FEES AND FINANCIAL AID

Cost of Attendance

The following is the 2015–2016 semester tuition and fee schedule for graduate students. All charges are subject to change by the SUNY Board of Trustees. Full-time tuition and fee rates will be charged to students registered for 12 or more credit hours. Students registered for less than 12 credits will be charged by the credit hour. For the current term tuition and fee schedules, please visit the Office of Student Accounts webpage: www.potsdam.edu/office/studentaccounts.

Tuition

12 credit hours or more per semester
New York State Residents................................. $5,435.00
Out-of-State Residents .......................................... $11,105.00

Tuition per credit hour for part-time students
New York State Residents........................................... $453.00
Out-of-State Residents ............................................. $925.00

Comprehensive Fees

The following fees will appear on the Student Billing Statement as one total called “Comprehensive Fee.”

College Fee
This is a fee imposed on all students attending The State University of New York.

Full time ................................................................. $12.50
Part time (per credit hour)........................................... $ .85

Technology Fee
This fee is a critical component in supporting the college's various technological services utilized by all students. Services include email, online web course registration and access to grades (BearPAWS), smart classrooms and public labs, curricular software, printing, various Internet web resources, and the learning management software (Moodle). Please direct questions regarding this fee to the Office of Computing and Technology Services, cts@potsdam.edu

Full time ................................................................. $205.00
Part time (per credit hour)........................................... $17.10

Health Fee
A fee which covers health care services from a nationally accredited healthcare facility on campus. Having Accident and Health Insurance does not exempt you from this fee. Please direct questions regarding this fee to the Student Health Services Office 315-267-2377.

Full time ................................................................. $185.00
Part time (per credit hour)........................................... $15.45

Athletic Fee
A student fee that supports all intercollegiate athletic events for women and men's teams. Please direct questions regarding this fee to the Office of Athletics 315-267-3134.

Full time ................................................................. $197.00
Part time (per credit hour)........................................... $16.45

Fitness Center Fee
A student fee that supports the Fitness Center equipment and supervision for all students. Please direct questions regarding this fee to the Office of Athletics 315-267-3134.

Full time ................................................................. $17.00
Part time (per credit hour)........................................... $1.45

Career Services Fee
Career Services/Experiential Education Fee: A fee that provides various academic support tools, including internship information and service-learning activities. Please direct questions regarding this fee to the Office of Experiential Education 315-267-2702.

Full time ................................................................. $10.00
Part time (per credit hour)........................................... $ .80

Transcript Fee
A fee which provides official academic transcripts to students and former students upon written request. Please direct questions regarding this fee to the Registrar’s Office 315-267-2154.

Full and Part time ..................................................... $5.00/semester
Program Specific & Other Fees

There are some courses that may have specific fees associated with the successful delivery and completion of the requirements of the course. These fees will be presented and billed to the student at the point by which registration for the course occurs. Actual amounts will vary by course.

Student Teachers

The Intercollegiate Athletic and Fitness Center Fees for graduate student teachers are reduced in the semester of the student teaching experience per the following schedule based on an SGA Student Referendum:

- 0% within 35 miles from campus
- 35% 35-100 miles
- 50% beyond 100 miles

Online, Extension and Internship Courses

The Intercollegiate Athletic, Fitness Center, and Health Fees for students enrolled only in Online, Extension and Internship courses will be waived per credit hour per authorization of the Office of Extended Education and Office of Experiential Education. Fee adjustments are processed after drop/add period has ended.

Housing

Should a graduate student live on campus, housing costs can be confirmed by visiting www.potsdam.edu/studentlife/resHalls/CampusLiving101/roomrates.cfm. Room rates are subject to change annually.

Off-campus housing information is provided by contacting the Center for Graduate Studies.

Meal Plans

Current prices can be confirmed by visiting www.potsdam.edu/studentlife/dining/mealPlans. Meal plan components and prices are subject to change annually.

Other Fees

Concert Fee

A charge for all music majors that provides tickets to Community Performance Series concerts. Off-campus student teachers are exempt. Please direct questions regarding this fee to The Crane School of Music 315-267-2775.

- Full and Part time ................................................. $200.00

Field Experience

A fee that supports activities related to the development and implementation of field-based teacher education programs. Please direct questions regarding this fee to the Center for School Partnerships and Teacher Certification 315-267-2517.

- Full time .............................................................. $35.00
- Part time (per credit hour) ...................................... $3.00

Graduate Diploma Fee

A one-time fee for matriculated graduate students to pay for their SUNY Potsdam diploma. Please direct questions regarding this fee to the Registrar’s Office 315-267-2154.

- Full and Part time ................................................. $3.00

Music Fee

A charge for all Crane music majors that provides for maintenance of musical instrument inventory and other music services. Please direct questions regarding this fee to The Crane School of Music 315-267-2775.

- Full time ............................................................... $185.00
- Part time (per credit hour) ...................................... $15.50

SUNY Potsdam Student Health Insurance (SPIP)

SUNY Potsdam bills Accident and Health Insurance each fall and spring semester to all full-time graduate students. For information regarding the insurance program, billing charge and waiver process, please contact the Student Health Services office at 315-267-2377, www.potsdam.edu/studentlife/healthservices.

International Student Insurance

Insurance charge mandated by SUNY. Please direct questions regarding this fee to the Office of International Student Services 315-267-2507.

- Full and Part time ................................................ $1,263.24/year

Parking and Vehicle Registration

A fee is charged for students who park their vehicles on campus. A prorated fee is charged for part-time students. A separate fee is charged for Summer Session. The basic fees are as follows:

- Full-time students .............................................. $110.00/academic year
- Part-time students .............................................. $57.50/academic year
- Summer Session ..................................................... $30.00

A $10 fee is charged for each additional vehicle registered for campus use. If a permanent change in vehicles is made during the semester, return the original decal to University Police for a free replacement. Temporary vehicles must also be registered with University Police.

For additional information on parking regulations and prices, visit www.potsdam.edu/police.
Payment of College Bill

SUNY Potsdam will provide a Student Billing Statement approximately 30 days prior to the start of the semester. Bills are due approximately 14 days prior to the first day of classes. The Student Billing Statement will reflect the cost of attendance based on the credit hours of enrollment, major and type of courses selected at the time of billing. Student billing statements are available in BearPAWS 24/7. Payments can be made on-line through BearPAWS or through the SUNY Potsdam CASHNet payment portal. The student can set up authorized payers for their account. Holds are removed every 30 minutes for balances paid in full. Payment must be received in the Student Accounts Office before the due date to avoid late fees and holds.

Payments can be made in person, by mail, or online. We accept the following forms of payment:

- U.S. currency. Please do not mail cash
- Checks payable to SUNY Potsdam in U.S. Funds only
- VISA, MasterCard, Discover, American Express and ACH electronic check

Charges may be deferred to certified financial aid awards and if so a credit will be noted on the billing statement. If financial aid exceeds the student’s College bill or an overpayment exists, a refund will be issued in the student’s name. When a refund is processed a notification is sent to the student’s SUNY Potsdam email address.

SUNY policy requires the College to take the following measures for students in default of financial obligations:

1. Deny registrations for any subsequent term
2. Withhold official transcripts
3. Cancel current registrations where the College has inadvertently allowed students to register
4. Withhold the granting of degrees
5. Withhold semester grade report

The following NYS regulations apply to all billings:

NOTICE PURSUANT TO STATE FINANCE LAW § 18: INTEREST AND COLLECTION FEES ASSESSED ON DEBTS OWED TO THE STATE FAILURE TO PAY THE DEBT DESCRIBED IN THE ACCOMPANYING BILLING INVOICE WILL RESULT IN AN INCREASE IN YOUR LIABILITY

The electronic billing invoice accompanying this notice describes a debt currently due to SUNY Potsdam as an agency of the State of New York. Your failure to pay this debt in full within thirty days of your acknowledged receipt of this notice will result in an additional assessment of interest or late fees.

Interest on Past-Due Debts

Interest will be assessed from the date of your acknowledged receipt of this notice, at the corporate underpayment rate as set by the Commissioner of Taxation and Finance and published in the state register pursuant to subsection (e) of section one thousand ninety-six of the tax law minus four percentage points. Interest will be compounded daily on the principal balance which is set forth in the accompanying bill. To avoid the assessment of interest or additional late payment charges, you should pay the amount requested in full within this thirty-day period.

Collection Costs on Debts 90 Days Past-Due

In addition, should you fail to pay this debt in full within ninety days of your acknowledged receipt of this notice, a collection fee of up to 22% of the amount then due, including interest, may be added to the amount which you owe.

Refunds of Tuition, Fees, and Other Charges

In accordance with the SUNY Board of Trustees policy for Billing Refunds, Collection and Write-off Policy for Tuition, Fees and Other Charges, student liability of charges due to withdrawal from classes is as follows:

Tuition & Fees

A student given permission to cancel his/her registration shall be liable for payment of tuition in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Length of Term</th>
<th>1st wk</th>
<th>2nd wk</th>
<th>3rd wk</th>
<th>4th wk</th>
<th>5th wk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
<td>0</td>
<td>30%</td>
<td>50%</td>
<td>70%</td>
<td>100%</td>
</tr>
<tr>
<td>12 week term</td>
<td>0</td>
<td>40%</td>
<td>60%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Quarter or</td>
<td>0</td>
<td>50%</td>
<td>70%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>10 week term</td>
<td>0</td>
<td>50%</td>
<td>70%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>9 week term</td>
<td>0</td>
<td>55%</td>
<td>75%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>8 week term</td>
<td>0</td>
<td>60%</td>
<td>80%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>7 week term</td>
<td>0</td>
<td>65%</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 week term</td>
<td>0</td>
<td>70%</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 week term</td>
<td>0</td>
<td>75%</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd day</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>of classes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remainder of</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st wk</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 week term</td>
<td>0</td>
<td>50%</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 week term</td>
<td>0</td>
<td>65%</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 week term</td>
<td>0</td>
<td>80%</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 week term</td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approval of the registration cancellation, including the date it becomes effective, must be certified by the campus president or designee. No money shall be refunded unless application for refund is made within one year after the end of term for which the tuition requested to be refunded was paid to the University. The first day that classes are offered, as scheduled by the campus, shall be considered the first day of the semester, quarter or other term, and the first week of classes for purposes of this section, shall be deemed to have ended when seven calendar days, including the first day of scheduled classes, have elapsed.
Fees and Financial Aid

Fees are not refundable under ordinary circumstances if at least one course in the term is attended. The College Fee, is not refundable under ordinary circumstances.

All other fees may be waived in special circumstances by written request to the College department who manages the fee.

Room and Meals

Refunds for rooms are based on the official checkout date defined as when the room is completely vacated and key(s) are returned. Refunds for meals are based on the last date meals, Flex, or Bear Express were used. Special circumstances may be considered by the Director of Residence Life or the Executive Director of PACES or their designee.

Federal Title IV Withdrawals

Any student who has Federal Title IV financial aid and has fully withdrawn from all courses is subject to review under Federal Register Title IV policy.

Title IV financial aid includes Ford Federal Direct Subsidized Loans, Unsubsidized Loans and Direct PLUS Loans, Federal Perkins Loans, and Federal PELL and SEOG grants. Federal Title IV financial aid shall be pro-rated based on the policy outlined by the U.S. Department of Education. Eligibility of Federal Title IV financial aid is proportional to the number of days the student attends to the total number of days in the academic semester. Students who withdraw from all courses and have had Federal Financial Aid applied to their student account will have their student account billed or refunded according to Federal Title IV regulations.

Policy information regarding Federal Register Title IV is available at www.potsdam.edu/admissions/financial/eligibility.cfm.

Financial Assistance for Graduate Students

Financial Aid

There are three major types of financial aid available to students: Grants and Scholarships (awards which do not have to be repaid); Loans (which must be repaid); and Employment (allows students to earn money to be used toward educational expenses). Please note that to be considered for government aid, a student must be matriculated (that is, accepted into a degree program). While 9 credit hours is considered full-time status for Graduate students, financial aid is packaged based on 12 or more credit hours. Financial aid recipients must notify the Financial Aid Office if they plan to enroll in fewer than 12 credit hours.

Eligibility for financial aid is determined based upon the results of the Free Application for Federal Student Aid (FAFSA). The FAFSA formula generates the Expected Family Contribution (EFC) using each of the reported data elements, including the student’s income, assets and household size. The underlying philosophy of the federal formula is that the primary responsibility for meeting college costs rests with the student. A financial aid package is constructed using the EFC generated from the FAFSA. The EFC is subtracted from the Cost of Attendance for enrollment in the graduate program for an academic year and the result is the student’s Unmet Need. It is the goal of the Financial Aid Package to cover the unmet need-based aid resources and the EFC with non-need-based resources, such that the student could access enough aid to cover the full cost of attendance for an academic year of study. The need-based and non-need-based aid programs which might be included in the package are described below.

General Financial Aid Procedures

The following application procedures apply to federal financial aid programs, including the Federal Perkins Loan, William D. Ford Federal Direct Loans and Federal Work Study (FWS).

1. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. The SUNY Potsdam school code is 002850. Students who applied for aid in the previous year should have the option to file a Renewal FAFSA in subsequent years.

2. To receive maximum consideration for Federal Perkins and FWS, it is suggested that the FAFSA be completed by March 1. The College will consider applications on a rolling basis and awards will be made providing funds are still available.

3. To be eligible you must 1) be a U.S. citizen or permanent resident alien, 2) be enrolled (or accepted for enrollment) in a degree program, and 3) register for at least six credit hours per term.

4. Provide proof of conferred undergraduate degree.

Aid for Content-Core Courses

You may be eligible for federal student loans for one consecutive 12-month period for prerequisite courses you are required to take before full admission to a graduate program. You must be enrolled at least half-time (six or more credit hours) in order to receive federal loans for prerequisite courses. You may be eligible for up to $5,500 in federal Stafford Subsidized or Unsubsidized loan funding, and up to $7,000 in additional federal Stafford Unsubsidized loan funding for the classes required for that program.

Aid for Consortium Courses

If you are enrolling in classes at another institution and SUNY Potsdam is processing your financial aid for the academic year, please complete and submit a consortium agreement to our office. Institutions are not required to participate in a consortium agreement; it is your responsibility to ensure that the host school will participate. Courses must be required for your degree and must transfer back to SUNY Potsdam at the end of the session and be applied towards your degree. The agreement is good for only one term (summer) and for only one host school. If you are taking classes at more than one host school, you will need to file a separate consortium for each. If
Financial Aid for Summer Session

In order to be considered for summer financial aid, receipt of FAFSA data is required prior to the last day of the last session for which you are enrolled. If you fail to file your FAFSA and we receive the data after you have already completed summer classes, you may not be eligible for summer financial aid.

You will also need to submit the Summer Aid Application to the Financial Aid Office once you are registered for summer classes. The application is available in mid-April, online and may be downloaded from the Financial Aid Office webpage. If you plan to attend classes at another institution for the summer for coursework required for your degree program, you will also need to submit a Student Consortium Agreement, which is also available to download.

You will need:
• to be a matriculated graduate student for the summer session to receive summer aid
• to be registered in at least six or more credit hours to receive a federal loan
• and complete the FAFSA at least six weeks in advance of needing funding

For more information about financial aid for summer and to access the Summer Aid Application, please visit the Financial Aid Office or our website at: www.potsdam.edu/financialaid.

Federal Financial Aid

TEACH Grants/Loans
The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides grants of up to $4,000 per year to undergraduate and graduate students who intend to teach full-time in high need subject area at a public or private elementary or secondary school that serves students from low income families (listed in the Department of Education’s Annual Directory of Designated Low-Income Schools for Teacher Cancellation Benefits, https://www.tcli.ed.gov/CBSWebApp/tcli/TCLIPubSchoolSearch.jsp). Students may receive up to $6,000 for undergraduate study and up to $8,000 for graduate study. Recipients of a TEACH Grant must teach for at least four academic years within eight calendar years of completing the program of study for which they received a TEACH Grant. IMPORTANT: failure to complete this service obligation will result in all amounts of TEACH Grants received being converted to a Federal Direct Unsubsidized Stafford Loan repayable to the U.S. Department of Education. Interest will be charged from the date the grant(s) was disbursed. Note: TEACH Grant recipients will be given a 6-month grace period prior to entering repayment if a TEACH Grant is converted to a Direct Unsubsidized Loan. Refer to the General Financial Aid instructions to apply.

Federal Work Study (FWS)
FWS is awarded to some students who have financial need. Based on availability, students may select their place of employment from various openings throughout the campus. Job openings are posted on www.potsdam.edu/admissions/financial/studentemployment.cfm. Students may work a maximum of 20 hours per week while school is in session and are paid between minimum wage and $10/hour.

Federal Perkins Loan
Depending on financial need and availability of loan funding, students may qualify to borrow through the Federal Perkins Loan Program.

The interest rate, which accrues only during the repayment period, is five percent on the unpaid principal balance. Repayment begins nine months after graduation or leaving school, and may extend up to ten years. Several deferment options are available to postpone repayment for those who qualify.

Cancellation benefits are available for a variety of reasons to teachers in federally designated low-income schools, and to those who teach in fields designated as having a shortage of teachers. Additional loan cancellation options are available to nurses, medical technicians, law enforcement or corrections officers, VISTA or Peace Corps volunteers and for service in the U.S. Armed Forces.
Veterans’ Benefits
Veterans of the U.S. Armed Forces, National Guard, and Reserves, their dependents and survivors may be eligible for postsecondary education benefits. For detailed information, contact the Veterans Administration at 1-888-442-4551 or see the GI Bill website: www.gibill.va.gov.

If you are planning to use GI benefits at SUNY Potsdam, please contact the Military and Veterans Services Coordinator in the Student Success Center in Sisson Hall, 315-267-3398. The Potsdam website is www.potsdam.edu/support/military/index.cfm.

William D. Ford Federal Direct Loans
The William D. Ford Federal Direct Loan program provides low-interest rate loans to students. Eligibility for funding is determined through federally mandated award formulas, using data provided on the FAFSA.

First-time borrowers will be required to sign a Master Promissory Note (MPN), agreeing to repay funds borrowed through this program. Once an MPN has been submitted and processed it is good for up to 10 years of borrowing.

Federal Direct Unsubsidized Stafford Loan program has a fixed interest rate of 6.21% for 2014-2015. Loan interest rates are adjusted annually on July 1, but are fixed for the life of the loan. The unsubsidized loan is not need-based, and the student is responsible for paying the interest, which accrues while in school. Interest may be capitalized (added to the principal balance) as a means of deferring payment.

These loans have a 1.0% origination/insurance fee. The annual loan limit is $20,500.

Repayment begins six months after the student leaves school or drops below half time.

Federal Direct Graduate Plus Loans are for graduate students and the program is similar to that of the Federal Direct Parent Loan for Undergraduate Students (PLUS loan). A matriculated graduate student, who is enrolled in at least six credits in a semester, can borrow up to the Cost of Attendance minus other aid. The interest rate is fixed at 7.21% for 2014-2015. Loan interest rates are adjusted annually on July 1, but are fixed for the life of the loan. A Master Promissory Note is required the first time a student applies for a PLUS loan. A credit check applies. However, if a student is denied he/she can apply with an endorser. Repayment begins 60 days after the final disbursement, but students can apply for a deferment and interest will be capitalized.

Federal Satisfactory Academic Progress
Federal regulation mandates that a recipient of Federal Title IV aid (Federal Perkins Loan, Federal Work Study, Federal TEACH Grant/Loan, Federal Stafford Loan, and Graduate PLUS) make satisfactory academic progress (SAP) toward the completion of a degree to maintain eligibility for that funding. Satisfactory academic progress requirements for federal aid are evaluated by the Financial Aid Office. Progress must be reviewed, on a cumulative basis, after the fall, spring and summer terms, and includes periods for which the student did not receive financial aid. All federal satisfactory academic progress requirements are measured at the end of each scheduled evaluation period. Each evaluation will result in an aid eligibility determination and assignment of an appropriate status as follows:

Eligible for Federal Aid

Making Satisfactory Academic Progress (SAP)
Assigned to a student who has earned 67% of all attempted credit hours, is meeting the GPA requirement, and has not exceeded the maximum allowed time frame.

Financial Aid Warning
Assigned to a student who has not earned 67% of all attempted credit hours, or has failed to meet the GPA requirement or both. This student will receive federal aid in the first subsequent term of attendance that follows the term in which the requirement was not met. Financial aid warning status may be assigned without an appeal or other action by the student. Financial Aid Warning is available one time only. Students must meet SAP requirements at the end of the payment period to continue to be eligible for federal aid.

Financial Aid Probation
Assigned to a student who has not earned 67% of all attempted credit hours, has failed to meet the GPA requirement or both; was previously placed on Financial Aid Warning; and receives approval of an appeal to have federal aid reinstated. At the end of one payment period on financial aid probation, the student must meet satisfactory academic progress standards or meet the requirements of their academic plan, as developed by SUNY Potsdam and the student, to qualify for further federal aid.

Ineligible for Federal Aid

Not Making Satisfactory Academic Progress
Assigned to a student who has not earned 67% of all attempted credit hours, or has not met the GPA requirement and has been academically dismissed by the College, and is no longer eligible for “Financial Aid Warning.”

Over Maximum Time Frame
Assigned to a student who has exceeded the maximum allowed time frame and has attempted more than 150% of their degree requirements.

Satisfactory Academic Progress (SAP) Requirements

GPA Requirement
Federal aid recipients must maintain a GPA satisfactory for enrollment as a matriculant, as defined by the Academic Standards Committee, in the “Academic Standards Policy” in the current SUNY Potsdam Graduate Catalog.
Credit Hour Requirement
Federal aid recipients are required to earn a minimum of 67% of all attempted credit hours.

Maximum Time Frame
Graduate students may receive federal aid for a maximum of 150% of their degree program requirements. The average length of a graduate program at SUNY Potsdam varies from 30 to 52 credit hours. Graduate students who have a degree program that requires 30 credits are allowed a maximum of 45 attempted credit hours. Graduate students who have a degree program that requires more credits are allowed to attempt more (up to a maximum of 150% of their program requirement).

Evaluation by Credit Type and Other Considerations
Transfer credits will be included in the evaluation and will count as both attempted and earned hours. Withdrawals, Incompletes and Repeated coursework are also considered in the analysis. Part-time enrollment counts in the same manner as full-time enrollment. Students earning credits through a consortium agreement and students who change their major are bound by the same requirements as students in standard programs. Students working on second degrees are not bound by the same standards as those working on their first degree.

Students who are readmitted or students who have been granted academic forgiveness for previous coursework are subject to the standards defined in this policy for federal aid eligibility. Academic progress will be reviewed upon readmission and receipt of the Free Application for Federal Student Aid (FAFSA). All previous coursework at SUNY Potsdam must be included in each review of academic progress for federal aid; therefore, even coursework “forgiven” academically must be considered in the review.

Appeal Process

Appeal Form
The Satisfactory Progress Appeal form is available both online and in the Financial Aid Office.

Submitting an Appeal
Students deemed ineligible for federal aid because they have not met the 67% Credit Hour Requirement, and who are ineligible for “Financial Aid Warning”, may appeal the status through the Financial Aid Office. Appeals will be considered on the basis of mitigating circumstances, such as personal illness or injury, or the death of an immediate family member.

Students may appeal more than once, but must provide new documentation of a mitigating circumstance to justify the request. A written statement from the student must accompany the appeal and must explain why the student failed to make satisfactory academic progress, and what has changed in the student’s situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.

Acceptable Documentation
Acceptable forms of documentation include, but are not limited to, physician’s written statement to substantiate illness or accident, newspaper obituaries or death certificates to substantiate deaths, written statement from clergy, family member, or other third party familiar with the student’s situation, and written statement from academic adviser or professor. Students who have lost federal aid and have an appeal approved are placed on “Financial Aid Probation” for the subsequent term and may receive federal aid for that term.

Appeal Deadline
Appeals must be submitted by the mid-point in the term for which they are seeking the appeal.

Approval Notice
Appeals are received, logged, and passed to the Satisfactory Academic Progress Committee who will review appeals; decisions of the committee will be forwarded to each appellant in writing, and will be final.

Students placed on “Financial Aid Probation” must earn 67% of their cumulative attempted credits at the end of their probationary period in order to regain federal aid eligibility. All students granted an appeal will be provided with an “Academic Plan” that specifies the new pace to which the student must adhere in order to regain federal aid eligibility; an Academic Plan may span more than one semester (term). Any student on probation who does not meet the requirements of the Academic Plan at the end of any term within the Academic Plan will lose federal aid eligibility; the student must then meet SAP requirements before regaining federal aid eligibility.

State Financial Aid

Graduate Opportunity Program
This need-based program provides a tuition scholarship to former EOP, SEEK or HEOP students who are accepted and enrolled as full-time graduate students. The GOP funding is typically awarded on the basis of merit. Applications and all supporting materials must be submitted to the Center for Graduate Studies by August 1 for the fall semester and December 1st for the Spring.

Graduate Diversity Fellowship
The State University of New York (SUNY) offers graduate fellowships to students who have been admitted to graduate or professional study and who will contribute to the diversity of the student body in the graduate or professional program in which enrollment is sought. This program assists SUNY in the recruitment, enrollment and retention of students in graduate programs who demonstrate that they will contribute to the diversity of the student body, including those who can demonstrate that they have overcome a disadvantage or other impediment to success in higher education.

To be eligible, applicants must be U.S. citizens or have permanent resident status, and demonstrate how they will contribute to the diversity of the student body in the program for which they are applying. This includes having overcome
a disadvantage or other impediment to success in higher education. Applications and all supporting materials must be submitted to the Center for Graduate Studies by August 1 for the fall semester and December 1 for the spring semester.

**Other SUNY Potsdam Competitive Assistance Programs**

**Graduate Assistantships**

Graduate Assistantships (GAs) are awarded annually to students who have demonstrated a high degree of academic excellence and professional competence. A limited number of GAs offering both a stipend and full in-state tuition remission are available for the academic year based on the availability of funding. Graduate Assistantships are awarded typically on the basis of merit, and it is assumed that GAs will be associated with their major departments and/or School to supplement their graduate degree program.

**Eligibility:** Consideration is given only to applicants who plan to earn a graduate degree at SUNY Potsdam. Assistantships cannot be awarded to part-time students or to non-matriculated students.

Candidates for an assistantship must be already accepted and confirmed into a degree program when applying. Candidates must submit an application, resume and two letters of recommendation to be considered.

**Work Guidelines:** Full-time graduate assistants receiving the stipend plus tuition scholarship may be associated with their major departments for an average of 20 hours each week. Their responsibilities will be determined by each of the academic departments involved.

The number of credit hours for which a graduate assistant is registered ordinarily shall be at least nine semester hours and shall not exceed 15 semester hours without the approval of the department and/or School. Graduate Assistants who wish to take advantage of the tuition scholarship must be registered full-time (as determined by their program of study).

**Graduate Advantage Program (GAP):** The Graduate Advantage Program (GAP) positions will operate under similar tuition remission procedures, however, the award amounts will partially cover tuition, with flexibility of the award to be used throughout a semester/year, or, as project-based assignments (meaning hours worked are consolidated in certain time of the semester). The hours by which a student will work will vary depending on the actual award amount.

**Applications:** Inquiries and application requests for GA/GAP positions should be directed to the Center for Graduate Studies. Applications and all supporting materials must be received by June 30.

**Special Assistantship Application Procedures for Crane:** All students applying for Graduate Assistantships or Scholarships in Music must apply by March 2. Crane awards a number of graduate assistantships each spring for the following academic year (fall and spring only). Applicants interested in applying for a music assistantship may supply an optional statement about background and qualifications in relevant areas.

**Residence Life Assistantships**

Residence Life has some assistantships available each year for qualified applicants. Successful candidates serve as the Residence Hall Director of a building of about 200 students and six student staff members. Remuneration consists of a stipend of $4,300, up to 18 credits of SUNY Potsdam graduate tuition assistance (9 credits each semester), a board plan, a benefits package and a furnished on-campus apartment for the 10-month obligation. Interested candidates should contact the Office of Residence Life, Draime Hall Extension, 315-267-2350 or reslife@potsdam.edu. Applications are done on the College’s website. The application process typically runs during the months of February and March, with interviews taking place in April and May.

**Other Part-time Student Employment**

A limited number of part-time employment opportunities (in addition to Federal Work Study) are available on campus. Employment with the food service program, as a residence hall assistant or as a student assistant with an academic or administrative department are a few examples of the various on-campus job opportunities.

Job openings through student assistantships, Student Government Association, PACES Dining Services, Temporary Service and the Potsdam College Foundation are posted on BearTracker.

**Emergency Refund Advance**

The Financial Aid Office administers a short-term loan program, which is intended to assist students during times of unanticipated emergencies or other demonstrated necessity. SUNY Potsdam students registered full-time who have financial aid pending may request emergency advances of up to $500. A $10 service fee will be charged for each approved advance. To obtain an application form, contact the Financial Aid Office. Students must be eligible for financial aid and anticipating a refund to receive this advance.

**SUNY Potsdam Graduate Scholarships**

The scholarships listed below are awarded by SUNY Potsdam and the Potsdam College Foundation through gifts from alumni and friends of the College. Information for all education scholarships may be obtained from the Center for Graduate Studies. Information about the music scholarships may be obtained from Crane School of Music, Graduate Music Office.

**All Graduate Students**

**SUNY Potsdam Graduate Scholarship**

Awarded to incoming full-time, matriculated graduate students who completed an undergraduate degree at SUNY Potsdam. Additional information and an application is available at www.potsdam.edu/scholarships.
SUNY Potsdam Graduate Scholarships for International Students
Awarded to incoming full-time, matriculated international graduate students. Additional information and an application are available at www.potsdam.edu/scholarships.

School of Education and Professional Studies
Annual Fund Scholarship
Awarded to matriculated students in a graduate or undergraduate teacher certification program who have completed 12 credits of education courses with a minimum cumulative grade point average of 3.5 in their major.

Thomas “Tommy” Bickford Memorial Scholarship
Awarded (proportionally) to a full-time or part-time graduate student enrolled in the Special Education program. Preference will be given to a candidate who has had previous experience working with individuals with special needs or who has had personal experience with a family member or friend with special needs. Awarded for fall semester.

Lorraine Mader Bryner Memorial Scholarship
Awarded to a graduate student pursuing a Master’s degree in Special Education. Candidate must have the ability to demonstrate potential and commitment to becoming an exceptional teacher in Special Education.

Winton H. Buddington Reading Scholarship
Awarded to matriculated students in the MSED program with a Literacy specialization who have completed at least nine graduate credits with a minimum cumulative grade point average of 3.5.

Michele Christy Memorial Scholarship
Awarded to graduate students who have successfully completed a semester in the MST Childhood Education program. Candidates must demonstrate a passion for teaching and a desire to reach all children. Preference will be given to non-traditional students with young children.

Peg Cullen Scholarship
Awarded to a graduate student who is enrolled in a teacher education program. Candidate must exhibit a commitment to teaching, financial need, and have a minimum undergraduate grade point average of 3.0.

William Q. & Patricia B. Davis Fellowship
Awarded to graduate matriculated student enrolled in MSED Literacy program, having graduated with an undergraduate grade point average of 3.0 or above or current graduate student grade point average of 3.5 or above if recipient has had one or more semesters of graduate courses. Must provide evidence of ability to plan and organize other staff under their authority, experience in facilitating goal setting and accomplishment, successful teaching experience including pre-service and in-service. Preference will be given to candidates with some background in national and international travel. Candidate will work in the Rebecca V. Sheard Literacy Center a set number of hours per week.

Florence M. Dowd Scholarship
Awarded to matriculated students in pursuit of an undergraduate or graduate degree in the elementary certification, MSED (elementary), or MST (elementary) program. Recipient must be a graduate from (in order of preference) Canton Central High School, Lisbon Central High School or Ogdensburg Free Academy.

Evans-Cummings ’83 Scholarship
Awarded to an undergraduate or graduate student who is a declared Education major in good academic standing. Must be a high school graduate from a North Country School District with preference given to South Jefferson School District students. Must have financial need and illustrated involvement in their community (hometown or college).

Krista Fordham ’08 Master’s in Education Scholarship Awarded to a student enrolled full-time in a master’s degree granting program within the School of Education and Professional Studies. Preference will be given to residents of the Northeastern United States.

Alfred W. Santway Scholarship
Awarded to full-time matriculated students in pursuit of a graduate degree in the Master of Science in Education or Master of Science for Teachers program who have completed at least 12 graduate credits. Preference will be given to residents of St. Lawrence County who have proven financial need, seriousness of purpose, and academic achievement.

James Walter and Ruth Johnson Scott Student Scholarships
Awarded to matriculated graduate students in pursuit of a graduate degree in the Master of Science in Education or Master of Science for Teachers program. Preference will be given to those demonstrating academic excellence and financial need.

The Crane School of Music Scholarships
The following scholarships do not require a separate application:

Helen Snell Cheel Scholarship
Awarded to full-time graduate students in The Crane School of Music who have proven musical ability and financial need. Selection is made by the Potsdam College Foundation and the Dean of The Crane School of Music based upon the recommendation of The Crane School of Music Graduate Program Committee.

Warren Earle Hultberg Scholarship Fund
Awarded to students in the graduate music program in The Crane School of Music. Selection is made by the Dean of The Crane School of Music based upon the recommendation of The Crane School of Music Graduate Program Committee.