



BUFFALO STATE
The State University of New York

**International Graduate
Programs for Educators**
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<http://igpe.buffalostate.edu>

Multidisciplinary Studies, Master of Science (M.S.) Degree
International Graduate Programs
for Educators

2016-17 Academic Year

Multidisciplinary Studies, Master of Science (M.S.)

American and International School Educators 2016-17 School Year

Program Introduction

Thank you for your interest in graduate study through SUNY Buffalo State. SUNY Buffalo State is the largest college in the State University of New York (SUNY) system and is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools and by the Board of Regents, State University of New York. SUNY, a statewide system of 64 campuses, is the largest, most diverse multi-campus university in the United States.

The Master of Science degree in Multidisciplinary Studies is one of the 62 graduate programs offered by SUNY Buffalo State. The program is designed for individuals with unique professional and educational objectives not readily met by traditional master's degree programs. Numerous national as well as international educators enroll in this degree program.

The **Office of International Graduate Programs for Educators** is responsible for the Master of Science program in Multidisciplinary Studies as well as professional development for educators working at American/International Schools. The degree program is hosted by American/International Schools for cohorts (groups) of education professionals. The entire program requires ten (10) courses that can be delivered at the school site, electronically, or through a combined approach of on-site/on-line instruction depending on the course as well as the needs of the cohort.

Appropriate staff (e.g. School Head, Curriculum Coordinator, Teachers) from the host school will collaborate with our staff to select courses that will be offered for the degree program. The collaborative approach of course selection facilitates the design of a program that aligns with the school's professional development initiatives and the faculty's specific needs while adhering to the guidelines established for the degree. Selected courses usually apply across grade levels and curricula providing for the diverse needs of overseas educators.

The degree requires 30 semester credit hours. At least 15 credit hours must be 600 and/or 700 level courses. All students are required to complete an Action Research course (three credit hours) and a culminating Master's Project (three credit hours). Students are allowed to transfer a maximum of 15 graduate level credit hours from another accredited institution into this program. Several students have used this option to take coursework in a particular content area (e.g. science, math, reading) or specialty, such as early childhood education or counseling. Others take the opportunity to transfer courses previously taken at other colleges or universities.

Examples of courses offered include *Instructional Strategies for More Effective Teaching*, *Principles of Curriculum Design*, *Creative Problem Solving*, and *Instructional Technologies*. We also offer workshop courses that emphasize process and implementation of theory if there is an identified need of the cohort. For example, we have offered *Differentiation of Instruction*, *Problem-based Learning and Talent Development* and *Teaching Self-regulation: Management in the Responsive Classroom*.

Regional association conferences and workshops offered for credit by Buffalo State through **AASSA, AISA, CEESA, EARCOS, ECIS, MAIS, NESA, TAISI** and the **Tri Association** provide another opportunity to complete graduate coursework for the degree. Students are allowed to include up to six (6) of the required 30 graduate credit hours through a combination of conference and/or workshop courses.

Professors familiar with the unique needs of overseas educators teach our courses. Some of our instructors are educators currently working overseas who have the credentials to become Buffalo State adjunct faculty. In that way, we have been able to utilize the talent within your own school community as well as other experts who may be consulting or providing professional development in your region.

Every school has diverse needs for scheduling courses. Some schools choose to offer the degree over a period of two years, while others opt for a longer period of time. Host schools decide on what will work best for their cohort. Most frequently, we offer our courses using a compressed period of time with lots of success and very happy students who have busy schedules. For example, when school is in session, we may offer a course on the two weekend days, after school during the week and finish the following weekend. Some prefer all day on two consecutive weekends and only two nights after school. The courses may also be offered over the school semester. We have other groups who prefer to take two courses during a summer or winter break. Sometimes we are able to have one professor come and stay to teach two courses.

Final projects for courses are NOT always due on the last day of the class. At the very least, students have an additional two weeks to complete coursework.

The awarding of the Master of Science Degree does not provide Certification or Licensure. United States colleges/universities do not “grant” certification or licensure. Certification or Licensure is obtained through State Education Departments. Many of the courses offered through this program may be applicable towards certification. However, individual State Education Departments determine what course(s) could be applicable toward the certification requirements for that particular state. For more information, the following website is linked to state certification offices: <http://www.emtech.net/cert.htm>

Our staff is dedicated to helping you and we look forward to working with you. Please let us know at any time if you have questions or concerns, and we will be sure to respond promptly.

Admissions for Master’s Degree

Please contact the Admissions Coordinator, Grace Vogt, with admissions questions at: IGPEadmissions@buffalostate.edu.

A completed application can take up to four (4) months to complete so please plan in advance. Please see our website for detailed information on how to apply online: <http://graduateschool.buffalostate.edu/apply>.

Buffalo State maintains a student-managed admissions process that requires an applicant to submit a complete application with all required components to the Graduate School by the appropriate deadline. Thus, applicants are assured the admissions committee has all the necessary information to evaluate their qualifications to avoid delay in the application process. Submitted materials are the property of the Graduate School. Copies of application materials will not be supplied to the student or any other institution.

Non-degree Applicants should complete steps #1, #2, and #4 below. Only official transcripts reflecting a master's or bachelor's degree and a copy of the diploma of the highest awarded degree need to be submitted. Additional transcripts are not required but will be if /when the student applies to a program. There is no specific deadline for non-degree applications however course availability may be impacted based on the submission date of application materials. Additional fees may apply for students who submit applications after their desired semester has begun.

A complete admissions packet includes:

1. **Online Application**, which can be completed in approximately 10-15 minutes; you can save your work and complete the application later if needed. After completing the online application, print or save a copy of the confirmation page for your records (see "Admission Instructions" page on our website).

2. **Application Fee**, a non-refundable \$65.00 U.S. is required for all SUNY Buffalo State Graduate School applicants. This fee can be paid online through VISA or Mastercard by following the steps below:
 - a. Login to your previously submitted Banner Application
 - b. Click on your submitted application term
 - c. Click on “Pay Graduate Application Fee”

If you are unable to submit this payment online, please contact the Graduate School at (716) 878-5601.

3. **Official transcripts from all colleges and universities attended** in sealed envelopes. This includes transcripts for any coursework that was transferred into another institution’s degree and any coursework that you want considered for transfer credit. Each institution must send the transcript directly to the applicant. Applicants submit unopened transcript envelopes with other application materials.
4. Applicants who completed their undergraduate degrees from post-secondary schools, where English was NOT the first language, must submit a **certified English translation** of all official transcripts along with their **official or certified true copies** of their transcripts.
5. **A degree evaluation** is required for **all** applicants who have completed a bachelor’s degree outside of the United States. Applicants holding undergraduate degrees from a Canadian college or university should submit their official transcripts to our office. If those transcripts follow a system similar to that of the United States, they will be evaluated locally. If not, Canadian applicants will be required to comply with the international student credential policy.

Applicants must contact *one of the following credential evaluation agencies* and request a **course-by-course with GPA** evaluation to determine equivalency to a U.S. bachelor’s degree:

World Education Services, Inc., P.O. Box 5087, Bowling Green Station,
New York, NY 10274-5087, Phone: (212) 966-6311, Fax: (212) 739-6120, www.wes.org

Josef Silny and Associates, International Education Consultants, P.O. Box 248233,
Coral Gables, FL 33124, Phone: (305) 273-1616, Fax: (305) 273-1338, www.jsilny.com

For mailing addresses for each company, please refer to their individual web-site.

Applicants must contact the agency or visit its web-site for the most current requirements and fees and to request or download an application. Completed evaluation applications listing SUNY Buffalo State College as the recipient should be returned to the agency with the required fees and credentials.

The evaluation agency must send your **course-by-course with GPA** evaluation directly to our office. Applicant copies will not be accepted nor evaluations from any other agency or service.

(The process can take up to four – six weeks to complete after the agency has received all of your documents. Your Application for Admission will not be reviewed until the evaluation has been received in our office from the agency completing your report. Evaluations from the credential evaluation agency must be sent to our office.)

Applicants must hold a baccalaureate degree from an institution that is accredited by an approved U.S. regional accrediting agency or a degree that is equivalent to a U.S. four-year bachelor's degree. Students must have a minimum cumulative grade point average of 2.5 (4.0 scale) in the baccalaureate degree.

Please note that the fall semester deadline is actually **after** the fall semester has ended. This later deadline allows new faculty adequate time to obtain necessary admission documents.

Deadlines

Semester	Deadline
FALL (August 1 – December 1)	December 1
SPRING (January 1- May 1)	May 1
SUMMER (May 1 – August 1)	August 1

All required documents must be submitted by the appropriate deadline to:

**The Graduate School
Cleveland Hall 204
SUNY Buffalo State
1300 Elmwood Avenue
Buffalo, NY 14222 USA**

Once an applicant has been officially accepted, an acceptance letter will be emailed to the applicant using the email address provided on the Application for Admission.

(Do not use *Hotmail* email addresses. *Hotmail* frequently rejects emails from colleges and universities.)

IMPORTANT! Applicants must submit one set of official transcripts/translations with their Graduate Admission Application packet to our office **and** a second set of the same documents to World Education Services or Josef Silny and Associates for evaluation. (Submitted materials become the property of the Graduate School. Copies of application materials will not be supplied to the student or any other institution.)

Program Requirements

1. Completion of a minimum of 30 credit hours, comprising at least 15 hours of 600- and 700-level courses, including the master's project.
2. A maximum of 15 credit hours may be taken in a discipline that offers a master's degree when the student does a master's project (3 credits).
3. A maximum of 18 credit hours may be taken in a discipline that does not offer a master's degree and for the EDU prefix.
4. A maximum of 15 credit hours may be taken at another accredited institution. This coursework must conform to the limitations stated in 2 and 3 (above) and must have the prior approval of the principal advisor.
5. Only grades of B or better will be accepted as transfer credit. An official transcript showing transfer credit must be submitted to the Graduate School.
6. Coursework (including transfer credit) must be completed within the six-year period immediately preceding the date of completion of the program.
7. A maximum of 6 credit hours of workshop (594) and/or conference (596) may be included in the program.
8. Students must maintain a minimum cumulative GPA of 3.0 (4.0 scale).
9. Master of Science candidates must complete a) a research methods course and b) a supervised project approved by the principal advisor. Individual principal advisors may impose further requirements on candidates based on practices and policies of their home department (second reader or oral defense, for example). These must be specified in writing at the outset of the degree program.
10. An Application for Degree Candidacy, approved by the student's principal advisor must be submitted to the Graduate School before the completion of 12 credit hours at Buffalo State.

Transfer Credit

Please contact the institution that granted the credits to verify that the credits granted by that institution meet the SUNY Buffalo State requirements.

A maximum of 15 credits of transfer work at the graduate-level may be applied to the Multidisciplinary Degree program. Official transcripts for transfer credit must be sent directly to International Graduate Programs for Educators, by the institution granting the graduate credit, if the credit is earned after formal admission to the Graduate School, and as such was not included in your Graduate Admission Application.

A. Transfer work earned at another accredited institution must:

1. Be equitable to 500-, 600- or 700-level graduate semester courses. If the institution granting the credit uses the quarter system, credit hours will be converted to semester hours using the following equation:

- a. 1 quarter hour = $\frac{2}{3}$ (.66) semester hour
- b. quarter hours = $1\frac{1}{3}$ (1.33) semester hours
- c. quarter hours = 2 (2.00) semester hours

2. Be completed within the six-year period immediately preceding the date of graduation.

B. Only grades of A or B are acceptable for transfer. Grades of S or P are not acceptable.

C. Coursework taken to fulfill degree requirements for one Master's Degree or Certificate of Advanced Study may not be applied toward another Master's Degree.

D. Students whose coursework is NOT from a U.S. or Canadian college or university must obtain a course-by-course evaluation from either Josef Silny and Associates or World Education Services, Inc. (contact information under Admission Requirements)

Decisions regarding the acceptance of credit for transfer will be made **after** official transcripts have been evaluated by the Director first and the Graduate School. Approved transfer credit is added to the student's official record when the student's approved degree candidacy application and official transcripts of transfer credit are approved by the Director. Students should use the requirements listed above to determine if coursework will be accepted for their degree program prior to an official decision from the Director. The International Graduate Programs staff is not able to make this determination for you.

CAUTION! Several universities offer extension, professional development and/or continuing education courses. Extension studies, professional development and/or continuing education credits cannot be transferred into the graduate degree program. **Students should contact the institution that granted the credits to verify that the credits granted by that institution meet the above requirements.**

Application for Degree Candidacy

Please contact Mrs. Cathy Beecroft, with questions regarding Degree Candidacy at: molendca@buffalostate.edu.

Application for Degree Candidacy is a written agreement outlining the courses necessary to receive a degree. All students must complete an Application for Degree Candidacy, approved by the student's principal advisor, and submit it to International Graduate Programs for Educators before the completion of 12 credit hours. The application lists the courses that the student will be taking to fulfill their requirements for their Master's degree. It also lists the courses the student is looking to transfer into the program. The Application for Degree Candidacy will be sent to students at the time of acceptance into the program. Students will be notified by email when their Application for Degree Candidacy has been approved. Failure to develop an approved program and

be admitted to degree candidacy between the completion of 6-12 graduate-level credit hours, will restrict further registration and/or graduation.

IMPORTANT! It is a student's responsibility to list the correct SUNY Buffalo State course numbers and titles on the Application for Degree Candidacy.

Changes to Approved Degree Candidacy

Please contact Mrs. Cathy Beecroft, with questions regarding changes to approved Degree Candidacies at: molendca@buffalostate.edu.

Once a student's Application for Degree Candidacy is approved, changes can be made only with approval of the student's Principal Advisor and Program Director. A Request for Change in Approved Degree Candidacy form must be completed and submitted to International Graduate Programs for Educators. This includes potential transfer credits that are submitted for evaluation after the Application for Degree Candidacy has already been approved.

Course Registration Forms and Programmatic Course Fee

Please contact Cathy Beecroft with questions regarding course registration at molendca@buffalostate.edu.

Students need to complete a **Graduate Course Registration** form for each Buffalo State course including the final three-credit Master's Project. The course registration form should be completed **on the first day of the course**. The Site Coordinator must return the completed registration forms along with the programmatic course fee of \$25 **per student**. Students will be registered for a course when we receive the completed registration form, payment as invoiced by our office to your school for tuition, fees and airfare (if applicable), as well as payment in full to the professor.

Please make certain all sections on every registration form are completed, even if a student has participated in previous courses. A complete registration form eliminates the chance of error in duplicate name instances. After completing registration forms, instruct students to retain a copy for their records. Credits and grades for courses are recorded at the *end* of each semester.

Attendance Policy

Students are required to attend all sessions **with no exceptions**, due to the compressed time schedule of courses and in accordance with SUNY Buffalo State policy. Professors cannot give extra assignments or make any provisions for students who are not able to attend all of the sessions. Thus, if a student has to miss any part of the course sessions, the student cannot complete the course for credit as attendance at all sessions is required.

We understand that a student may have special circumstances that prevent course participation. When a student has a special circumstance and cannot complete a course, the student and advisor will put together a plan to finish their program *after* the completion of the final on-site course. Frequently the school decides to continue offering the program and the student may continue with course(s) at the school site. If the school doesn't continue offering our program, students have the option to complete coursework independently online or through alternative graduate credit earning opportunities.

Advisement

Cathy Beecroft is our temporary advisor. She will review the student's Application for Degree Candidacy and attests to the student's projected completion of the approved plan of study.

Completing a Course Independently

Please contact Brandon Kawa at kawabf@buffalostate.edu for information on completing a course independently online.

A student can complete a course independently with the written permission of his/her School Director. The student must discuss the special circumstance with the School Director or his/her designee. The student needs to ask their administrator to send Brandon Kawa an email explaining the student's "special circumstance" for not attending a course. A "special circumstance" would include illness, childbirth, death in the family, attendance at a previously scheduled school-sponsored event such as a field trip, etc.

The approval to complete courses independently because of "special circumstances" is in the best interest of the school and fellow students in the program. The school and/or the students in the cohort have to pay for the costs for each course. When a student doesn't take the course as scheduled with the cohort, the rest of the students and school still have to pay the total cost of the course with one less person to help with that total cost. Requests to complete a course independently must be made *after* a student has an approved plan of study.

The cost to complete a course online independently is \$900. \$450 of which is paid to the IGPE office at SUNY Buffalo State and the other \$450 paid directly to the professor of the course.

Completing Coursework after Initial On-Site Course

A student, who joins the cohort after the first course was offered, can complete a course independently. Our staff will put together a plan for the student to complete their program *after* the completion of the final on site course. Frequently the school decides to continue offering the program and the student is able to continue with course(s) at the school site. If the school doesn't continue offering our program, students have the option to complete coursework independently online or through alternative graduate credit earning opportunities.

Course Evaluation

A course evaluation will be distributed electronically at the conclusion of each course. Course evaluations must be completed for each course offered at every cohort. Individual data will not be shared with professors, so we ask that students be completely honest to assist us in our efforts to offer the best possible content. The course evaluation can be accessed from the following link <https://buffalostate.wufoo.com/forms/course-evaluation/>

Grades

Credits and grades for courses are recorded at the end of the semester. Unfortunately, with the difficulties and inconsistencies of overseas mailings, grade reports will not be sent to students. Due to confidentiality policies, grades cannot be obtained from our office staff. However, the professor for the course can inform students of their grade. Please have students email the professor directly. Additionally, transcripts from SUNY Buffalo State will list all of the courses completed with the grades for each course. If the required coursework is not completed, the student will receive a grade of "I" (incomplete). The student must complete the course requirements and submit their work to the instructor **no later than** the 8th week of the following semester. If all work is not completed and submitted by the 8th week, the "I" will automatically convert to an "E" (failure).

Transcripts from Buffalo State

Transcripts from Buffalo State list all of the Buffalo State courses completed and the grades that were recorded for those courses. Transcripts serve as the official record of courses and grades. Transcript information is updated approximately four (4) weeks after the end of each semester. Official transcripts are not issued directly

to students but are forwarded, upon request, to authorities that the student designates. Student copies may be ordered for personal use.

Transcripts from Buffalo State must be ordered through the Registrar's Office. **Transcript Request forms** are available at: <http://registrar.buffalostate.edu/transcript-ordering>

Graduation

Please contact Cathy Beecroft with questions regarding course registration at molendca@buffalostate.edu.

It is important that students use the same name on their Graduation Application that they used on their Application for Admission as well as all course registrations. The formal name that was written on the Application for Admission will be the **only name** that will be recognized in the SUNY Buffalo State system, and by our office. All official records will be registered under that name. If a student has a name change after the submission of their initial application for acceptance into the program, please notify our office prior to having them submit the graduation application.

In order for a graduate student to be awarded a Master's Degree the following requirements must be met:

1. Completion of an **Application for Graduation**, submitted to International Graduate Programs for Educators **one semester** prior to the anticipated graduation date. Students must apply for graduation by the deadline or the application for graduation will be processed for the following semester's graduation.
2. Completion of **30 graduate-level credits**. All coursework must be completed and final grades awarded by May 1st for spring semester graduation, August 1st for summer semester graduation and December 1st for fall semester graduation. Courses completed and graded after those dates will be posted in the following semester. The students will then need to reapply and ***the degree will be granted at the end of that semester.***
3. Therefore, a student who takes a course with final assignments that will be graded after May 1st will graduate in **August**. A student can request a **Letter of Completion** stating that all requirements for the degree have been met, once all grades have been received in our office.
4. Receipt of **official transcript(s)** of approved transfer credit as listed on the candidacy form. Transfer credit must meet all requirements as defined under Transfer Credit.
5. **Approved** Application for Degree Candidacy is on file and completion of all required coursework, exactly as specified on the Application for Degree Candidacy and Request for Change in Approved Degree Candidacy (if required).
6. A minimum cumulative **GPA of 3.0** (B) in all graduate coursework.
7. Completion of **all** coursework and degree requirements within the **six-year** period immediately preceding the date of graduation.
8. Completion of a minimum of **15 credits** of 600 or 700 level coursework.
9. After a preliminary review, the staff of the Graduate School will review your academic file to determine if you have met all requirements. Courses with a grade of **I (incomplete)** must be completed and appropriate grades submitted.
10. All financial obligations to the college must be met.

In accordance with established deadlines, students who do not meet the requirements for graduation by the semester for which they applied must submit a new application for graduation for the semester in which the requirements will be completed.

IMPORTANT! The Master of Science diploma will be sent to the host school using traceable mail at no cost. If a student would like to have the documents sent to an alternative address, a payment of **U.S. \$25.00** must be sent with the Application for Graduation. Further information regarding that process can be provided by directing students to Cathy Molenda at molendca@buffalostate.edu

Documents are sent *approximately 8 weeks after the end of the semester* of the graduation date, which allows for graduation audits and processing and printing of Official Diplomas. A student can send a request to Cathy Molenda, Graduation Coordinator, for a **Letter of Completion** once all grades have been received and recorded in our office. A **Letter of Completion** states that all requirements for the degree have been met.

Costs

Costs for educators at American/International schools are *less than one third* of the regular SUNY Buffalo State tuition. Host schools are invoiced for the cost of the courses that are offered on site. The school sends payment directly to our office. Students pay the host school for the courses that are hosted by the school. Costs for textbook/materials vary with each course. Each professor will provide the host school Site Coordinator textbook/materials ordering information, materials to be duplicated, and/or post text on a course wiki.

Each applicant must pay a nonrefundable application for admission fee of **\$65.00 USD**. Anyone taking more than six credit hours of coursework will need to apply for admission. Each student registering for a course will pay a programmatic course fee of U.S. **\$25.00** per course; however, this fee will need to be submitted in one lump sum directly from the host school to our office.

Student Responsibilities

Every student must assume full responsibility for knowledge of all of the deadlines, forms, rules, regulations and requirements of the program as detailed in this document. We ask that each student *make copies* of all of their applications, documents, course registrations, etc. Students should check the program website for updated program details *once a semester* at <http://igpe.buffalostate.edu>. Requirements and program details are subject to change, and students must be aware of current regulations.

Students are responsible for notifying International Graduate Programs for Educators of any official change of name. The formal name that is written on student's Applications for Admission will be the *only name* that will be recognized in the SUNY Buffalo State system and by our office. All official records will be registered under that name unless we are notified of a change in name. Our staff, professors, and the Buffalo State data system do not recognize nicknames or different last names. *It is important* that students use the same name on all forms including course registrations and all correspondence with our office. Likewise, our office must be notified of any changes of email address or mailing address so that information and other mailings can be properly directed.

We kindly ask you to review these Program Details for answers to your questions. For questions not answered in this document, *please email the appropriate staff person* as indicated in this document. By doing so, you will lessen the time you wait for a response. Additionally, as we all know, emails aren't always received, and we want to make sure you get answers to your questions as soon as possible. You can expect our staff to respond to your email within five U.S. business days, so please resend your email if you do not receive a response after five days.

Graduate work is an extremely rewarding endeavor that demands rigorous scholarship, research, creativity, and professional competence. We welcome you to our vibrant community of scholars, teachers and researchers.

Contact Information

Dr. Robert Imholt , Director	imholtrd@buffalostate.edu	716-878-3855
Grace Vogt , Admissions	igpeadmissions@buffalostate.edu	716-878-5603
Brandon Kawa , Finance/Scheduling/Independents	kawabf@buffalostate.edu	716-878-3188
Cathy Molenda , Registration/Graduation/Advisement	molendca@buffalostate.edu	716-878-3811

Support

Resources for Information, Technology, & Education (RITE)

The Buffalo State Information, Technology Services and Systems recently reorganized to better meet the needs of the campus community. After a thorough review of your feedback, our Organizational Identity Task Force unanimously agreed upon a new name for the division: Resources for Information, Technology, and Education, or RITE. The new name best reflects our goal to deliver exemplary service and resources to support the educational mission of the institution. The efforts have resulted in a new division website, new teams, and a breadth of available services through RITE (<http://riteteam.buffalostate.edu/>)

Resources for Information, Technology and Education (RITE) supports the Buffalo State community by providing information services and technology environments which foster teaching, learning and scholarly creation while supporting the strategic goals of the institution. RITE is comprised of a collaborative group of technologists, librarians, information and media professionals responsible for stewardship of the technological and information infrastructure of the institution. The RITE website offers explicit and detailed student support information on how to set up accounts, a Technology Guide for New Students, and an array of tutorials on how to use various features and what to expect when taking a course using the Blackboard Learning Management System.