Admission Information

College Policy
The college considers applicants without reference to race, color, religion, national origin, sex, age, handicap, sexual orientation, marital or parental status. The credentials of each applicant are evaluated on an individual basis and admission is granted to those who have the potential for success in the curriculum of their choice.

Morrisville State College does not offer an open enrollment admission policy. Students are admitted to specific curricula rather than to a general program. Although an interview is not required for admission to the college, students are encouraged to visit the campus during the admission process, meet with program faculty members, and discuss admission and enrollment procedures directly with an Admissions Advisor.

Admission is offered on a space available basis. All of the information provided is reviewed holistically to make the best decision possible for both the applicant and the college. Some programs may attain full enrollment and close throughout the year. A student may be offered admission to an alternate major when the desired major is full or if the Admissions Committee deems that enhanced academic credentials are required for the requested major.

Specific programs at Morrisville State College may have recommended or mandatory entrance requirements. For complete information, contact the Admissions Department, or view the program pages at www.morrisville.edu/academics.

How to Apply
Freshman Applicants

- Freshman applicants must submit the SUNY application. Please note that the supplemental application is also required.
- Freshman must submit official high school transcripts. High school students taking AP or college level coursework must provide appropriate scores/transcripts. Your full name must appear on all materials sent to the Admissions Office. If your transcripts have a different name than the one you used on your application (i.e. maiden name), please notify the Admissions Office.
- If you will be attending the Norwich Campus, indicate “NORWICH” under “special campus project” on the “my campus selections” page of the SUNY online application.
- SAT/ACT examinations are required for all Morrisville State College bachelor degree programs and select associate degree programs. SAT/ACT examinations are also required for consideration of merit award scholarships. Refer to individual program descriptions to determine if submission of scores is required for your area of interest. For all Morrisville State College associate degree programs, examination scores are recommended.
- If you will be attending the Norwich Campus, indicate “NORWICH” under “special campus project” on the “my campus selections” page of the SUNY online application.
- A minimum of one letter of recommendation is also suggested. Appropriate references include former teachers or school officials, employers, and leaders of organizations.

Candidates are evaluated for admission on a rolling basis. Transfer applicants are encouraged to apply as early as possible. Notification of acceptance is also conducted on a continuous basis.

Students who have an interest in Morrisville State College are encouraged to schedule an appointment to visit the campus. Visits can be arranged online at http://www.morrisville.edu/admissions/visit.aspx or by contacting the Admissions Office at 315-684-6360.

Previous College Coursework
In general, transfer credit is granted when courses are applicable to the curriculum for which the student is applying, the course grade is a minimum of C or better, and the course was taken by the student within the past seven (7) years. Transfer credit will not be included in the student’s Morrisville State College grade point average, but may change the GPA if the course is substituted for a Morrisville course. Transfer credit will not contribute toward a student’s residency requirement. Morrisville State College also has a variety of articulation agreements with area community colleges, many of which guarantee enrollment at Morrisville with full Junior status. For a complete list of community college articulations please see the articulation agreement section of this catalog.

Two-Plus-Two Transfer Program
Many students, both with and without an associate degree, choose to attend Morrisville State College to complete a bachelor degree. A qualified student may enroll in one of the Morrisville associate degree programs and then seamlessly finish in a related bachelor degree program if all of the appropriate prerequisites are met for the corresponding bachelor degree program.

Readmission/Reinstatement
Students who have been away from Morrisville State College for at least one semester and not more than seven years, may apply for readmission through the Morrisville State College Application for Readmission process. The Application for Readmission is available for download from the College
website. A reapplication processing fee of $25.00 is required with submission of your application.

To be considered for readmission, please complete and submit the following items to the Admissions Office:

- A Readmission Application, available for download from the college website.
- A letter describing your activities since you last attended Morrisville.
- Transcripts from any other colleges attended since attending Morrisville.

Several campus offices will be contacted to provide additional information regarding a possible return to Morrisville State College. Previous financial obligations to the college must be satisfied, and previous academic or disciplinary conditions must be met before readmission will be considered.

A student who has lost matriculation as a result of academic dismissal will be considered for readmission/reinstatement by the college only with approval of the school office and/or with the satisfactory completion of the following:

- The student completes six credit hours or more (at least two courses) of remedial course work at another institution with minimum grades of B or better in all courses, or
- The student completes six credit hours (together or in sequence) at another institution, with minimum grades of C or better in each course.

NOTE: Readmission/reinstatement to matriculated status does not automatically reinstate eligibility for financial aid. Students must also meet New York state academic standing requirements and the standards of satisfactory progress for federal aid. Any questions regarding these policies should be directed to the Financial Aid Office.

Students who have been separated from the college for greater than seven (7) years, need to reapply through the SUNY Application also available through the college website. Students who were enrolled in the previous semester may be considered for reinstatement by contacting their school office directly. Providing readmission information to the college does not guarantee readmission.

A.O.E Educational Opportunity Program (EOP)
The Educational Opportunity Program (EOP) is a coordination of supportive services designed to provide access to higher education for qualified New York state residents. The EOP takes the quintessential approach to fulfilling SUNY’s policy that every student capable of completing a program of higher education shall have the opportunity to do so. Guided by this precept, the EOP provides academic and financial support to New York state residents with a high school diploma or its equivalent who show promise for mastering college-level work, but may otherwise not be admitted. The program, which is designed to provide students with a two- or four-year college education, serves students from a variety of circumstances that may present barriers to academic success.

The program is designed primarily to serve full-time students who are United States citizens or eligible non-citizens, residents of New York state, and who are both educationally and economically disadvantaged. “Educationally disadvantaged” is defined as a student who lacks regular qualifications for admission to the college. “Economically disadvantaged” is determined by family income and size of family, according to criteria issued by the State Education Department.

Persons applying for EOP should:

- File a SUNY application (see previous section on how to apply). Applications may be obtained at high school guidance offices, Educational Opportunity Centers (EOC), Talent Search Programs, or Upward Bound Programs.
- File a Free Application for Federal Student Aid (FAFSA), with the Mt. Vernon, Illinois processing center.
- Documentation of family and/or individual income is required. Upon receipt of application for admission, the College will request the acceptable forms of documentation needed for processing.

Financial aid to an EOP student is based on need. Students must apply for the Tuition Assistance Program (TAP) and file a Free Application for Federal Student Aid (FAFSA).

Tutorial services and counseling are designed to aid students in adjusting to college and developing the academic skills necessary to be successful in their chosen curriculum. A mandatory summer program is required for all new E.O.P. Applicants desiring admission to the Fall semester.

A student who wishes to transfer to Morrisville State College as an EOP student must have been enrolled in an EOP, HEOP, or SEEK program at the initial college of attendance if available. The Educational Opportunity Program Office is located in the Butcher Library, 315-684-6075. EOP is available to students at the Morrisville campus only.

Deposit Policy
Morrisville State College accepts students on a rolling admission basis. For students notified of acceptance to the Fall semester prior to April 1, a $100.00 tuition deposit is required no later than May 1 to secure a place in the chosen major. If notification of acceptance is given after April 1, the deposit is required within 30 days of acceptance. Please note, however, that space in some majors is limited, and student tuition deposits are accepted on a first come-first served basis. Enrollment priority will be given in the order the tuition deposit is received, and some programs may require an earlier deposit to guarantee program enrollment.

For students notified of acceptance to the Spring semester prior to October 1, the deposit is due no later than November 1. If notification of acceptance is given after October 1, the tuition deposit is due within 30 days of notification.

For students wishing to live on campus at Morrisville State College, an additional $100.00 housing down payment is required. This housing down payment guarantees a space in the residence hall. The same date for submission of tuition deposits applies to the housing down payment.

In all cases, tuition deposits and housing down payments will be credited directly to the student’s account. Tuition deposits ($100.00) will be credited toward the cost of tuition, and housing down payments ($100.00) will be credited to residence hall charges. Should you decide not to attend Morrisville State College, all deposits are fully refundable until May 1 by notifying the Admissions Office in writing and requesting a refund. For students admitted to the Fall semester after May 1 or the Spring semester after October 1, written requests for refunds will be honored within 30 days of the original acceptance date. For questions about deposits, contact either the Admissions or Business Office.

Interviews and Campus Tours
Interviews and campus tours are not required but are strongly encouraged. Campus tours are conducted daily on weekdays and select Saturdays. Visits can be arranged online at http://www.morrisville.edu/admissions/visit.aspx or by calling the Admissions Office at 315-684-6046. It is best to visit when the college is in session to take advantage of the opportunity to meet individually with a faculty member. However, tours and Admissions Advisors are available by appointment during college breaks and on select Saturdays throughout the school year for your added convenience.
**January Admission**

Certain curricula will accept January admissions, depending on available classroom and laboratory space. Some programs will require additional time to complete graduation requirements due to the sequencing of courses. For information on January admission, contact the Admission Office to be sure that openings are available in a particular program in January and to determine your anticipated completion date.

**Matriculation Policy**

A student who has successfully satisfied all admission requirements, is officially accepted into a degree program, and registers for 12 or more credit hours is a full-time, matriculated student. A student who has filed an application, successfully satisfied all admission requirements and is accepted into a degree program and registers for 11 or fewer credit hours is a part-time, matriculated student. Students should contact the Admissions Office for additional information and instructions.

Continuing matriculated students who want to change their status from fulltime to part-time or from part-time to fulltime should do so through their school office.

All part-time non-matriculated students who have successfully completed 21 credits must file their intent toward completion of a degree with the Admissions Office. Those indicating they are not interested in studying for a degree cannot graduate from the College. The State University application process must be completed before a student can graduate.

**Part-Time Students**

Part-time students looking to matriculate should contact the Admissions Office for application procedures. Courses will be arranged through the appropriate school office. Part-time, non-matriculated students should arrange their coursework through the Center for Lifelong Learning located in the Registrar’s Office.

**Credit by Examination**

Credit by examination may be granted for satisfactory grades obtained on recognized standardized tests such as those offered under the College Level Examination Program (CLEP) or the Excelsior College Examination.

Nursing applicants who have completed a License Practiced Nursing program can receive advanced standing. In addition, credit by local examination is granted for a growing number of courses in each school. This permits advanced work or the selection of a desired elective. Evaluation of grades obtained on these tests, acceptability for degree credit, and other specialized requirements such as prerequisites for advanced work are determined by the appropriate academic dean.

**Concurrent Admissions Program**

The Concurrent Admissions Program (CONAP) is conducted by colleges and universities that are members of the Service Members Opportunity Colleges. Concurrent with their enlistment in the Army, new soldiers are encouraged to apply for admission to Morrisville State College. Upon meeting satisfactory criteria for full or provisional admission, the soldier will be allowed to defer admission until completion of military service.

After completing a two-, three-, or four-year enlistment, the new veteran will be encouraged to enroll at Morrisville State College. This program also applies to soldiers enlisting in the Army Reserve. Those interested in the CONAP program are encouraged to contact the Admissions Office.

**Special Admissions Consideration**

In 1998, SUNY applications began asking each applicant to answer questions regarding felony convictions or dismissal from college for disciplinary reasons. In compliance with SUNY policy and section 753 of the State of New York Corrections Law, any applicant answering “yes” to either of these questions will be required to provide further information to the Admissions Committee for admission consideration. The information will be reviewed by a campus committee. The applicant may be requested to appear, and a decision to admit, deny admission, or admit with conditions will be made.

Morrisville State College is authorized under federal law to enroll international students. International students should contact the Admissions Office for information on specific requirements as early as possible during the application process to ensure adequate time to complete the necessary documentation prior to the desired semester. In addition, it is highly recommended, and in some cases required, that a student complete an official educational credential evaluation through World Education Services (WES) or Educational Credential Evaluators (ECE). This evaluation is completed at the student’s own expense, and does not guarantee admission to Morrisville State College. Contact the Admissions Office, 315-684-6046, with any questions.

Morrisville State College does not consider an Individualized Education Program (IEP) diploma to be the equivalent of a high school diploma; therefore, the IEP diploma cannot be used for acceptance to the College. The Admissions Office suggests that individuals with an IEP diploma do one of the following: remain in high school to obtain a regular diploma or obtain a General Equivalency Diploma (GED). A minimum score of 2500 must be achieved on the GED in order to be considered for admission. Contact the Admissions Office, 315-684-6046, with any questions.

Students lacking a high school diploma or GED who are not seeking admission to either a degree or certificate program at Morrisville State College but who wish to take courses on a non-matriculated basis must obtain written approval from the Director of Admissions.

In all cases, students who do not matriculate must meet the minimum prerequisites for any course(s) in which they wish to enroll.

**Reserve Officer Training Corps (ROTC)**

The Reserve Officer Training Corps programs of the United States Army and Air Force are available to Morrisville State College students. Both programs are designed to produce junior officers (second lieutenants) for their respective service. Programs of study vary from one to four years in length, all leading to a commission. Both programs also provide generous scholarship opportunities to finance undergraduate or graduate degrees.

**Air Force**

The Air Force ROTC program is available at Syracuse University. The traditional program consists of four years of academic and leadership courses, beginning in the freshman year. These courses are all taught at Syracuse University, and the students are required to provide their own travel between Morrisville State College and Syracuse to attend classes. During the summer between the sophomore and junior year, students are required to attend Field Training, a four week military encampment that must be successfully completed to continue in Air Force ROTC. Other programs, such as free-fall and rising sophomore program, combat survival school, and jump school, are also available during the summer months, and are all voluntary. While the four year program is traditional, arrangements can be made for sophomores and juniors who wish to join Air Force ROTC and seek a commission in the Air Force.

Any student at Morrisville State College is eligible to participate in Air Force ROTC at Syracuse University. There is no charge for enrollment, and all text books are provided to the student at no cost. Uniforms are also provided at no cost, and only a deposit is required. To successfully complete the program and be commissioned as a second lieutenant in the Air Force, cadets must meet all academic, medical, and physical standards, and meet the degree requirements of Morrisville State College. High school students applying for Air Force ROTC scholarships are eligible for four-year, full tuition scholarships, which also provide $750/year for books and up to $500/month stipend. Any Morrisville College freshman or sophomore who joins and participates in Air Force ROTC is eligible to compete for a scholarship that will pay up to full tuition and fees. It would also provide the same...
funding for books and monthly stipend during the school year. Career opportunities in the Air Force include pilot, navigator, air traffic control, aircraft maintenance, nursing, communications and electronics, computer science, space and missile operations, civil, mechanical, aerospace, electrical engineering, logistics, personnel, finance, contracting, and security police. Opportunities also exist for lawyers, doctors, and numerous other specialties. Service obligations are four years for most careers upon commissioning. Rated careers such as pilot, navigator, and ABM have longer commitments after commissioning due to the extra schooling required to prepare for the career. Interested students should call 315-443-2461, e-mail afdet535@syr.edu, or visit http://afrotc.syr.edu for more information.

Courses at SU:
Students in the Air Force ROTC program enroll in an aerospace studies (ASC) course each semester. ASC 205/PAF 275 and ASC 206/PAF 276 are taken during the first year and ASC/HST 295 and ASC/HST 296 are taken during the sophomore year. These courses compromise the general military course and meet one hour a week. During the junior year, students enroll in ASC 305/O&M 405 and ASC 306/O&M 406. During the senior year, they enroll in ASC 405/PAF 475 and ASC 406/O&M 476. These courses comprise the professional officer course, and each meets for three hours a week.

Morrisville State students are eligible to participate in Army ROTC through Syracuse University program at any of the following sites: Syracuse University, Colgate University, or Utica College. Syracuse University Army ROTC can provide transportation assistance when required.

Army ROTC emphasizes the development of leadership, problem solving and communication skills; the duties and responsibilities of leaders; the understanding of the fundamental concepts and principles of military art and science. Each Cadet develops a strong sense of personal courage, integrity, responsibility, duty, honor, and the requirements for national security.

Freshman MSL 101, 102 and sophomore 201, 202 students are initially enrolled in the basic course. Each class provides the student with coursework in leadership, problem solving and interpersonal communication skills. Additionally, each student starts to develop physical fitness, first aid, and orienteering skills. The basic course does not obligate students to any military service and only requires two to three hours a week.

After successful completion of basic-course requirements, students can enroll in advanced ROTC, which requires five to six hours a week. In the junior year, MSL 301, 302 Cadets’ continue to build on the skills learned during the basic course with advanced leadership studies. Junior students also take a more active leadership role within the ROTC unit. These experiences prepare Cadets’ for the Leadership Development Assessment Course, which takes place at Fort Lewis, Washington, the summer between the junior and senior year. Senior students 401, 402 continue to study military leadership and management, while taking complete leadership responsibility for the Cadet organization.

All Military Science students participate in a two-hour leadership laboratory each week. The Leadership Lab is a student planned and directed opportunity to develop the skills learned in the classroom. The lab period emphasizes leadership, communication, and problem solving using basic military subjects. Field training exercises are held once each semester. They introduce a wide range of military skills and stress practical application. Rappelling, land navigation, basic tactics, and rifle marksmanship are some of the topics taught at a number of sites in Central New York and Pennsylvania.

Interested students should contact 315-443-8233 or email: armyrotc@syr.edu

Army Reserve Officer Training Corps
Lieutenant Colonel Susan L. Hardwick
Professor of Military Science, Syracuse University
308 Archbold North, 315-443-2462

MSL 101/MSL 102/MSL 201/MSL 202: Basic Leadership Organization and mission of the US Army and Department of Defense, oral and written communication skills, time management, logic and reasoning, basic leadership theory.

MSL 301/MSL 302/MSL 401/MSL 402: Advanced Leadership, Advanced Leadership and management theory, mentoring and evaluation skills, training, planning, staff operations, organizational leadership.

Additional Information
For information concerning part-time students, January admissions, credit-by-examination, transfer students, joint admissions, articulation agreements, or any other programs, please feel free to contact the College.

Admission Office
Morrisville State College
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