline for each. The Academic Calendar is available here: <http://www.medaille.edu/academics/academic-calendar> (<http://www.medaille.edu/academics/academic-calendar/>).

Probationary Admission

Probationary admission may be granted for those who do not meet the criteria for full admission into a master's program, provided there is other evidence that the applicant has the ability to do satisfactory graduate work. Such evidence might include an excellent record of postgraduate work at another institution, two letters of recommendation from those in position to evaluate the student's abilities for graduate study, or high scores on the Graduate Record Examination. Those who wish to take the Graduate Record Examination should visit: <http://www.ets.org/gre> (<http://www.ets.org/gre/>).

Full standing is attained upon completion of at least 6 hours of course work for graduate credit with a grade of B or better, and upon the removal of any deficiency which was specified at the time of the admission. Students admitted on probation may be denied continued enrollment if they do not achieve full standing within the specified time period.

Conditions of Probationary Admittance

1. The student with probationary admission is allowed to be enrolled in one semester of courses
2. A registration hold will be placed on the students' record, preventing future term registration
3. The student must earn a minimum 3.0 cumulative GPA by the end of the first semester

4. The student who does not earn a minimum 3.0 cumulative GPA in the first semester is academically dismissed from Medaille College and can reapply in six months
5. The student who earns a minimum 3.0 cumulative GPA in the first semester may continue in their program. The registration hold will be removed, and registration completed
6. The student with probationary admission who earns a minimum 3.0 GPA in the first semester and continues must then maintain a minimum cumulative GPA of a 3.0 through the rest of the program
7. In the remainder of the program, in the event the cumulative GPA falls below a 3.0, the student will be placed on Academic Probation.

Note: The Probation Status Acknowledgment form must be completed and submitted before beginning online courses.

Conditional Acceptance

Students may be conditionally accepted for admission to the College with the expectation that they will be able to submit appropriate documentation.

Documents such as:

1. Teacher Certification/Licenses
2. Official Transcripts

Conditional acceptance is only valid for one term/semester. If a conditional acceptance is not met after the first term/semester, students will be administratively removed from the College and will have to reapply for admission.

How to Apply

Obtain an application: Individuals may request an application by telephoning the Graduate Admissions Office at (716) 880-2568 (or toll-free 1-800-292-1582, ext. 2568), or by emailing AdultGradAdmissions@medaille.edu. Individuals may also apply using the following link: <https://www.medaille.edu/admissions/post-traditional-graduate-online> (<https://www.medaille.edu/admissions/post-traditional-graduate-online/>).

1. Submit the Application (<https://apply.medaille.edu/apply/>) and the Following Additional Documents

Master of Business Administration (MBA) and Master of Arts in Organizational Leadership (MAOL)

- Official transcripts from each college or university attended
- Any Undergraduate Bachelorette Degree
- Undergraduate GPA of 2.7 or above
- Resume
- Two years' work experience, desired but not required

Master of Science in Accounting (MSA)

- Official transcripts from each college or university attended
- Any Undergraduate Bachelorette Degree with an Accounting Core
- Undergraduate GPA of 3.0 or above
- Resume

Master of Arts in Clinical Mental Health Counseling

- Official transcripts from each college or university attended
- Resume or Curriculum Vitae

- Letter of intent, which addresses the following aspects of personal reflection:
 - Describe how career goals align with the focus of Medaille's Clinical Mental Health Program.
 - Discuss the preparations made for study at the master's level and how to be successful in the program.
 - Explain how to be successful in forming effective counseling relationships. In addition, inform the reader of the importance in actively demonstrating respect for cultural differences.
- Interview with the Faculty Admissions Committee: Prospective students who pass the initial admissions screening will be invited to participate in an interview with members of the Faculty Admissions Committee. This may be conducted in person, Skype or phone depending upon the prospective student's availability
- Three (3) professional or academic reference letters with the required reference form (<https://www.medaille.edu/medaille-college-mental-health-counseling-program-reference-form/>).

Doctoral Program in Clinical Psychology

- Official transcripts from each college or university attended
- Resume or Curriculum Vitae
- Autobiographical Statement
- GRE scores sent to Medaille College
- 3 Reference forms (https://www.medaille.edu/sites/default/files/files/Admissions/clinical_mental_health_graduate_reference_form_revised_5_22_14.pdf)

Master of Arts in Psychology

- Official transcripts from each college or university attended
- Resume
- Personal/professional goal statement with a self-appraisal of qualifications for the profession (educational summary, professional experience, assessment of knowledge, skills and abilities)
- Two professional references (https://www.medaille.edu/sites/default/files/files/Admissions/clinical_mental_health_graduate_reference_form_revised_5_22_14.pdf)

Master of Arts in Marriage and Family Therapy

- Official transcripts from each college or university attended
- Resume
- Personal/professional goal statement with a self-appraisal of qualifications for the profession (Educational summary, professional experience, assessment of knowledge, skills and abilities)
- Interview with the Faculty Admissions Committee: Prospective students who pass the initial admissions screening will be invited to participate in an interview with members of the Faculty Admissions Committee. This may be conducted in person, Skype or phone depending upon the prospective student's availability
- Three letters of recommendation (https://www.medaille.edu/sites/default/files/files/Admissions/clinical_mental_health_graduate_reference_form_revised_5_22_14.pdf)

Master of Science in Education, Adolescent/Secondary Education

- Official transcripts with a 3.0 GPA or above
- Resume
- **Entrance Exams:** Applicants are required to take one of the following examinations, which include reading math, and writing subtests: ACT (www.act.org (<http://www.act.org>)), SAT (www.collegeboard.org (<http://www.collegeboard.org>)), Graduate Record Exam (www.gre.org (<http://www.gre.org>)), *Praxis* Core (www.ets.org/praxis (<http://www.ets.org/praxis/>)). Score reports should be sent to the Graduate Admissions Office.

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- Statement of Intent
- Interview

Master of Science in Education, Elementary Education

- Official transcripts with a 3.0 GPA or above
- Resume
- **Entrance Exams:** Applicants are required to take one of the following examinations, which include reading math, and writing subtests: ACT (www.act.org (<http://www.act.org>)), SAT (www.collegeboard.org (<http://www.collegeboard.org>)), Graduate Record Exam (www.gre.org (<http://www.gre.org>)), *Praxis* Core (www.ets.org/praxis (<http://www.ets.org/praxis/>)). Score reports should be sent to the Graduate Admissions Office.
- Statement of Intent
- Interview

Master of Science in Education, Literacy (LIT)

- Official transcripts with a 3.0 GPA or above
- Resume
- **Entrance Exams:** Applicants are required to take one of the following examinations, which include reading math, and writing subtests: ACT (www.act.org (<http://www.act.org>)), SAT (www.collegeboard.org (<http://www.collegeboard.org>)), Graduate Record Exam (www.gre.org (<http://www.gre.org>)), *Praxis* Core (www.ets.org/praxis (<http://www.ets.org/praxis/>)). Score reports should be sent to the Graduate Admissions Office.
- Statement of Intent
- Interview

Master of Science in Education, Students with Disabilities (SWD)

- Official transcripts with a 3.0 GPA or above
- Resume
- **Entrance Exams:** Applicants are required to take one of the following examinations, which include reading math, and writing subtests: ACT (www.act.org (<http://www.act.org>)), SAT (www.collegeboard.org (<http://www.collegeboard.org>)), Graduate Record Exam (www.gre.org (<http://www.gre.org>)), *Praxis* Core (www.ets.org/praxis (<http://www.ets.org/praxis/>)). Score reports should be sent to the Graduate Admissions Office.
- Statement of Intent
- Interview

Post-Master's Advanced Certificate in Literacy (LIT)

- Official (or unofficial) Graduate transcripts indicating eligibility for initial certification with a 3.0 GPA or above

Post-Master's Advanced Certificate in Students with Disabilities (SWD)

- Official (or unofficial) Graduate transcripts indicating eligibility for initial certification with a 3.0 GPA or above
- **Entrance Exams:** Applicants are required to take one of the following examinations, which include reading math, and writing subtests: ACT (www.act.org (<http://www.act.org>)), SAT (www.collegeboard.org (<http://www.collegeboard.org>)), Graduate Record Exam (www.gre.org (<http://www.gre.org>)), *Praxis* Core (www.ets.org/praxis (<http://www.ets.org/praxis/>)). Score reports should be sent to the Graduate Admissions Office.

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www.ets.org/praxis/). Score reports should be sent to the Graduate Admissions Office.

- **Provisional Admit:** Students will need to earn a **B or better** in all classes during the first semester to be allowed to continue in the program.
- **Conditions:** All admissions requirements will need to be submitted before the end of the first semester. A student would be admitted with conditions if missing any of the required pieces. Note: We can also admit with unofficial transcripts, but official transcripts then become a condition.
- **Transcript Review:** All MSED EI Ed, Adol., and SWD-without certification must have a transcript review to determine the number of undergraduate prerequisites met. If more than 12-15 are needed, the applicant may be advised to delay entrance into the program.
Interview: Required interview may be waived by the program director except for applicants with a GPA below 3.0.

****Selection of weekday or weekend cohorts:** Applicants must give their final decision one month prior to the start of classes.

2. Submit Transcripts

Applicants applying either with graduate credit or as a first-time graduate need to submit official transcripts from all colleges previously attended.

Official Transcript Policy

Students are responsible for submitting official transcripts no later than the completion of their first term/semester. Students who fail to submit official transcripts will be administratively withdrawn from the College. Students may reapply for admission once official transcripts are received by the College.

3. Review by the Admissions Committee

Applications will be reviewed and evaluated by the Admissions Committee. Applications and all supportive credentials become the property of Medaille College and will not be returned to the applicant.

4. Notification/Acceptance

Medaille College follows a policy of rolling admissions for most programs. Applicants will be notified of the Admissions Committee. If accepted, applicants will receive information about orientation, immunization forms, and registering for courses.

5. The Tuition Deposit

To reserve a position in a program of study at Medaille, the student may be required to submit an Enrollment Confirmation Form (<https://www.medaille.edu/admissions/lp/enrollment-confirmation-form/>), or pay a \$100 tuition deposit. Contact Admissions for the amount due toward the specific program. Students should submit the deposit within one month of acceptance. The deposit is non-refundable and will be credited to the first semester's tuition. Contact Student Accounts here: 1-800-292-1582 (ext. 2235).

6. Proof of Immunization

New York State law requires that any college student born on or after January 1, 1957 must provide medical proof of immunity for measles, mumps, and rubella prior to enrollment. New York State also requires colleges to inform students about meningococcal disease and require vaccination within the last five years or students must sign a waiver to decline the meningococcal vaccination. Contact the Wellness Center for further information. Immunization information is also available

here: <http://www.medaille.edu/sites/default/files/pdf/admissions/Immunization-Form.pdf> Contact the Wellness Center for further information, by calling (716) 880-2112.

International Students

International students enrolled in Buffalo Campus graduate programs must meet the standard admission criteria of Medaille College. In addition, they must present evidence that they have command of the English language. An English language proficiency test; the minimum acceptable scores are as follows:

TOEFL IBT Paper-Based TOEFL	IELTS	iTEP	Pearson	Eiken
79	550	6	53	2A

Official transcripts of all secondary and college work must be submitted. Certified translations must also be provided for documents supplied in a language other than English. A certified course-by-course evaluation of foreign credentials is required for all college work. Certified transcripts of secondary and college work must be submitted. All non-US transcripts should be accompanied by certified translations. Certified translations can be attained through one of the following agencies: www.wes.org (<http://www.wes.org>) (World Education Services) or www.ece.org (<http://www.ece.org>) (Educational Credential Evaluators). This procedure is necessary for official credit, grade, and language conversion. The Admissions Office will not review academic credentials without evaluation from one of the above agencies. Since federal and/or state financial aid is not available to international students, they are required to present certified evidence of sufficient funding to cover their educational expenses.

Graduate Matriculation

Students accepted by the College as degree/certificate-seeking candidates in a specific program are considered to be matriculated. With the approval of the appropriate Department Chair, graduate students may take up to 12 credits in a graduate program on a non-matriculated basis. In this case, students are considered non-matriculated.

Note: Financial aid is not available to non-matriculated students. Transcripts from other institutions are not required for non-matriculated students. Non-matriculated students apply to the College through the Admissions Office; and register for courses through the Registrar's Office.

Upon completion of 12 graduate credits, non-matriculated students must apply through Admissions for degree/certificate-seeking status.

Transfer From One Graduate Program to Another

Any student wishing to change from one program to another must apply through Admissions and satisfy all admissions requirements of the new program. Students wishing to enroll in a second program must have the approval of the original Program Director before being accepted into the new program.

Transfer Credits

Medaille College's transfer policy permits acceptance of up to 9 graduate credits earned at other accredited colleges and institutions of higher learning. Students must also be in good standing of a letter grade of B or above. Students must also choose a major before being accepted into

a graduate program. Students who wish to have credit(s) from previous institutions counted toward a Medaille College graduate degree may petition the appropriate Program Director/Department Chair for transfer credit, in writing, at the beginning of their program. The Program Director/Department Chair will determine if graduate coursework completed at another institution can transfer into the program as an equivalency for an existing graduate course. Upon review of the transfer request, the Program Director/Department Chair will inform the Registrar's Office, in writing, of their decision, and will specify which course is to be allowed as transfer credit for a specific Medaille course. The Vice President for Academic Affairs or designee makes final approval. This documentation will be placed in the student's permanent file. Only credit is transferable; grades, quality points, and cumulative averages do not transfer.

Information, including admissions requirements, program deadlines, and necessary documentation required for the admissions process is available here: <http://www.medaille.edu/admissions/how-apply/graduate-admissions> (<http://www.medaille.edu/admissions/how-apply/graduate-admissions/>). Admission to graduate study is granted by Medaille College upon the recommendation of the Department Chair/Program Directors of graduate programs, or in some cases, by a Graduate Admissions Committee.

Applicants should see that each undergraduate or graduate institution previously attended sends official transcripts to the attention of Office of Admissions. The Office of Admissions should receive the transcripts as soon as possible before the time the student expects to enroll. All transcripts become part of the student's official file and may not be returned.